

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
July 18, 2019**

Present: Jim Burr, Mark Latta, Aarzo Baharani, Jon Moravec, Kelly Rushford, Marci Stephens, and Brian Walter.

Absent: Sara Fitzer-Huston and Susan Freers

Staff: Melanie Alexander

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

New Board members Mark Latta and Aarzo Baharani were welcomed.

The Nominating Committee recommended the following officers for 2019-2020: Jim Burr, President; Brian Walter, Vice President; Kelly Rushford, Treasurer; and Sara Fitzer-Huston, Secretary. A motion was made by Moravec to approve the slate of officers as recommended. Seconded by Stephens. Motion carried

Visitors: No Visitors

Minutes: Minutes of June 20, 2019 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Walter/Latta) to approve the minutes as corrected. Motion carried.

Bills and Credit Card Bills: Bills in the amount of \$3,826.25 were presented, reviewed, and discussed. Moved/seconded (Walter/Moravec) to approve the bills as presented. Motion carried.

Credit Card bills in the amount of \$245.71 were presented, reviewed, and discussed. Moved/seconded (Latta/Moravec). Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

There work continues on using part of the Strategic Plan to build a new Educational Plan. Alexander projects it will be completed by September. The Educational Plan will fall under the Community Engagement Committee and they will meet again at that point.

Building & Grounds:

Alexander provided an update on the HVAC system. They are working through issues with Trane on warranty vs responsibility. Building and Grounds are spearheading these talks.

The installation of the new lighting in the Stanley Gallery is finished. Work is going well on the exterior path lighting. Building & Grounds are handling this project and Todd Hackett is the contractor. The Purchase order has been written and the repair work is coming on the staff parking lot.

History and a background of the Japanese garden has been provided to a specialist from ISU who visited in July. She is working on a proposal and options for the project. It is likely she will bring in students to

work on the project. The proposal should be available by summer 2020 with work getting underway in 2021.

Alexander has a meeting scheduled with a landscaping company about the E. Bradford Burns Performing Arts Park. Movement forward will be funded by the Stanley Bequest. Alexander hopes to take a proposal to City Council by fourth quarter.

Collections:

A Peter Mar wagon was purchased.

Finance & Budget:

Alexander updated the board on several grants and the details are in the reports.

Community Engagement:

The new website is up. There are a few glitches being worked through and the online collections will be added later.

Alexander recapped the Ice Cream Social, including the saga of the ice cream machines. Everything ended up working out and the event was successful.

Personnel:

A motion was made to approve the travel authorization for Katy Loos to attend the Iowa Arts Forum in Des Moines August 15 by Stephens. It was seconded by Walter. Motion carried.

Alexander updated the board on her international travel plans.

The facilities Technician position is still in limbo at this time.

Director's Report: In packet.

Unfinished Business: None

New Business: The next Board meeting is August 15, 2019 at 5:30 PM.

Adjourn: Moved/seconded (Walter/Latta) to adjourn. Motion carried and the meeting adjourned at 6:35 PM

Respectfully submitted,
Jon Moravec
Acting Secretary