

Board of Trustees – Monthly Meeting Minutes

Date: September 16, 2025

Time: 4:00 pm

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

\\Chmsrvr2\usershares\VICKI\Documents\CHM Board\Board Minutes\Board Meetings\2025 Year\2025_09_16_Board Meeting\2025_09_16_BM_A_1_Board Meeting Minutes.docx

The Clarksville-Montgomery County Museum held the four hundred and ninety-third (493) meeting Of the Board of Trustees on September 16, 2025, in the Averitt Board Room of the Museum.

Board Members Present: Larry Richardson (Chair), John Halliburton, Armi Rhodes, Brendalyn Player, Jodi Issacs, Jane Olson, Joe Creek, Amelia Magette, Deanna McLaughlin, Carolyn Ferrell, Marydith Young (Guild)

Board Members Absent: Darwin Eldridge, Sheena Dixon, Dan Black (Vice-Chair), Nick Nicholson, Tracy Knight

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

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

II. **Minutes of August 19, 2025, meeting was presented for review.**

Motion to approve August 19, 2025, minutes:

Motion to 2nd:

All Approved

John Halliburton

Armi Rhodes

III. **Officer's Report**

A. **Treasurer's Report:** John Halliburton presented the balance sheet, income statement, and statement of cash flows for August 2025. The Museum's total assets at the end of the month equaled \$2,446,477.86, liabilities equaled \$49,467.71 and equity (net position) equaled \$2,397,010.15. Total assets dropped primarily due to accumulated depreciation. The Museum's non-donor restricted assets amounted to \$555,372.54, while its donor restricted assets amounted to \$81,525.67. Total cash was higher than the prior year and equaled \$542,907.74. Most of the Museum's cash now consists of general operating funds, due to improved revenue generation from fundraising events, admissions, and membership. The Museum's accounts receivable balance decreased compared to the prior year to \$35,745.45, which consists primarily of pledges for Flying High, Second & Commerce Magazine, and remodeling the Explorer's Landing and Model Train areas. Compared to this point in the prior fiscal year, the Museum's short-term and long-term liquidity is stronger due to continued fundraising activities, grants, earned revenue, and maintaining low levels of short term and long-term liabilities when comparing historically.

Revenue for the month equaled \$218,549.60 and expenses equaled \$208,671.56, which provided a net income of \$9,878.04. The year-to-date net income is \$5,641.19. The prior year's net income was \$21,436.04. It is important to note there are non-cash items also affecting net income related to depreciation in the amount of \$42,503.62. The revenue is primarily being driven

by Flying High, Admissions and Membership renewals. Overall, when compared to this point in the prior fiscal year, the Museum's financials indicate revenue growth due to fundraising events, grants, admissions, support from the Customs House Foundation and City of Clarksville. The Statement of Cash Flows shows \$42,711.91 increase in cash compared to the end of FY 2025.

The Finance Committee approved the August Financials during the September 16, 2025, Finance meeting. Larry Richardson stated the financials stand approved as presented.

B. Executive Director – Frank Lott reported:

1. **Flying High Financials** – Total income \$205,825; Expenses \$90,640.66; leaving a net income of \$115,184.34. This is the second most successful in history of Flying High
2. **Marksman Challenge** – September 12 at Cross Cree Clays event was a success. 14 Teams participated including two board members on teams. Approximate net income \$10,000.

C. Chairman's Report: Thanks to outgoing Museum Guild President Marydith Young for her leadership in 2025 and to LaRae Davenport for chairing Flying High 2025. Proud of the Guild – we look forward to more successful events in the future.

IV. Committee Reports

A. Finance Committee: John Halliburton reported:

1. **Charity Ace** – Approval to pay \$9,885.00 to Charity Ace for payment of trips sold at Flying High.

Motion to approve:

John Halliburton

Motion to 2nd:

Jodi Issacs

All Approved

B. Building Committee: Frank Lott reported:

1. **1898 Roof Replacement** – The roof replacement will require 425 days to complete. Scaffolding will be placed in the courtyard, front of building on Second Street and the side of building on Commerce Street. The first phase analysis will begin in early October. The project will likely begin in January 2026.

C. Collections/Exhibits Committee: Jane Olson reported:

1. The Collections Committee met and reviewed many items. However, the list of items approved or turned down were not presented. The Board could not approve accession of the items and moved this approval request to the October board meeting.

D. Marketing/Membership Committee: Brendalyn Player reported: The committee did not meet prior to the board meeting.

1. **Marketing Department** – Frank Lott reported due departures of two personnel, he will restructure the department. Shana Thornton will be Marketing & Media Manager. The Marketing & Publications Designer and Marketing & Media Associate will report to her.
2. **Membership In August**, we had 31 new members and 59 renewals. Total household membership was 1,253 and total individual memberships were 2,215.
3. **Cemetery Walking Tours**
 - a. Historic Greenwood will begin September 20
 - b. Historic Riverview will begin September 27
4. **AG History Day** – October 11, 2025, will include Vintage Tractors and activities.
5. **Second & Commerce** – History on the Rocks scheduled for Strawberry Alley. September 18.

E. **Nominating Committee** – No Report

F. **Guild Committee:** Marydith Young reported:

1. **Flying High 2026** – Planning is in the works for next year's event. Four members will roll off this year. Allison Clouser is the upcoming President, Ann Marie Crozier will be Flying High, Chair.

V. **Old Business:** Frank Lott reported:

- A. **Historic Clarksville Book** – Book will be out to printer the week of September 22. Presales are happening now. The museum store will be receiving 3,000 copies. Anticipated delivery is mid-November.

VI. **New Business:** No Report

VII. **Announcements:**

A. **Carolyn Ferrell Reported:**

1. **Major Historic Book Event** – Location is L&N Train Station, October 12

Carolyn Stier Ferrell - *Nannie Tyler: Her Ancestors, Life and Family Legacy*. The book encompasses the 100+ year contributions made by the Tyler family to Clarksville history.

Jan G. Thompson – *Letters Home from Panama* tells the story of an Army family stationed in the Republic of Panama during the last two years of Manuel Noriega regime and efforts to remove him from power.

Jim Long – Montgomery County and Stewart County genealogist will have various books.

2. **Protecting Artifacts** – Stacey Streetman working to pass an ordinance
3. **Dunlop Mansion** – National Register approval set to be discussed on September 19, 2025
4. **St. Peter's AME on Franklin** – Applying for a national grant in hopes of repairing their roof and cooling/heating systems.
5. **Relocation of the Sevier Monument** – Meeting with Mayor Pitts concerning the removal of the monument currently on museum property honoring Valentine Sevier and his sons massacred in 1794-96 to Riverview Cemetery.
6. **Tour of Homes – December 14**
7. **Historic Preservation Coalition at TipTop** – October 4, open to the public ticketed fundraiser

B. Frank Lott reported:

1. **SEMC Awards** – The museum will be awarded during the October Conference in Montgomery, AL

GOLD:

Digital Marketing: I Heart My Museum Campaign
Digital Marketing: Rockin' Clarksville Development Campaign
Digital Marketing: Museum Blog

SILVER:

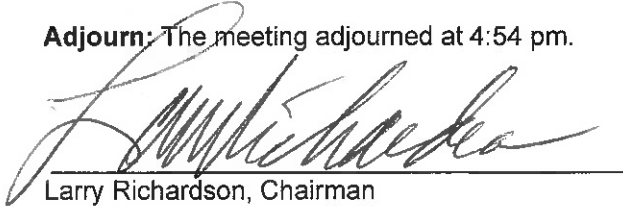
Invisible Art for April Fools
Art In Bloom Evite

BRONZE:

- Pop The Bubbly marketing campaign
2. **SEMC Presentation** – Channing Grimes will be presenting at this year's conference. The topics include *How to Celebrate Milestones in Your Institution* and *Clicks to Contributions* for fundraising.

VIII. **Executive Session:** No Session was held.

IX. **Adjourn:** The meeting adjourned at 4:54 pm.



Larry Richardson, Chairman

Jane Olson, Secretary