

Board of Trustees – Monthly Meeting Minutes

Date: May 21, 2024
Time: 4:00 pm
Location: The Clarksville-Montgomery County Museum
d.b.a. Customs House Museum & Cultural Center
Averitt Board Room
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The Clarksville-Montgomery County Museum held the four hundred and seventy-seventh (478) meeting of the Board of Trustees on May 21, 2024, in the Averitt Board Room of the Museum.

Board Members Present: Larry Richardson (Chair), Linda Nichols, Jane Olson, Dan Black, John Halliburton, Tracy Knight, Brendalyn Player, Darwin Eldridge, Kell Black, Joe Creek, Frazier Allen, Carolyn Ferrell, Nick Nicholson

Board Members Absent: Kyong Dawson, Lawson Mabry, McClure Poland, Deanna McLaughlin

Staff: Frank Lott, Executive Director, Vicki Parker, Office Manager (absent), Channing Grimes, Membership, Volunteer & Development

I. **Roll Call:** See Present and Absent

II. **Minutes of April 16, 2024 meeting were presented for review.**

Motion to approve April 16, 2024 minutes:
Motion to 2nd:
All Approved

Linda Nichols
Dan Black

III. **Introduce Shana Thornton, Technical Writer & Managing Editor** – Frank Lott introduced Shana Thornton and provided a brief background of her work history. The board welcomed her.

IV. **Field Trips for 2024 Statistics** – Stephanie Stafford, Curator of Education provided the statistics for field trips for the year to date.

V. **Officers Report**

A. **Treasurer' Report:** Frazier Allen (Treasurer), presented the balance sheet, income statement, and statement of cash flows for April 2024. The Museum's total assets at the end of the month equaled \$2,611,512.06, liabilities equaled \$61,226.04 and equity (net position) equaled \$2,550,286.02. Total assets dropped compared to 2023, primarily due to accumulated depreciation. The Museum's non-donor restricted assets amounted to \$416,953.09, while its donor restricted assets amounted to \$67,126.08. Total cash was higher than the prior year and equaled \$384,107.12. Most of the Museum's cash now consists of general operating funds, due to the reduction in restricted funds as a part of the Explorer's Landing Project last fiscal year and fulfilling donor obligations for the Model train area and paying off the line of credit with Legends Bank in January 2024. The Museum's accounts receivable balance decreased compared to the prior year to \$58,027.95, which consists primarily of pledges for *Second & Commerce Magazine*,

Agenda — Board of Trustees Meeting

Date: July 16, 2024

Time: 4:00 PM

Location: The Clarksville-Montgomery County Museum
d.b.a. Customs House Museum & Cultural Center
Averitt Board Room

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Call to Order

I. Roll Call

II. Minutes June 18, 2024

III. Officers' Reports

A. Treasurer's Report

1. July 2024 Financials

B. Executive Director's Report

C. Chairman's Remarks

1. Assistance from the Board in securing table sponsors and ticket sales for Flying High

IV. Committee Reports

A. Finance Committee

1. FY2024 Amended Budget

B. Building Committee

1. 1898 Building – Roof Damage update

C. Collections/Exhibits Committee

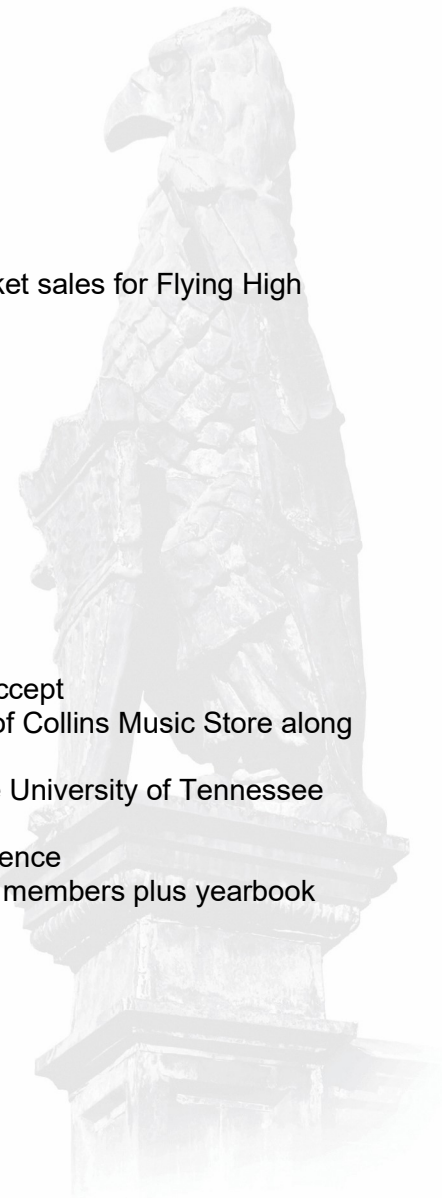
1. Collections Meeting June 20, 2024

Items recommended and approved by the committee to accept

- Guitar and guitar case owned by Sam Collins, owner of Collins Music Store along with three guitar picks ashtray
- Collection of photographs and two pamphlets from the University of Tennessee Agricultural Experiment Station
- Collection of Tom Moore Jr's World War II correspondence
- Clarksville Coyotes baseball and card signed by team members plus yearbook and handouts

D. Marketing/Membership Committee

E. Nominating Committee



F. Guild – McClure Poland

V. **Old Business**

VI. **New Business**

VII. **Announcements**

VIII. **Executive Session**

IX. **Adjourn**

group tours and remodeling the Explorer's Landing and Model Train areas. Compared to the prior fiscal year, the Museum's short-term and long-term liquidity is stronger due to continued fundraising activities, grants, earned revenue and paying off the line of credit.

Revenue for the month equaled \$122,421.94 and expenses equaled \$153,706.42, which provided a net income of -\$31,284.48. The year-to-date net income is -\$115,807.38. Depreciation is the primary factor in negative net income.

Motion to accept Financials as reported

All Approved

B. Executive Director – Frank Lott reported:

1. **The Museum at 40** – Exhibit preparation is underway. June 8 Reception Postcard has been mailed. The City and County Mayors, City Council and County Commission have been invited.
2. **Week of Giving** – June 2 through June 8 the museum will celebrate "Week of Giving". Events are planned for each day.
 - Lunchtime Concert in the Courtyard with Cumberland Winds and Hot dog Truck
 - Watercolor Demonstration with Peach McComb and Pat Patrick
 - First Thursday Art Walk & *The Longest Day Screening*; 80th Anniversary of D-Day; Lobby Display to include Brigade invasion planning maps and paratrooper in full gear.
 - Coffee & Donuts at the Museum
 - New Exhibit Reception

C. Chairman's Report: Larry Richardson reported:

1. **Strategic Plan update** – The strategic plan will be one year old as of July 1, 2024. During the June board meeting, objectives for the first year will be discussed. Each committee chairman will be responsible for reporting items their committee has completed.

VI. Committee Reports

A. Finance Committee: No Report

B. Building Committee: Nick Nicholson reported:

1. **1898 Building**– On May 8, the 1898 building roof experienced significant hail damage. An expert in historic preservation provided drone photographs. A meeting with the City of Clarksville will determine the next steps. The new roof installed in 2023 has minor damage.

C. Collections/Exhibits Committee: Kell Black reported:

1. **Collections Management Bylaws** – The Collections committee met to discuss and revise the bylaws. The Committee asks the board to approve revised Collections Management Policy.

Dan Black requested the Committee provide a copy of the revised Collections Management Policy to all board members for review and to table the vote until the June board meeting.

2. **Amanda Leigh** – 70 of 124 photos have been found. Only 2 scanned photos and a brochure are listed in our Collections Management software. Amanda Leigh has requested to retrieve her items back from the museum.

Motion to return all items in the collections and all items in the building:
Motion to 2nd:
All Approved

Dan Black
Jane Olson

D. Marketing/Membership Committee: Brendalyn Player reported:

1. **Memberships** –In April, CHM had 85 total memberships that includes: 42 new memberships and 43 renewals. 2226 individual and current memberships (of those)1288 household memberships.
2. **Second & Commerce Magazine** – Brendalyn Player reported:
 - a. Brendalyn distributed the latest edition of Second & Commerce at the May 2 Clarksville Chamber Military Affairs Committee Meeting and noted the two Fort Campbell-connected articles about the History of the Birdcage and the status of the TN Wings of Liberty Museum. Great timing as both the Garrison Command team and COO of TN WoL Museum were in attendance. We received positive feedback and kudos on the quarterly magazine. Also, the Chamber requested, and we delivered rack cards distributed to Fort Campbell Newcomers.
 - b. April Edition of Second & Commerce is receiving many accolades from the community. Members received copies in the mail and are encouraged to attend "History on the Rocks." This quarterly social explores feature articles in-depth from the author or key contributor's perspective. Attendance continues to increase.
 - c. Blue Star Museums May 18 – Sep 2. Military personnel and Family members
 - d. Customs House Museum attraction/directional signs are up along I-24E Exits 4 & 8; I-24 W Exit 11.

Upcoming events:

- Museum at 40 Week of Giving is June 2-9. Details will be mailed to members this week.
- June 2 Sundays @ 3 Lecture, Debra Keirce Demo "Painting Realism", walks us through every aspect of painting realism on a miniature scale.
- June 3 Kick-off online giving.
- June 4 Lunchtime concert in the courtyard – Cumberland Winds, Food Truck
- June 5 Watercolor painting demo
- June 6 D-Day Movie with Dewey Browder giving a pre-talk; Art Walk; see exhibit in the lobby/Pratt Museum Partnership
- June 7 Coffee & Donuts early opening.
- June 8 New Exhibits Reception
- Juneteenth Storytime and Craft event, Wed, Jun 19 at 10:30 am
- Jammin' in June with James Parker, Saturday, June 22, 6-9 pm

E. Nominating Committee: No Report

F. Guild Committee: Frank Lott reported:

1. **Flying High 2024** – Clarksville Dental Center, Joan and Ernie DeWald will be our first-ever Title Sponsor. The sponsorship includes a boost to the celebration and a star quality event for all.

VII. Old Business: No Report

VIII. New Business: No Report

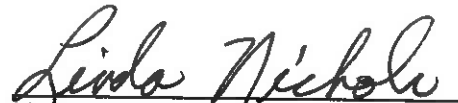
IX. Announcements: No report

X. Executive Session: No Executive Session held.

XI. **Adjourn:** The meeting was adjourned at 5:00 P.M.



Larry Richardson, Chairman



Linda Nichols, Secretary