

BERKLEY HISTORICAL COMMITTEE MEETING MINUTES

Tuesday, October 12, 2021

Present: S. Richardson (Chairperson), J. Tong (Vice-Chairperson), W. Mathis (Treasurer/non-voting), D. Carlson (Secretary), Glenn Rubright, K. Schmeling, K. Scharra-Eraqi, S. Hansen (non-voting), D. Callihan (non-voting)

Absent: R. Patterson, M.C. Mueller, J. Cauley, City Council Liaison S. Baker

1. The meeting was called to order by S. Richardson at 7:07 pm. S. Richardson called for possible amendments to the meeting agenda. None were put forth. S. Richardson called for a motion to approve the meeting's agenda. J. Tong made a motion to approve the meeting's agenda. D. Carlson seconded the motion. The motion passed unanimously without discussion. S. Richardson called for citizen comments and none were made.
2. S. Richardson called for possible corrections to the minutes for the September 13th, 2021 meeting of the Committee. None were suggested. J. Tong made a motion to approve the minutes of the September 13th, 2021 meeting of the Berkley Historical Committee. K. Scharra-Eraqi seconded the motion. The motion passed unanimously without discussion.
3. **City Council Liaison Report:** No report was made on account of City Council Person S. Baker's absence due to food poisoning. S. Richardson noted the City Council's expected approval of an amendment to the city charter that ends residency requirements for Berkley Historical Committee applicants.
4. **Treasurer's Report:** Treasurer W. Mathis reported a prior balance of \$17,741.84, no income, \$385.00 in expenditures, and a resulting balance of \$17,356.84. The \$385.00 was spent on the printing of the inaugural edition of the Museum's newsletter. W. Mathis also noted the city's recent reclassification of Committee funds and their transfer into a new account.
5. **Curator's Report:** Committee Vice-Chairperson J. Tong reported on the following items:

- a. Progress continues on the City's "Coolidge Plaza" project. The Museum's contribution of historical images for the vinyl murals currently draping the fences surrounding the construction site was acknowledged.
 - b. Progress of the Angell School historical marker project was reported and it was noted that the last \$2,800 of the recently dissolved Berkley High School Alumni Association's funds, at the discretion of Maybelle Fraser, has been deposited into the Berkley Historical Museum's account and is earmarked for future costs associated with the Angell School historical marker project. The author of the historical marker's text remains undetermined.
 - c. The recently purchased new shelving units for the Museum's storage area have arrived and will be moved upstairs soon. Numerous Committee members offered to assist with assembly if and when necessary.
 - d. The reporting of recent gifts/donations to the Museum was postponed until the next meeting.
6. The Museum's 30th anniversary opening, scheduled for Wednesday, October 27th, was discussed. It was determined by the Committee that the Museum would open from 5 to 8 pm on the evening of the 27th. J. Tong volunteered to bring cookies and cookie service related paper products. K. Scharra-Eraqi recommended that placing the guest book at the table used for cookie service will likely maximize the number of signing visitors. J. Tong recommended that the Museum newsletter be promoted and distributed to visitors throughout the special opening. Distribution of the Museum's 30th Anniversary commemorative photograph was also planned.
7. D. Calihan reported on the acquisition of online domain names for the Committee and Museum. Savings of over \$20 were realized with the assistance of the City's Chief Innovation Officer, Stan Lisica. Approximately \$60 was expended. S. Hansen recommended a formal "Thank You" from the Committee for Stan Lisica. J. Tong volunteered to purchase on behalf of the Committee a box of "Thank You" cards for such instances.
8. J. Tong updated the Committee on recent changes to the price structures offered by the fabricator of our Christmas ornaments and stated that a minimum purchase of 100

ornaments is now required to realize a volume discount similar to that of past purchases. J. Tong moved that he be authorized to expend the necessary Committee funds to acquire 100 of the Berkley Theatre Christmas ornaments at approximately \$3.20 apiece. D. Carlson seconded the motion. The motion passed unanimously without further discussion. D. Carlson moved that S. Richardson and J. Tong be granted permission to expend Committee funds for future reorders of Christmas ornaments at their discretion. K. Schmelling seconded the motion. The motion passed unanimously without further discussion.

9. J. Tong distributed to Committee members printings of an historical front page of the *Berkley Review* featuring the anticipated March 1928 opening of the Berkley Village Hall & Fire-Police Station.
10. D. Carlson presented to the Committee his proposed revision of the Committee & Museum "Mission Statement". S. Richardson suggested that the new Mission Statement, once completed and approved by the Committee, be included in all future issues of the Museum newsletter. K. Scharra-Eraqi recommended a phrase regarding community engagement be added to the text. D. Carlson and K. Scharra-Eraqi volunteered to collaborate on further refinements of the Statement and present their updated edit at the next committee meeting.
11. J. Tong called for volunteers to staff the Museum for a special Halloween opening, in conjunction with the *Boo-kley Nights* event, on the evening of Saturday, October 30th. S. Hansen, W. Mathis, D. Carlson, S. Richardson and J. Tong all volunteered.
12. J. Tong presented to the Committee his plan to add an "On This Day" feature to the Museum's Facebook page and to keep a card catalog of important dates in Berkley history for future use in a printed calendar and Facebook posts, and requested of Committee members suggestions for such dates.
13. S. Richardson stated her intention to include "Holiday Lights" plans and possible discussion of a Museum/Committee internship program in the agenda for the next Committee meeting, scheduled for November 9th.

14. The Museum shift sign-up calendar was passed around.

15. K. Schmelling made a motion to adjourn the meeting at approximately 8:27 pm. J. Tong seconded the motion. The motion passed unanimously without discussion.