

**FREEPORT HISTORICAL MUSEUM FOUNDATION
WEDNESDAY, JANUARY 31, 2018 10:00AM
FREEPORT HISTORICAL MUSEUM
311 E. PARK AVENUE
FREEPORT, TEXAS**

SPECIAL MEETING

MINUTES

Any item below may be discussed, deferred or be voted on.

1. Call to order

Mr. Hickey called the meeting to order at 10:10am.

2. Roll call – Attendees included the following:

- Nat Hickey – President
- LeAnn Strahan – Secretary
- Brenda Laird – Vice President
- Carmen Reed – Board member
- Dan Kessner – Board member
- Sandra Barbree - Treasurer

3. Approval of January 18, 2018 Minutes

With a motion from Mrs. Barbree and a second by Mr. Kessner, the Board unanimously approved the minutes from the previous meeting with the approved changes made.

4. Project Updates

- **Heritage House**

Ms. Strahan updated the Board on the roofing project, reporting that so far she has two quotes that were not comparable, but expected to receive two more from Jaco Construction and Galaxy Roofing. She is still working on quote requests for the deck/storage project, but is having the same issue with receiving comparable bids.

- **Museum**

Ms. Strahan discussed with the Board that we are still waiting on maintenance for the need roof repairs due to the weather. Mr. Hickey discussed his thoughts of tying in the theme “Connection with the Past” as a motto for the museum.

- **Hickey Building**

Ms. Strahan reported that we are still waiting on moving forward with renovations, pending a decision from Deano Merrigan regarding his willingness to renovate his location on E. Park for Isabel’s. If he agrees to do so, we would have the option to lease to a local boutique instead.

- **Fort Velasco**

Mr. Hickey reported that the Fort Velasco Restoration Committee is interested in holding their monthly meetings at the museum. Monthly meetings are held on the first Friday of the month at noon, and usually last no more than two hours. Ms. Strahan agreed that she could easily accommodate the group of 15-20 in the temporary exhibit hall. With a motion by Ms. Laird and a second by Mr. Kessner,

the Board unanimously approved the use of the museum for the monthly committee meetings.

5. Financial Update

Ms. Strahan provided the Board with a list of expenses for the month of January.

6. Security at Museum/Heritage House

Ms. Strahan reported to the Board that with all of the staff changes recently, security is a concern as she is unaware who or how many people have keys to both buildings. Additionally, there are four cameras that are not working and need to be replaced. Patrick's Locksmith will come to reset the alarm system, rekey both buildings and get the camera system working properly.

7. Upcoming Exhibits

Ms. Strahan had been communicating with Tonya Heard from BISD about the upcoming Cinderella Project. Ms. Heard was not happy with the outcome of the project last year, and instead would like to move it to the counselor's office at the high school for better student access. Ms. Strahan agreed, but ensured Ms. Heard that she would love the opportunity to host it at the museum again next year and that we would be set up the temporary exhibit hall as a dress shop opened during business hours.

8. Purchase of Laptops for children's exhibit

The Board discussed concerns for security needs and of vandalism having computers of any kind set up for free use, the consensus being that there would be a need for museum staff to monitor for the entire time guests were present. Ms. Laird stated that as a teacher, she is well aware that given opportunity, children will damage or destroy anything they can. This item was tabled for further discussion, requiring more research with libraries and other venues that provide public computer access.

9. Review of bids for building and maintenance projects

Ms. Strahan explained to the Board that with all of the quotes received on the following items, none were comparable because contractors had been verbally told different information to quote. The Board agreed to wait until the next meeting to allow time for staff to develop a specific scope of work for each project.

a. **Leaking roof at Pixie's**

b. **Leaking roof at Museum**

c. **Deck project at Pixie's**

d. **Renovations to Hickey Building** – The Board discussed lease options for the building. Mrs. Barbree suggested the need for background checks and references on potential tenants. Ms. Strahan asked if the building was insured since it belongs to the Foundation, not the City. Mr. Welch explained that the pending lease discussion with Isabel's would provide that the tenant will maintain all the appliances. Mrs. Barbree agreed to work closely with the Building Dept. and contractor to purchase appliances and oversee the renovation project. Ms. Laird motioned that the foundation compensate Mrs. Barbree \$2000 for her time and

work to ensure the building is properly equipped for a restaurant. Ms. Strahan seconded the motion, and the Board unanimously approved the compensation. Ms. Barbree abstained from voting, adding that she would only accept the compensation once the job was completed to the satisfaction of the Board.

10. Items for future discussion

Mrs. George is waiting on confirmation from the Houston Children's Museum to schedule the tour for the Board. Mr. Hickey inquired as to what attorney we should use to create a standard form for an invitation to bid.

11. Adjourn

Mr. Hickey adjourned the meeting at 11:25am.

LeAnn Strahan, Museum Manager
Freeport Historical Museum Foundation