

**Shiloh Museum of Ozark History Board of Trustees**  
**Thursday, March 12, 2020**

Meeting called to order at 6:32 pm by President Jim Meinecke.

Members present: Jose Echegoyen, Jami Forrester, Jim Meinecke, Seth Rahmoeller, Janelle Riddle, & Hank Taylor. Shawn Burns & Delene McCoy were excused but joined later by phone to make a quorum for voting purposes. Members excused: Leticia Cortez, Zessna Garcia Rios, Marian Hendrickson, Albina Riklon, & Judy Van Hoose.

**February minutes.** No vote due to lack of quorum.

**Treasurer's report.** Allyn reviewed the report. She noted that the endowment total is from the end of February and acknowledged that it had probably already taken a hit.

**Director's highlights**

- Exhibit hall renovation has a hard deadline of March 18.
- Next up: exhibits at Shiloh Meeting Hall, second floor.
- Just submitted a grant application for reroofing the Hall; will hear if funded in June. If we receive the grant, the work should be completed by November, but if the City allows us to waive competitive bidding, it could be done in September. Question about why we're reroofing; Allyn explained that the contractors failed to follow specs, didn't use stainless steel nails, the nails rusted & rotted the wood, and the wind took the shakes off, about 70 so far.
- Digitization is moving forward. We bought the digital asset management system and are waiting on duplex renovations to begin in earnest.
- Exhibit shop at airport has been emptied and we've moved everything to the duplex garages.
- Discussion about COVID-19. Allyn reviewed what's happened to date. She met with staff and recommends cancelling all events/meetings and closing the museum until the end of May. Many staff can work from home & remaining staff can work onsite. Plenty to do, especially renovations on duplex which Walt can do full-time if the Meeting Hall is closed. No discovery boxes scheduled to be out for the rest of the semester. Not many people visiting now anyway. Jami said it's a great idea and is worried that people won't take COVID-based restrictions seriously. Jose asked about financial implications; Allyn said we'd lose donation box money (a couple of hundred dollars a month) & store sales, but hoped membership would continue to come in. It perhaps may be a time to fundraise with members. Discussion followed of closure date, what's happening at local schools & colleges, the City's status, visitor & volunteer demographics, online offerings, previous closings, rentals, etc. There wasn't a quorum, but all board members attending were in agreement with the recommendation to cancel everything & close until the end of May.

**Old Business**

**Duplex.** Guardtronic came to see the building and will send a quote for a security system. We have a prioritized list of work and are just starting on the list. Most renovation work will be done in-house. Probably about \$20,000 for total renovation or less.

**Searcy House Repairs.** The City finance director recommended a fourth company, from whom we received an estimate. The Board reviewed all bids. Allyn recommended using Evans Construction. Board members Delene McCoy & Shawn Burns were called to create an eight-member quorum. Jami motioned to recommend we hire Evans; Hank seconded. The vote was unanimous to approve Evans Construction for the repairs.

Cinco de Mayo festival booth. We agreed not to participate due to COVID-19.

### **New Business**

Board Assessments. Allyn reviewed both the full-board and the individual board-member assessments.

Policies. Allyn talked with the City Attorney to discuss the Gift Acceptance Policy. Board members agreed to use both his phrases in the policy:

- Use "A title search will be performed before considering whether or not to accept a gift of real estate." This replaces "The museum will not accept real estate encumbered by a mortgage or any kind of lien."
- Add to the end of "The cost of obtaining necessary documents & fees . . . shall be borne by the donor." the phrase "unless otherwise agreed by the Board."

The amended policy will be voted on at the next board meeting. In considering the Shiloh Meeting Hall Rental Policy, there've been concerns on inconsistency in working with and charging groups at the Meeting Hall and in the meeting room. The board reviewed the policy briefly but decided to wait until there's a quorum. They decided to forego working on other policies until these two have been voted on.

Development Officer. Hiring a development officer is the board's biggest item on the new strategic plan. Discussion centered on which committee should work on it. Jami (governance), Seth (finance), and Jim decided to get together to see about moving forward, then involve the committees as needed. The first thing should be developing a job description; Allyn will send out the job description we developed for our 50<sup>th</sup> anniversary fundraiser. Then discussion should center around salary. Seth will send an email about scheduling a meeting.

Adjourned at 7:32pm

Submitted for Secretary Judy Van Hoose

By Allyn Lord