

SPECIAL MEETING NOTICE AND AGENDA

Sand Springs Cultural & Historical Museum Trust Authority
July 19, 2022 – 5:00 p.m.
Sand Springs Museum
9 East Broadway (P. O. Box 1870)
Sand Springs, OK 74063
www.sandspringsok.org

1. **Call to Order** Time _____

2. **Roll Call**

Steve Clem _____ Mayme Crawford _____
Vicki Sisney _____ Debbie Nobles _____
Cynthia Phillips _____ Grady W. Whitaker, Jr. _____
Nathan Woodmansee _____

3. **Consent Agenda (A) (pages 5-8)**

All matters listed under “Consent” are considered by the Sand Springs Cultural & Historical Museum Trust Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request.

A) Approval, denial, amendment, or revision of the of the May 17, 2022 regular Sand Springs Cultural & Historical Museum Trust Authority minutes.

Motion _____ Second _____

4. **Expenditures for Annual Meeting**

Trustees will consider approval, denial, or revision of expenditures in correlations to the Annual Museum Association meeting.

Motion _____ Second _____

6. **Expenditures for Grants**

Trustees will consider approval, denial, or revision of expenditures to replace the flat files and bases previously approved from the grant funds.

Motion _____ Second _____

7. **Expenditures for Summer Programming**

Trustees will consider approval, denial, or revision of expenditures in order to facilitate summer programming.

Motion_____ Second_____

8. **Election of Sand Springs Cultural and Historical Museum Trust Authority Officers FY 2022 – 2023 (A-D)**

Trustees may consider appointment of one representative to serve as Chairman for the Sand Springs Cultural and Historical Museum Trust Authority officer FY 2022-2023.

A) Election of Chairman

Motion_____ Second_____

Trustees may consider appointment of one representative to serve as Vice Chairman for the Sand Springs Cultural and Historical Museum Trust Authority officer FY 2022-2023.

B) Election of Vice Chairman

Motion_____ Second_____

Trustees may consider appointment of one representative to serve as Secretary for the Sand Springs Cultural and Historical Museum Trust Authority officer FY 2022-2023.

C) Election of Secretary

Motion_____ Second_____

Trustees may consider appointment of one representative to serve as Treasurer for the Sand Springs Cultural and Historical Museum Trust Authority officer FY 2022-2023.

D) Election of Treasurer

Motion_____ Second_____

9. Museum Association Report

Sherry Morris will provide the Museum Association Report to Trustees.

This item is for informational purposes only.

10. Museum Director's Report

Museum Director, Ginger Murphy, will provide a report to Trustees.

This item is for informational purposes only.

11. Museum Coordinator's Report

Museum Coordinator, Dianna Phillips, will provide a report to Trustees.

This item is for informational purposes only.

12. Chair's Report

Chair, Cynthia Phillips, will provide a report to Trustees.

This item is for informational purposes only.

13. City Manager's Report

City Manager will provide a report to Trustees.

This item is for informational purposes only.

14. Committee Reports

The following committee members will provide various reports regarding the museum to Trustees:

Steve Clem, Nathan Woodmansee (Accession/De-Accession)

Grady Whitaker, Jr. (Building)

Debbie Nobles (Documents)

Vicki Sisney (Exhibits)

Cynthia Phillips (Fundraising)

Grady Whitaker (Finance)

All items are for informational purposes only.

15. Financial Report (pages 9-16)

The regular monthly Financial Reports are provided to Trustees for their review and information.

This item is for informational purposes only.

16. Adjournment Time _____

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITES ACT, PLEASE NOTIFY CITY OF SAND SPRINGS AT 918-246-2575

This agenda was filed in the office of the City Clerk and posted at 4:00 p.m., on July 15, 2022, in the display case located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063, by Joy Turner, Parks Program Administrator.



Joy Turner, Parks Program Administrator

**MINUTES OF REGULAR MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY**

**Tuesday, May 17, 2022 - 6:00pm
Sand Springs Museum
9 East Broadway - PO Box 1807
Sand Springs, OK 74063**

December 2021 to November 2022

MEMBERS PRESENT:

Steve Clem	6-0
Mayme Crawford	5-1
Debbie Nobles	5-1
Cynthia Phillips	6-0
Vicki Sisney	4-2
Grady W. Whitaker	5-1
Nathan Woodmansee	3-3

ALSO PRESENT:

Mike Carter
Jeff Edwards
Ginger Murphy
Dianna Phillips

The Sand Springs Cultural & Historical Museum Trust Authority met for a regular meeting pursuant to the agenda filed at the City Clerk's office and posted on the digital display board located in the lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma.

1. CALL TO ORDER

Trustee, Phillips called the meeting to order at 6:00 pm.

2. ROLL CALL

Parks Program Administrator, Joy Turner, called for an individual roll call with members replying in the following manner:

Clem, here	Crawford, here	Nobles, here	Phillips, here
Sisney, here	Whitaker, here	Woodmansee, here	

3. CONSENT AGENDA

Trustee Clem made a motion to approve the below matters listed under "consent" Agenda. Trustee Crawford seconded the motion.

A. Approval of the Minutes of the April 19, 2022 regular SSCHMTA meeting.

Parks Program Administrator, Joy Turner, called for an individual roll call with members replying in the following manner:

Clem, aye
Whitaker, aye

Crawford, aye
Woodmansee, aye

Nobles, abstain

Phillips, aye

The motion carried 6-0-0

4. BUDGET TRANSFER

Per Grady Whitaker, the budget transfer has been completed. Agenda item 4 has been taken off the agenda.

5. EXPENDITURES FOR ANNUAL MEETING

Agenda item 5 tabled until next month’s meeting

6. EXPENDITURES FOR THE TWO APPROVED GRANTS

Trustee Clem made a motion to approve the expenditures with the exception of the flat files and bases which will be substituted for another item. Trustee Woodmansee seconded the motion.

Parks Program Administrator, Joy Turner, called for an individual roll call with members replying in the following manner:

Clem, aye
Whitaker, aye

Crawford, aye
Woodmansee, aye

Nobles, abstain

Phillips, aye

The motion carried 6-0-0

7. EXPENDITURES FOR SUMMER PROGRAMMING

Agenda item 7 tabled until next month’s meeting

8. 2023 BUDGET APPROVAL

Trustee Whitaker approved the 2023 budget as presented. Trustee Sisney seconded the motion.

Parks Program Administrator, Joy Turner, called for an individual roll call with members replying in the following manner:

Clem, aye
Whitaker, aye

Crawford, aye
Woodmansee, aye

Nobles, abstain

Phillips, aye

The motion carried 6-0-0

9. MUSEUM ASSOCIATION REPORT

Sherry Morris reported the annual meeting is scheduled on July 23rd and will be held at the Case Community Center. The meeting is scheduled to begin at 11:00am. The association is getting items

together for a silent action for the meeting. The association is also working on a membership project to solicit business memberships.

No action taken.

10. MUSEUM DIRECTOR'S REPORT

Ginger reported the exhibit "I am a Man" will be shipped out on May 30th. Ginger stated they will need some help from others with the tear down. May 27th is the date of tear down and the park maintenance crew will help tear down. The Route 66 Exhibit has been taken down and had many viewers. Circle Cinema will display this exhibit in the month of June. A community quilt exhibit will be coming soon. The book signing was a success with 50 people who came with a donation of \$75.00 given to the museum.

No action taken.

11. MUSEUM COORDINATOR'S REPORT

Dianna presented the trustees with a list of the tapes, DVD's, VH's and etc. in the museum's collection to review.

No action taken.

12. CHAIR'S REPORT

Cynthia stated she has deposited donations and money from the gift shop

13. CITY MANAGER REPORT

Mike Carter stated Daniel Myers who is putting together a project in which the City of Sand Springs will help sponsor. It will be a lake user's guide which will feature Keystone Ancient Forest. Businesses will be able to buy advertisement. Part of the sponsorship for the city to able to highlight part of the community of which will be the museum and other park amenities. Parks Director, Jeff Edwards, presented the trustees information with the four propositions in regards to the GO Bond being voted on in June. Jeff stated wanted the museum to be well aware that the museum's work will be part of the parks side of the bond. Jeff provided the museum with brochures to help get the information spread throughout the community.

14. COMMITTEE REPORTS

Steve Clem /De-Accession – Steve stated the committee is working to find a place for some of the larger items. Nathan Woodmansee stated he has reached out to the school as a possible option.

Grady Whitaker, Jr. Building – Grady stated he is working on the bond issue funds.

Debbie Nobles, Documents – No report

Vicki Sisney, Exhibits – Vicki stated she is working on the quilt exhibit.

Cynthia Philips, Fundraising – no report

Grady Whitaker, Finance – No report. Grady remind the trustees of the first strategic planning meeting scheduled for next month. Regular meeting will begin at 5:00pm then an executive session immediately meeting.

15. FINANCIALS

The regular monthly Financial Reports were provided to the Trustees for their review and information.

There being no other discussion, the meeting adjourned at the noted time of 7:13 p.m.

Cynthia Phillips, Chairperson

Date

JT

sschmta-minutes

FUND 210 General Fund		DEPT/DIV 6810 Museum/Administration		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****			
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB		DESCRIPTION										
45			Cultural/Recreation										
452			Culture										
20	01		Materials & Supplies	25	.00	0	275	.00	0	.00	300	300.00	0
20	04		Office Supplies	66	.00	0	726	.00	108	.00	800	18.75	98
20	30		Agricultural Supplies	316	965.00	305	3476	1507.12	43	.00	3800	2292.88	40
20	36		Building Maintenance	41	.00	0	451	.00	0	.00	500	500.00	0
20	**		Property Maintenance	448	965.00	215	4928	2288.37	46	.00	5400	3111.63	42
20	**		Materials & Supplies										
30	01		Other Services & Fees	178	.00	0	1908	2093.00	110	.00	2093	.00	100
30	02		Insurance Premiums	31	.00	0	391	.00	0	.00	429	429.00	0
30	10		Other Fees & Charges	841	798.96	95	9251	7723.43	84	.00	10103	2379.57	76
30	11		Personnel Costs Reimb	675	650.00	96	7425	7800.00	105	.00	8100	300.00	96
30	17		Rentals & Leases	45	.00	0	270	.00	120	.00	324	.59	100
30	20		Postage & Freight	41	.00	0	451	.00	51	.00	500	271.55	46
30	23		Telephone, Communicat	755	961.49	127	8530	6520.58	76	.00	9287	2766.42	70
30	24		Utilities- Electric	445	217.67	49	4895	3031.86	62	.00	5349	2317.14	57
30	25		Utilities- Gas	66	41.55	63	726	577.17	80	.00	797	219.83	72
30	25		Utilities- Water	791	285.70	36	8701	8542.00	98	907.92	9500	50.08	100
30	30		Maint & Svc Contracts	134	110.00	82	1474	1310.01	89	110.00	1610	189.99	88
30	31		Other Contracts & Svcs	4002	3065.37	77	44022	38149.91	87	1017.92	48092	8924.17	81
30	**		Other Services & Fees										
452	**	**	Culture	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78
45	**	**	Cultural/Recreation	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78
DIV	6810	TOTAL	*****	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78
DEPT	68	TOTAL	*****	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78
FUND	210	TOTAL	*****	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78
GRAND	TOTAL	*****	*****	4450	4030.37	91	48950	40438.28	83	1017.92	53492	12035.80	78

9

FY 2022
May Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
May 31, 2022**

Assets

Cash in Bank (Bancfirst)	\$	31,192
Cash in Bank (Am Heritage)		8,280
Pooled Cash/Bancfirst		-
Cash Long/Short		0
Petty Cash		750
Accounts Receivables		-
Short Term Investments		81,734
Intergovernmental Receivables		-
Total Assets	\$	<u>121,956</u>

Liabilities

Payroll/Federal Income Tax	\$	87
Payroll/FICA & Medicare		467
Payroll/State Withholding Tax		17
Accounts Payable		1,168
Due to City for P Card Transaction		-
Deferred Rev-Grants		-
Sales Tax Payable		28
Total Liabilities	\$	<u>1,767</u>

Fund Balances

Encumbrances Reserved	\$	3,590
Reserved		7,755
Unreserved		108,844
Total Fund Balance	\$	<u>120,189</u>

Total Liability & Fund Balance	\$	<u><u>121,956</u></u>
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**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
May 31, 2022**

	ANNUAL BUDGET	A C T U A L		Y-T-D % EXP	ENCUMB OUTSTAND	REMAIN APPROP
		CURR MONTH	YEAR-TO-DATE			
OPERATING REVENUES:						
Intergovernmental Revenue	\$ 36,215	\$ 799	\$ 11,623	0%		\$ 24,592
Memberships	5,500	20	2,874	0%		2,626
Other Fees	12,000	-	1,789	0%		10,211
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	1,200	177	1,158	96%		42
Contributions/Donations	6,000	1,850	11,439	191%		(5,439)
Interest Earned	1,200	0	370	31%		830
Other Revenues	-	-	-	0%		-
Total Revenues	\$ 63,115	\$ 2,846	\$ 29,252	46%	\$ -	\$ 33,863
OPERATING EXPENDITURES:						
Personal Services	\$ 23,050	1,838	\$ 18,147	0%	-	\$ 4,903
Materials & Supplies	29,030	818	10,032	35%	1,785	17,213
Other Services & Fees	12,565	18	2,686	21%	1,805	8,075
Total Expenditures	\$ 64,645	\$ 2,674	\$ 30,865	48%	\$ 3,590	\$ 30,191
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (1,530)	\$ 172	\$ (1,613)			
Beginning Fund Balance	\$ 143,919	\$ 121,801	\$ 121,801			
Ending Fund Balance	\$ 142,389	\$ 121,973	\$ 120,189			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		3,590			
Grants	-		-			
Unreserved	142,389		108,844			
Total Ending Fund Balance	\$ 142,389		\$ 120,189			

FUND 210 General Fund		DEPT/DIV 6810 Museum/Administration		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		
BA ELEM OBJ	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
45	Cultural/Recreation									
452	Culture									
20	Materials & Supplies									
20 01	Office Supplies	25	.00	0	300	.00	0	300	300.00	0
20 04	Agricultural Supplies	74	.00	0	800	781.25	98	800	18.75	98
20 30	Building Maintenance	324	.00	0	3800	1507.12	40	3800	2292.88	40
20 36	Property Maintenance	49	.00	0	500	.00	0	500	500.00	0
20 **	Materials & Supplies	472	.00	0	5400	2288.37	42	5400	3111.63	42
30	Other Services & Fees									
30 01	Insurance Premiums	185	.00	0	2093	2093.00	100	2093	.00	100
30 02	Other Fees & Charges	38	.00	0	429	.00	0	429	429.00	0
30 10	Personnel Costs Reimb	852	616.24	72	10103	8339.67	83	10103	1763.33	83
30 11	Rentals & Leases	675	.00	0	8100	7800.00	96	8100	300.00	96
30 17	Postage & Freight	54	115.04	213	324	438.45	135	324	114.45	135
30 20	Telephone, Communications	49	.00	0	500	228.45	46	500	271.55	46
30 23	Utilities, Electric	757	1006.10	133	9287	7526.68	81	9287	1760.52	81
30 24	Utilities- Gas	454	162.44	36	5349	3194.30	60	5349	2154.70	60
30 25	Utilities- Water	71	47.01	66	797	624.18	78	797	172.82	78
30 30	Maint & Svc Contracts	799	285.70	36	9500	8827.70	93	9500	50.08	100
30 31	Other Contracts & Svcs	136	110.00	81	1610	1420.01	88	1610	189.99	88
30 **	Other Services & Fees	4070	2342.53	58	48092	40492.44	84	48092	6977.34	86
452 ** **	Culture	4542	2342.53	52	53492	42780.81	80	53492	10088.97	81
45 ** **	Cultural/Recreation	4542	2342.53	52	53492	42780.81	80	53492	10088.97	81
DIV 6810	TOTAL *****									
	Administration	4542	2342.53	52	53492	42780.81	80	53492	10088.97	81
DEPT 68	TOTAL *****									
	Museum	4542	2342.53	52	53492	42780.81	80	53492	10088.97	81
FUND 210	TOTAL *****									
	General Fund	4542	2342.53	52	53492	42780.81	80	53492	10088.97	81
GRAND	TOTAL *****									
		4542	2342.53	52	53492	42780.81	80	53492	10088.97	81

FY 2022
June Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
June 30, 2022**

Assets

Cash in Bank (Bancfirst)	\$ 32,144
Cash in Bank (Am Heritage)	6,879
Pooled Cash/Bancfirst	-
Cash Long/Short	0
Petty Cash	750
Accounts Receivables	-
Short Term Investments	81,734
Intergovernmental Receivables	-
Total Assets	<u>\$ 121,507</u>

Liabilities

Payroll/Federal Income Tax	\$ 154
Payroll/FICA & Medicare	711
Payroll/State Withholding Tax	31
Accounts Payable	336
Due to City for P Card Transaction	-
Deferred Rev-Grants	-
Sales Tax Payable	28
Total Liabilities	<u>\$ 1,260</u>

Fund Balances

Encumbrances Reserved	\$ 4,130
Reserved	7,755
Unreserved	108,362
Total Fund Balance	<u>\$ 120,247</u>

Total Liability & Fund Balance	<u><u>\$ 121,507</u></u>
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**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
June 30, 2022**

	ANNUAL BUDGET	A C T U A L		Y-T-D % EXP	ENCUMB OUTSTAND	REMAIN APPROP
		CURR MONTH	YEAR-TO-DATE			
OPERATING REVENUES:						
Intergovernmental Revenue	\$ 36,215	\$ 616	\$ 12,240	0%		\$ 23,975
Memberships	5,500	375	3,249	0%		2,251
Other Fees	12,000	-	1,789	0%		10,211
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	1,200	-	1,158	96%		42
Contributions/Donations	6,000	1,137	12,576	210%		(6,576)
Interest Earned	1,200	0	370	31%		830
Other Revenues	-	-	-	0%		-
Total Revenues	\$ 63,115	\$ 2,129	\$ 31,381	50%	\$ -	\$ 31,734
OPERATING EXPENDITURES:						
Personal Services	\$ 23,050	1,716	\$ 19,863	0%	-	\$ 3,187
Materials & Supplies	29,030	157	10,189	35%	2,435	16,406
Other Services & Fees	12,565	198	2,883	23%	1,695	7,987
Total Expenditures	\$ 64,645	\$ 2,071	\$ 32,936	51%	\$ 4,130	\$ 27,579
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (1,530)	\$ 58	\$ (1,555)			
Beginning Fund Balance	\$ 143,919	\$ 121,801	\$ 121,801			
Ending Fund Balance	\$ 142,389	\$ 121,859	\$ 120,247			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		4,130			
Grants	-		-			
Unreserved	142,389		108,362			
Total Ending Fund Balance	\$ 142,389		\$ 120,247			