MINUTES

Full Board Meeting
June 15, 2016

President Jeff Jakubik called the meeting to order at 4:00 p.m. and welcomed everyone.

Board Members Present: Lenny Bendo, Jody Burtttram, Thomas Cloud, D. Michael Driscoll, Barry Griffiths, Jessica Hoeschen, Jeff Jakubik, Luis Martinez-Fernandez, and Hilary Marx

Staff Present: Sharon Early, Susan Omoto, Michael Perkins, Donna Spence and Pauline Thompson Lee

Executive Director Michael Perkins highlighted items on the Agenda that had to be amended. The motion was made by Jody Burtttram and seconded by Thomas Cloud to amend the June 15, 2016 Agenda to reflect the following corrections: Under the Collections Report the item “Deaccessions” should read “Accessions.” Under Executive Director’s Report the item “Emporium” should read “Exhibits.” Motion Carried.

Approval of the Minutes
President Jakubik presented the Full Board Meeting Minutes for March 2, 2016 and the Special Board Meeting Minutes for April 20, 2016. The motion was made by Jody Burtttram and seconded by Lenny Bendo to approve March 2, 2016 and April 20, 2016 Meeting Minutes. Motion carried.

Nominating Committee Report
On behalf of Frank Cover, Mr. Perkins spoke briefly about the terms of Board membership and that some members will be rotating off the Board. More information will be presented prior to the next Board meeting.

President Jeff Jakubik reported that Giselle Williams has officially resigned from the Board of Directors. Ms. Williams has accepted a job opportunity which requires her to immediately relocate to New York. The motion was made by Jeff Jakubik and seconded by Lenny Bendo to accept Ms. Giselle Williams’ resignation. Motion carried.

Legal Counsel Report
Legal Counsel, Thomas Cloud presented his report on the UCF/Historical Society Film project. He explained that the primary goal of this project is the digitization of the Historical Society entire collection. There is no embedded cost to this project, which will be funded by grants. He clarified the contents of the Memorandum of Understanding (MOU) and requested an initial approval to begin the first phase. The motion was made by Jody Burtttram and seconded by D. Michael Driscoll to approve the initial process to digitize the entire film collection. Motion carried.

Financials/Audit Committee Report
Treasurer Barry Griffiths presented the Finance and Audit Committee Meeting Minutes for April 20, 2016. The motion was made by Jody Burtttram and seconded by Lenny Bendo to approve April 20, 2016 Meeting Minutes. Motion carried.
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Mr. Griffiths reported that Ms. Hilary Marx volunteered to assist with the Internal Controls Audit project. The motion was made by Jody Burtttram and seconded by Lenny Bendo to authorize Hilary Marx to assist with the Internal Controls Audit. Motion carried.

Mr. Griffiths presented and reviewed the March Financial Report. He explained the variances and reported on the financials as presented. The motion was made by Jody Burtttram and seconded by Thomas Cloud to approve the March Financials. Motion carried.

Mr. Griffiths gave a detailed report on the 2014-2015 990s. Mr. Perkins and Ms. Omoto further reported that the museum policies and procedures were revised and we are now operating under Best Practices. The motion was made by Thomas Cloud and seconded by D. Michael Driscoll to approve the 2014-2015 990s. Motion carried.

The revised 2013-2014 990s were also presented and reviewed for approval. Ms. Sharon Early gave a detailed list of amendments made to the 990s, prior to refiling with the IRS. The motion was made by Thomas Cloud and seconded by D. Michael Driscoll to approve the 2013-2014 990s. Motion carried.

Collections Report
Mr. Perkins presented the Collections Report and reviewed the Accession items. The motion was made by Barry Griffiths and seconded by Hilary Marx to approve the items presented for accession into the Historical Society permanent collection. Motion carried.

Executive Director's Report
Executive Director Perkins presented his report, which included the restructuring of the Emporium/Museum Store. He reported on the long term plans for the store, which include lowering retail space and focusing on customer service. Discussion took place about ideas to enhance the functionality of the store area.

Mr. Perkins reported that we have established a partnership with the Orange County Library, which include sharing our summer camp and special event activities.

An update of the museum redesign project was presented. The master plan should be finalized in July and more information will be available in September.

The Cheney Award event has been postponed to October 13, 2016. The list of possible honorees include The Honorable Mel Martinez. More information regarding the nominations will be sent to Board members by mid July.

Mr. Perkins introduced the upcoming 70s Fundraiser event. Ms. Omoto gave a full report on this brand new event which will be held on September 22, 2016 at 6:00 p.m. Through the Ages is a new fundraiser hosted by the Historical Society of Central Florida. This year we are featuring Celebrating the Seventies. It is the only curated event of its kind in the history of the Orange County Regional History Center. The cost of the event will be determined by July 1. The John Young History Maker event has been postponed and a new date will be determined. It was reiterated that the John Young event will continue to exist but may be turned into a luncheon fundraiser to be more inclusive.
Mr. Perkins presented the Contemporary Collecting Addendum. The Society collects, preserves, documents, exhibits, interprets and makes available as a public learning resource material, evidence, primary testimony, and expanding historical record of response to contemporary issues and events, including those that are linked to catastrophe, terrorism, or may be considered contentious in nature. The Society serves as an authoritative gateway of information about these incidents and works collaboratively with institutions and agencies toward the goal of expanding our shared understanding of defining events and their continuing legacies. In all activities the Society staff and its governing body will act in accordance with standards as codified by the American Alliance of Museums. The motions was made by Lenny Bendo and seconded by Jessica Hoeschen to approve the Contemporary Collecting Addendum. Motion carried.

Mr. Perkins reported that he spoke with Mayor Teresa Jacobs and directors of other museums about memorializing the Pulse Nightclub mass shooting event. Discussion took place regarding how to help the community recover from the Pulse tragedy.

Efforts are being made to form an Exhibits Committee. After Board discussions, more information will be available.

Adjourn
The motion was made by D. Michael Driscoll and seconded by Jessica Hoeschen to adjourn the meeting at 5:45 p.m. Motion carried.

Approved as Read:

Date: 9/14/2016

Pauline Thompson Lee, Recording Secretary