

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MUSCATINE ART CENTER  
May 16, 2019**

**Present:** Jim Burr, Rochelle Conway, Susan Freers, Jon Moravec, Marci Stephens, and Brian Walter.

**Absent:** Sara Fitzer-Huston, Clair Penner, Kelly Rushford,

**Staff:** Melanie Alexander

**Visitors:**

**Call to Order:** Meeting was called to order by Burr at 5:30 PM

**Minutes:** Minutes of April 18, 2019 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Moravec/Conway) to approve the minutes as corrected. Motion carried.

**Bills and Credit Card Bills:** Bills in the amount of \$2,408.67 were presented, reviewed, and discussed. Moved/seconded (Walter/Freers) to approve the bills as presented. Motion carried.

Credit Card bills in the amount of \$145.59 were presented, reviewed, and discussed. Moved/seconded (Stephens/Conway). Motion carried.

Credit Card bills in the amount of \$80.50 were presented, reviewed, and discussed. Moved/seconded (Freers/Stephens). Motion carried.

**COMMITTEE REPORTS**

**Long-Range Planning:**

Alexander provided a brief update of the outcomes of the April planning meeting. Everything is on track.

**Building & Grounds:**

An update on the HVAC system was presented by Alexander.

Most of the new lighting in the Stanley Gallery has been installed There was a problem with a portion of the fixtures but an alternative has been found.

The exterior light poles near the building have been removed. The new walkway lighting is on the process of being installed and it should be completed soon.

Brian Walter has a lead on an individual who may be able to assist with the Japanese Garden Project. Alexander has a possible source for Landscape Architecture assistance.

**Collections:**

Alexander discussed the two CAP consultants who will be coming for a site visit October 16 and 17. She will update us again next month.

**Finance & Budget:**

There is a new mailing going out shortly for the Friends to remind members it is time for renewal and to build the membership base. Sycamore printing is sorting through the membership and non-member mailing lists. The mailing will include the updated Friends brochure, cover letter and the summer class brochure.

**Community Engagement:**

The new class brochure has been expanded.

Applied Art will visit to provide training on the back-end entry of the new website. It is possible the new website will go live mid-June.

There have been several large school groups this spring and we will begin the Civil War outreach visits in the schools this month.

Upcoming events include:

June 1 – National Prairie Day with the Muscatine Pollinator Project, June 6 – Carol Ehlers on Matisse, June 13 – Juneteenth Panel Discussion, and June 30 – Annual Ice Cream Social.

**Personnel:**

An offer has been made to an applicant for the facilities technician position. The last hire decided to leave.

There was discussion of potential candidates for the two Board of Trustees positions. Officers will be voted on at the July meeting.

Alexander update the Board on her planned travel. She will be gone 3 weeks beginning the last week of July through the middle of August. She will remain in contact through her computer and phone.

**Director's Report:** In packet.

**Unfinished Business:**

**New Business:** The next Board meeting is June 20, 2019 at 5:30 PM.

**Adjourn:** Moved/seconded (Walter/Freers) to adjourn. Motion carried and the meeting adjourned at 6:25 PM

Respectfully submitted,  
Jon Moravec  
Acting Secretary