

**MINUTES OF REGULAR MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY
May 16, 2023 - 6:00pm
Sand Springs Museum
9 East Broadway - PO Box 1807
Sand Springs, OK 74063**

December 2022 to November 2023

MEMBERS PRESENT:	Steve Clem.	5-1
	Mayme Crawford	5-1
	Cynthia Phillips	6-0
	Vicki Sisney	3-3
	Nathan Woodmansee	3-3
MEMBERS ABSENT:	Grady W. Whitaker	5-1
	Debbie Nobles	3-3
ALSO PRESENT:	Ginger Murphy	
	Sherry Morris	
	Michael S. Carter	
	Joe Medlin	
	Janice L. Almy (Recording Secretary)	

The Sand Springs Cultural & Historical Museum Trust Authority met in regular session on May 16, 2023, in the lower level meeting room of the Sand Springs Cultural and Historical Museum building pursuant to the regular meeting notice and agenda filed with the City Clerk's office and posted at 12:00 p.m. on May 12, 2023, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063.

1. CALL TO ORDER

Chair Phillips called the meeting to order at 6:01 pm.

2. ROLL CALL

Recording Secretary Janice L. Almy called for an individual roll call with members replying in the following manner:

Trustee Clem, here; Trustee Crawford, here; Trustee Sisney, here; Trustee Nobles, no response; Trustee Phillips, here; Trustee Whitaker, no response; Trustee Woodmansee, here.

It was noted for the record that Trustee Nobles and Trustee Whitaker were absent from said meeting.

3. CONSENT AGENDA

Chair Phillips informed Trustees that all matters listed under the Consent Agenda to be considered by Trustees are to be routine and will be enacted by one motion.

Chair Phillips noted that questions or clarification on Consent Agenda Items could be addressed prior to taking action. Chair Phillips requested if Trustees had questions or needed clarification on Consent Agenda Items or whether any additional item needed to be considered separately.

There being none, Chair Phillips called for a motion regarding Consent Agenda Items No. 3A.

A motion was made by Trustee Crawford and seconded by Trustee Sisney to approve Consent Agenda Items No. 3A.

A) The Minutes of the April 18, 2023 regular SSCHMTA meeting.

Recording Secretary Janice L. Almy called for the vote recorded as follows:

Trustee Clem, aye; Trustee Crawford, aye; Trustee Sisney, aye; Trustee Phillips, aye, Trustee Woodmansee, aye.

The motion carried 5-0-0

4. MUSEUM ASSOCIATION REPORT

Sherry Morris provided the Museum Association Report, which included the following items: The *Lunchbox* Spot Light Event had 40+ in attendance, obtained four (4) new memberships, books and calendars were purchased at the event. The next Spot Light Event is scheduled for June 11 and will be *Urban Sketchers*. Volunteers Luncheon is scheduled for May 24. The *Junior Program* begins on May 24 with 11 students registered. *Radio Program* will begin in the fall and the museum will need an ole' time microphone for the event. Annual Meeting is scheduled for August 24.

This item was for informational purposes only.

5. MUSUEM DIRECTOR'S REPORT

Ginger Murphy provided a brief report regarding the following: continued work at the storage facility; finalization of the recent grant; continued work on the current meeting room, new exhibit *Benjamin Franklin's In Search of a Better World*, utilization of a wonderful community service worker, military exhibit and event went very well with Don Pitts expressing an interest in providing some type of assist with

the leak repairs, the need for a committee for the upcoming Charles Schluz exhibit and the advertisement for the event beginning in June.

This item was for informational purposes only.

6. MUSEUM COORDINATOR'S REPORT

Chair Phillips provided a brief report regarding the on-going work of the current meeting room.

7. CHAIR'S REPORT

Chair Phillips reported the City's building at 108 East Broadway Street will be utilized as the storage facility for the museum. Chair Phillips requested access to the building for the noted renovations and for Trustees and staff to begin moving museum items to the building. Chair Phillips also requested a formal agreement for the use of the building. It was noted that the current storage facility will be vacated by June 30, 2023.

This item was for informational purposes only.

8. PARK DIRECTOR'S REPORT

No additional items were reported.

9. CITY MANAGER'S REPORT

City Manager Michael S. Carter reported on the following items: Plant Fitness, continued work at Sheffield Crossing, Hwy 97 project, Case Community Park Road and 8 Acre Site project, Main Street Right Turn Lane project, and Chili's to break ground in July.

10. COMMITTEE REPORTS

Trustee Clem / De-Accession – the committee continues works at the museum storage facility and received confirmation that the Medical Network wants the available medical equipment located in storage.

Trustee Whitaker / Building – Chair Phillips stated *Up With Trees* will provide free tree saplings for visitors during the Charles Schluz exhibit. Trustee Whitaker is attempting to acquire quotes for asbestos removal at the future storage facility.

Discussion was held regarding the "chipping off" of the coating on the front railings and the need to repair/replace the backdoor due to the latch having issues again.

Debbie Nobles / documents – no report.

Vicki Sisney / Exhibit – no report.

Cynthia Phillips / Fundraising – no additional report.

Grady Whitaker / Finance – no additional report.

This item was for informational purposes only.

11. FINANCIALS

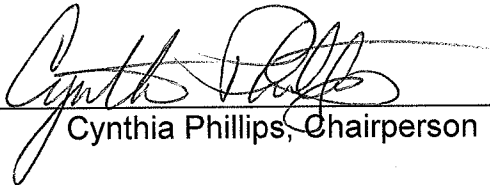
The regular monthly Financial Reports were not provided, Chair Phillips requested that the Financial Reports be emailed to Trustees and placed on the next agenda.

Chair Phillips reported the new PayPal card machine is working well and their new payroll service provider, Southwest Payroll, is being utilized. The cost for the service is \$42 per month, plus additional fees for the preparation of W2 forms for the employees.

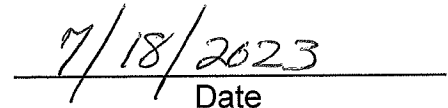
This item was for informational purposes only.

12. ADJOURNMENT

There being no other discussion, the meeting adjourned at the noted time of 6:46 p.m.



Cynthia Phillips, Chairperson



Date