



Rochester Hills Minutes - Draft

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Rochester Hills Museum Foundation

*Bryan Barnett, Steven Fite, James Mallon, Stephanie Morita, Vern Pixley,
Katharine Rogers, Heather Sellick, Joe Snyder, Suzanne Wiggins;
Staff Advisor Pat McKay*

Foundation Mission: *The mission of the Rochester Hills Museum Foundation is to further the educational programs and purposes set forth by the Rochester Hills Museum at Van Hoosen Farm.*

Museum Mission: *To enhance understanding of the past through interpreting, preserving and collecting the history of the greater Rochester area for present and future generations.*

Friday, May 18, 2018

7:30 AM

Rochester Hills Museum at Van Hoosen
Farm - Dairy Barn

CALL TO ORDER

Chairperson James Mallon called the Rochester Hills Museum Foundation meeting to order at 7:31 a.m. Michigan time.

ROLL CALL

Present 8 - Steven Fite, James Mallon, Stephanie Morita, Vern Pixley, Katharine Rogers, Heather Sellick, Joe Snyder and Suzanne Wiggins
Absent 1 - Bryan Barnett

Others Present:

*Pat McKay, Museum Manager
Michele Dunham, Education and Program Coordinator
Ken Elwert, Parks and Natural Resources Director (entered 7:38 a.m.)
Tom Talbert, Strategic Innovation Specialist, Mayor's Office*

Pat McKay, Museum Manager, introduced Tom Talbert, Strategic Innovation Specialist, noting that he is in attendance representing the Mayor's Office.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2018-0195 Approval of Minutes - February 16, 2018 Rochester Hills Museum Foundation Minutes

Attachments: [021618 Museum Foundation Draft Minutes.pdf](#)
[Minutes Resolution.pdf](#)

A motion was made by Pixley, seconded by Morita, that this matter be Approved as Presented. The motion carried by the following vote:

Aye 8 - Fite, Mallon, Morita, Pixley, Rogers, Heather Sellick, Snyder and Wiggins

Absent 1 - Barnett

Resolved, that the Minutes of the February 16, 2018 Rochester Hills Museum Foundation Meeting are approved as presented.

MUSEUM UPDATE

Pat McKay, Museum Manager, provided the Museum Update.

- Exhibit Design

Mr. McKay provided an update on the Museum Exhibit project, noting that after the completion of the PBS Movie last November, many individuals came by the Museum to learn more about the family; however, the 20-year-old exhibits do not focus on their story. In addition, some of the areas contained within the Museum's footprint are not as functional as they could be. He noted that the front reception desk takes up a good deal of the lobby space; and he commented that the Museum Store area does not generate adequate revenue for the space it takes up. An exhibit designer reviewed the Museum operations, the story to be told, and stakeholder survey results, and presented different ideas and designs. Furthermore, new designs take into consideration the social media aspect prevalent today, providing selfie stations and other photo-worthy areas of interest.

He explained that the first phase was completed through \$23,000 in funds the Museum had available at the Community Foundation of Greater Rochester. City Council approved a budget amount thus far of \$75,000 for Flutter and Wow. He added that a grant request through the Michigan Council for Arts and Cultural Affairs has a \$30,000 grant that the Museum is eligible to apply for by a June 1, 2018 deadline and an October award date.

(Mr. Elwert entered at 7:38 p.m.)

He noted that the proposed exhibits were color-coded in the handouts to the Board by level of priority. He mentioned that meeting curriculum objectives for the Rochester Community Schools is also important to encourage the schools to continue sending the various grade levels. He stated that while it would be best to complete the work now, the exhibits could be phased in over the course of time. He noted that the Museum will celebrate its 40th birthday in March of 2019, and commented that it would be great if the work could be completed by then.

He mentioned that the Garden Club has purchased the cow highlighted in the exhibit design. He added that two grant requests are currently pending, one through the Erb Family Foundation for \$10,000 and through the Rochester Junior Womans Club. He noted that the Museum has been doing some quiet fund raising and plans to put together a packet this coming fall.

Vice Chairperson Wiggins commented that it is important for the completion to align with the Museum's important anniversary.

Mr. McKay stated that January and February are not busy for the Museum; and closing down to complete the work would not greatly affect operations. He noted that educational programs during that time are typically held in other buildings.

Vice Chairperson Wiggins stated that the fundraising committee met and discussed that it would be great to align an exhibit opening with the start of a year-long anniversary celebration.

Ms. Morita questioned what the budget shortfall would be for the coming year needed to complete the project and if those funds would be available in the General Fund. She questioned whether the project should be placed into an amended Capital Improvement Plan (CIP).

Joe Snyder, Chief Financial Officer, responded that revenues are coming in stronger than expected and there is no budget shortfall in the General Fund. He discussed the funds that might be needed from Council to complete the project this year. He noted that funds could be included in a Budget Amendment or monies included in next year's Budget for January and February work.

Ms. Morita stated that if the work is to be done this year it will have to come before Council as a Budget Amendment, or the CIP amended for next year to include the extra funds needed. She commented that Council has been advised that this request will be coming, and she noted that she will poll the Council Members to determine whether the Museum will have their support. She suggested that it go on Council's agenda for the first meeting in June.

Mr. Snyder noted that right now the Museum has a contract with Flutter and Wow for \$75,000, and a request will have to go before Council with a funding plan to increase the amount to \$210,000 to \$215,000 or whatever amount is needed.

- Equipment Barn

Mr. McKay noted that the Equipment Barn project has taken a back seat to the Exhibit project for the time being. He commented that if extra funds came in toward that project, it could still move forward; however, funding is approximately \$114,000 short. He commented that much would have to happen to pull the project forward this year; and even if drawings and permits were authorized, groundbreaking would still most likely occur in 2019.

Vice Chairperson Wiggins mentioned that during the fundraising meeting, it was discussed that the exhibit opening and 40th Anniversary activities could be a good way to bring awareness to the Equipment Barn project.

Mr. McKay commented that the Museum is cognizant of donor fatigue and is sensitive to the fact that the same people are often asked. He added that the Museum has undertaken a number of large capital projects that it has been talking

about over the years. He stated that once these two large projects are complete, it can focus on operations.

- Building Improvements

Mr. McKay reported that the school house asbestos removal will be completed and the building will be ready for September. He explained that the school house was not used for groups during this past year as the District changed its curriculum to bring a different grade to the school house. He explained that this year has provided an opportunity to undertake some projects that cannot be done when students are in the building. He added that the lag time allowed staff to review the exhibits on display there.

He reported that the wallpaper replacement project in the Farmhouse is expected to be completed today. He noted that it took some time to find a company to reproduce the original wallpaper.

He mentioned that the Museum received a \$3,000 grant from the National Questers Organization to provide window shades in the Van Hoosen Farmhouse. He noted that the grant will be matched with some funds from the Winkler Mill Questers and the Sarah Van Hoosen Jones Questers. He noted that the Questers organization was responsible for the petition drive to urge Michigan State University to return the Farmhouse to be used as a local history museum. He stated that window shades will be replaced to protect the Museum interior from sunlight.

- Archives and Collections Update

Mr. McKay noted that the Board was provided with a copy of the Deaccessioning Policy. He commented that the Museum is trying to meet its collections policy that states that the focus is to collect things that have to do with the Taylor-Van Hoosen family or local history. He explained that when the Museum first opened 40 years ago, many things were collected that were not connected to the area or the family. He pointed out that the 1854 grand piano was not original to the house and sits in front of an original bookcase that the Museum wants to highlight. He stressed that everything is catalogued through the Past Perfect software and the Museum keeps records of everything that it is divesting of.

He mentioned that the Museum will accept a 1949 John Deere tractor this coming Monday that will be stored at the DPS Garage and is powerful enough to be able to pull the Museum's wagon during events.

Mr. Pixley questioned whether there was an expectation of any specific revenues from the items being sold.

Mr. McKay responded that the purpose for deaccessioning items is predominantly to clear space. He noted that in some instances the donor will be contacted to determine whether they would like something returned, such as a family heirloom or other significant item. He stressed that while some museums sell items to cover operating costs, that is not the case at the Museum. He noted that a minimum bid will be set for the piano when it is listed for sale.

Ms. Morita questioned whether the piano has been appraised, and suggested that if it had not a formal appraisal be done before listing it for sale.

Mr. McKay responded that a piano tuner suggested a value; however, he would obtain a formal appraisal if deemed necessary.

He stated that a brand new publication, *Found in Collection*, will provide an opportunity to recognize seven volunteers and interns, many from the Wayne State archive program. He noted that the Museum's last three archivists have come out of the Wayne State University program.

He mentioned that tours of the Farmhouse will be different this fall, as visitors will be allowed to explore more on their own.

- Sole Source Catering

Mr. McKay reported that the Museum will be signing a contract with Crank's Catering of Shelby Township. He stated that the Museum will receive a percentage of the catering amount, generating approximately \$15,000 to \$20,000 in revenue each year. He noted that Crank's will set up the day of each event, allowing the building to be used more efficiently. He explained that the contract will have options to renew.

Mr. Elwert noted that the bidding is complete and the contract needs to be signed for this to be in place. He explained that those with events currently booked will be contacted to determine whether they want to take advantage of the caterer, and future events will be required to use Crank's.

Mr. McKay noted that the contract includes the flexibility for any events the City may hold with special arrangements or donated food.

Mr. Snyder commented that Crank's will also provide some advertising for the Museum.

Mr. McKay stated that it will feature the Museum on billboard advertising it has along M-59. He commented that Crank's also has a contract with Oakland Schools, and will look toward the possibility of bringing some in-service training events to the Museum during the week. He commented that the arrangement will allow the Museum to look toward some non-traditional events such as funeral lunches or other mid-week events.

BROOMFIELD LEADERSHIP EVENT

Vice Chairperson Wiggins requested Board Members suggest individuals who could be contacted to speak at the Broomfield Leadership event. She explained that a speaker will be asked to provide a 45 to 60 minute presentation about leadership in whatever their specific industry is. She stated that it seems that the September-October timeframe for the event works the best for everyone. She commented that there is a small fund at the Community Foundation that

could help cover any costs involved. She encouraged anyone that had any ideas for speakers to pass those names along to herself, Mr. McKay or Chairperson Mallon. She noted that typically a list of 10 to 15 people are needed in order to find someone, and names will be kept for future contact.

Mr. McKay noted that many had been contacted that had a conflict with dates or were not available for various reasons.

Dr. Fite suggested that Ora Pescovitz of Oakland University might be an interesting person to consider. He noted that she has a medical background, has an interesting background in leadership, and is involved in the community locally.

Discussion ensued whether the speaker was given a stipend. **Mr. McKay** noted that a couple of the speakers received a stipend.

Mr. Pixley stated that he was able to have Detroit Mayor Mike Duggan speak at a work event, and commented that he was a fabulous speaker with a great story to tell.

ANY OTHER BUSINESS

Discussions included work by the Rochester Garden Club and restoration of grass after the Pumpkin Festival.

Mr. McKay noted that the Museum enjoyed a great prom and wedding season.

Ms. Morita questioned whether having a shuttle from the high school was an option for Pumpkin Festival parking.

Mr. Elwert noted that OPC transportation was utilized for the City's Paddlepalooza event. He stated that about a week or two notice was required.

Dr. Sellick questioned the roping off of the parking lot.

Mr. McKay explained that the Van Hoosen Farmhouse driveways are now roped off because a neighbor reported that people were hanging out in the lot; and as they exited, headlights were shining into her bedroom.

Ms. Rogers questioned whether the stone wall restoration was complete.

Mr. McKay responded that drainage problems were corrected, and the City will use its tuck pointing budget to complete some of the work. He added that rocks have been placed at strategic corners of the buildings to prevent vehicles from striking them. He commented that the trumpet vine had to be removed from the stone wall as it was becoming problematic.

NEXT MEETING DATE

August 17, 2018 - 7:30 a.m.

Upcoming Museum Events:

Vintage Base Ball Matches:

- *May 19 at Rochester Heritage Days - Bear Clan Base Ball Club of Flat Rock*
- *June 9 Wyandotte Stars*
- *July 28 Bavarian BBC of Frankenmuth*
- *August 19 Northville Eclipse*

June 21 - Garden Walk

June 28 - Pedal the Past - Bike Tour with Rochester Hills Public Library

July Wednesdays - Wet and Wild Wednesdays

Tuesdays in June, July, August - Terrific Tuesdays in the Garden

August - Week long summer camps

ADJOURNMENT

There being no further business to discuss, Chairperson Mallon adjourned the meeting at 8:40 a.m.

Minutes prepared by Mary Jo Pachla.

Minutes were approved as presented/amended at the _____ 2018 Regular Rochester Hills Museum Foundation Meeting.

James Mallon, Chairperson