

## BERKLEY HISTORICAL COMMITTEE MEETING MINUTES

Tuesday, Sept. 8, 2020

Present: S. Richardson (Chairperson), J. Tong (Vice-Chairperson), W. Mathis (Treasurer), D. Carlson (Secretary), G. Rubright, M.C. Mueller, K. Schmeling.

Absent: J. Cauley

Regular non-voting attendee Shirley Hansen was present. Steve Baker (City Council Liaison) was not present.

1. The meeting was called to order by S. Richardson at approximately 7:04pm. S. Richardson called for additions to the agenda. J. Tong requested that a mention of D. Carlson's upcoming event with the Berkley Public Library be added. G. Rubright requested that a discussion of a release of liability for museum volunteers be added. The items were added to the agenda. K. Schmeling made a motion that the agenda be approved as amended. The motion was seconded. The motion passed unanimously without discussion. S. Richardson called for corrections to the prior meeting's minutes. J. Tong noted the lack of specificity for \$187.62 and \$49.90 in reported reimbursements to himself and stated his intention to add to the prior meeting's minutes a more detailed accounting of the items for which reimbursements were paid. J. Tong also noted the need to rephrase for accuracy statements made regarding recent museum display photography and stated his intention to make the necessary edits. D. Carlson made a motion that the prior meeting's minutes be approved with the proposed amendments. The motion was seconded. The motion passed unanimously without discussion.
2. Treasurer's Report ~ Treasurer W. Mathis reported no income and expenditures of \$222.25 since our last meeting, and a current account balance of \$10,067.51. Expenditures were reported as follows:

\$89.99	Amazon
\$132.26	Amazon
3. Curator's Report. Vice-Chairperson J. Tong made a couple of announcements:

- a. Numerous new exhibits will be on display when the museum reopens.
  - b. Progress is being made on reading the “Past Perfect” manual.
  - c. The plaque accompanying the newly installed Berkley School Cornerstone has yet to be authored. (D. Carlson and S. Richardson volunteered time to assist with this task.) Public comments on the Museum’s Facebook page regarding the cornerstone’s placement, both positive and negative, were discussed. The full year duration of this laborious and now completed project was also acknowledged.
  - d. The status of mug development production for museum based sales was presented which led to lengthy discussion of the subject.
4. Mug Development & Production Discussion. D. Carlson suggested Amazon, Facebook Marketplace and the Museum’s Facebook page as the best potential non-Museum venues for promotions and sales, and noted that the use of Amazon is significantly more expensive than the others. J. Tong noted that 2019 online mug sales accounted for approximately 50 of the 700 (7%) that were sold. Further discussion of pricing and promotion ensued. G. Rubright recommended that the safety and legality of making face-to-face sales during the pandemic be considered. S. Hansen stated that the mugs will still be available to sell next year if they don’t sell this year on account of Covid related retail sales slumps. The committee came to a general consensus that sales and promotional efforts should be made primarily through the Museum’s Facebook page, and that delivery of sales should be made primarily at the museum or through the U.S. Post Office. Personal delivery to purchasers within the city limits of Berkley was also suggested. D. Carlson made a motion that J. Tong be granted permission to purchase, upon completion and approval of the artwork, 288 mugs for sale on behalf of the museum. The motion was seconded. The motion passed unanimously without discussion. J. Tong made a motion that he and S. Richardson be granted advance permission to purchase additional mugs if necessary. The motion was seconded. The motion passed unanimously without discussion. G. Rubright made a motion that the committee review and approve the mug artwork and place an order for 288 mugs as soon as possible. The motion was seconded. The motion passed unanimously without discussion. D. Carlson suggested that a mug sales planning meeting be scheduled immediately. S. Hansen offered to donate packaging, labeling and printing resources to

the sales effort. J. Tong, D. Carlson, S. Hansen, S. Richardson and W. Mathis all committed to volunteering time to the 2020 mug sales project.

5. The committee discussed possible reopening of the Museum. It was noted that the Museum was previously prohibited from opening until City Hall reopened, and that, since City Hall has commenced with “by appointment” operations, the Museum ought to be permitted to, as well. G. Rubright suggested that reopening plans may need to be approved by city officials. J. Tong and S. Richardson informed the Committee of their recent meeting with Berkley’s City Manager at which they were granted permission to proceed with reopening plans. J. Tong made a motion that the Museum be permitted to accept guests by appointment only, on Wednesdays between 10 am and 1 pm, provided that social distancing is practiced and that a maximum of three visitors at one time are allowed entry. The motion was seconded. The motion passed unanimously with no further discussion. J. Tong noted the location of the Museum Volunteer notebook should Committee members volunteer for a shift and need it.
  
6. Donations to the Museum. J. Tong informed the Committee of two recent gifts: from Linda Jarvis two Berkley High School yearbooks, and from Henry Smith four Berkley High School yearbooks. D. Carlson made a motion to accept the donations. The motion was seconded. The motion passed unanimously without discussion.
  
7. J. Tong recounted to the Committee his recent faux pas that resulted in the destruction of a computer belonging to the Museum and its replacement that he paid for out of his own pocket. J. Tong also noted that the computer in question would’ve likely become obsolete and required replacement within the next 12 months, and that no data stored was lost. D. Carlson made a motion that J. Tong be fully reimbursed for monies expended in procuring a replacement computer. The motion was seconded. The motion passed unanimously without further discussion. J. Tong expressed his intention to inform the Committee in the coming days of the total spent. G. Rubright made a motion that no Museum volunteers be held liable for any future Museum property damaged in the course of regular volunteer duties. Discussion ensued. G. Rubright then amended her motion to read “that no Museum volunteers be held liable for any future Museum property damaged as a result of accidents that occur in the course of regular volunteer

duties.” The motion was seconded. The motion passed unanimously with no further discussion.

8. D. Carlson’s upcoming Berkley Public Library sponsored Zoom presentation on the life and work of Corrado Parducci was noted, as well as the event’s date and time of Sept. 22 at 7pm.
9. The Committee’s next meeting was scheduled for Nov. 10th at 7 pm.
10. J. Tong made a motion to adjourn the meeting at approximately 8:08 pm. The motion was seconded and passed unanimously without discussion.