



**CALVERT MARINE MUSEUM
BOARD OF GOVERNORS
Wednesday, February 8, 2023**

The Calvert Marine Museum (CMM) Board of Governors conducted their open meeting on Wednesday, February 8, 2023, at 3:00 p.m. in the CMM Harms Gallery and via Zoom.

PRESENT: Dr. John Weigel, *Helen Daugherty, *Kelly Friedman, Charles Jackson, Debi Jacobs, Mike Jordan, Amy Lorenzini, *Martha Rymer, Lisa Smith Sanders, *Monty Suder, Frank Taylor, Henry Trentman, Conrad White (*via ZOOM)

ABSENT: Bonnie Barrett, Mike Hart, Capt. Derrick Kingsley, Jaymi Sterling

STAFF: Jeff Murray, Rachelle Green, Roxie Welch, Kathleen Porecki

- I. Call to Order** – Jeff Murray called the meeting to order at 3:06 p.m.
- II. Welcome New Board Members – Debi Jacobs and Mike Jordan** – Jeff Murray
- III. Election of Officers** – Jeff Murray / Nomination Committee

The following slate of officers was presented to the board for approval:

Chair – Dr. John Weigel	Vice chair – Amy Lorenzini
Treasurer – Charles Jackson	Secretary – Lisa Smith Sanders

Action: Mr. Taylor moved to close the nominations. Mr. Taylor made a motion, seconded by Mr. Trentman, and carried to approve the slate of officers as presented. Motion carried unanimously.

- IV. Reauthorization of Ad Hoc Committees** – Board Chair

Action: Board Chair Dr. Weigel recommends reauthorization of the following ad hoc committees: 1) Development; 2) Government & Community Relations; 3) Strategic Plan; and 4) Volunteer Council. Mr. Taylor made a motion, seconded by Ms. Sanders, and carried to approve reauthorization of the ad hoc committees as presented. Motion carried unanimously.

Dr. Weigel recommends that the Bylaws Committee, while completing their review of the bylaws, consider changing the ad hoc Development Committee to a standing committee.

- V. Approval of Minutes of the November 2, 2022 Meeting** – Board Chair

Dr. Weigel asked for a motion to approve the minutes of the last meeting.

Action: Mr. Taylor made a motion, seconded by Ms. Sanders, and carried to approve the Board of Governors Minutes of November 2, 2022. Motion carried unanimously.

VI. Director's Report – Jeff Murray

- a. 2023 Institutional Goals** – Mr. Murray reviewed the CMM and CMMS goals that will fold into strategic planning. As a practice aligned with the county's process, staff will present a list of goals for the year to the board and then review at the end of the year. Some items may be passed on to a committee. Mr. Jackson and Dr. Weigel will work with staff to formalize a goal setting process and present to the board at the May meeting.

Museum Attendance – CMM welcomed 13,990 visitors in the fourth quarter, reflecting 80-85% of pre-pandemic attendance. Some schools are no longer taking field trips, which affects visitation. Chespax programs continue to run at full capacity.

Staff Updates – Registrar Robert Hurry retired in December after 33 years at CMM. The registrar job description has been updated and the position will be posted soon. An offer was made to a director of education candidate. Part-time Exhibits Graphics Technician Rachael Bruce began work on January 9. Staffing requisitions for a part-time exhibit interpreter and *Tennison* mate are in process.

Physical Plant – Calvert County Government (CCG) Buildings and Grounds Department is assisting with the move of Maritime History artifacts to the armory garages in Prince Frederick. Director Murray submitted a FY25 budget request for \$350,000 to build a new collections storage facility for Maritime History at the county's Broomes Island Road storage facility.

Programs and Events – The Christmas Walk brought 1,600 visitors in three hours – double the attendance in 2021. In December, Paleo staff removed a 600 lb. baleen whale skull from the bay and volunteers are working on it in the Prep Lab. Nine-year old Calvert County resident Molly Sampson found a megalodon tooth at Calvert Cliffs on Christmas morning and the subsequent CMM social media post went viral and was picked up by media from all over the world. Staff debuted CMM's new education program animal, Poppie the Possum, to 150 guests in January. Opossums are nocturnal so she will be featured in Education programs but not be on public exhibit. The James Adams Floating Theater exhibit is being installed in the mezzanine gallery and will open to the public in April. CMM's second Universal Coprolite Day event will take place on President's Day.

Museum Store – The first two weeks of January sales were 189% and 134% of the previous year's sales. The store continues to generate \$30,000-\$50,000 beyond its expenses in annual income for the Society.

VII. 2023 Committee Assignments – Board Chair / Jeff Murray

A draft Committee Assignments roster was distributed and reviewed:

- Debi Jacobs will join the Budget & Finance, Development, and Strategic Plan Committees.
- Mike Jordan will join the Budget & Finance and Strategic Plan Committees.
- Lisa Sanders will join the Executive and Nominating Committees.
- Monty Suder has agreed to serve as Chair on the Strategic Plan Committee.

Dr. Weigel asked for a motion to approve the Committee assignments as presented.

Action: Mr. Taylor made a motion, seconded by Mr. Jackson, and carried to approve the Committee assignments as presented. Motion carried unanimously.

VIII. Board of Governors (BOG) Financial Report – Roxie Welch

a. BOG Overview of Funds

Ms. Welch provided an overview of all BOG unrestricted and restricted accounts.

b. BOG Departmental Summary and Summary Report by Department

CMM Income & Expense Statement (12/31/22)

The Committee reviewed FY23 financial results:

- Board of Governors year-to-date results are a net income deficit of (\$457).
- The second quarter transfer of \$12,000 from the Dryden endowment will bring the BOG to a surplus of \$11,773.
- Admissions are expected to slow down next quarter and then pick back up.

c. BOG Restricted Account Balances and Review (12/31/22)

BOG Restricted and Designated fund balance total is \$1,303,323.

IX. BOG Committee Reports

a. Budget & Finance – Chip Jackson / Roxie Welch / Jeff Murray

- FY24 County Budget Development/Requests** – CMM requested \$433,900 (without salaries) and one-time funds of \$5,000 for an Exhibits printer.
- Six-Year Capital Projects (CIP) County Budget Requests** – The Board reviewed the summary.
 - Land Acquisition – Priority 2: FY24 – \$950,000 in Program Open Space funds related to the purchase of next-door property
 - Security System – Priority 1: FY24 through FY28 – \$360,000 – Upgrade to Genotek security system for doors and security cameras - used by CCG
 - Site Mater Plan Phase I – Priority 2: FY26 – \$500,000 – Additional funds to complete the work
 - Tennison Hull Replacement – Priority 2: FY26 – \$500,000
 - Otter Exhibit – Priority 3: FY26 – \$750,000 – To redo the exhibit exterior and possibly extend viewing area around the corner
 - CPLH Coast Guard Brick Building – Priority 3: FY25 & FY26 – \$75,000 each – Renovate and turn the brick building into a visitor center and repurpose the current visitor center
 - Maritime Hall Exhibit Fabrication – Priority 3: FY26 – \$50,000; FY27 – \$300,000
 - Maritime History Storage – FY25 – \$350,000 – Replace the maritime history storage building at the Appeal landfill that the county recently asked the museum to vacate.

- iii. **FY24 Board of Governors Budget Timeline** – The Budget & Finance Committee will hold a special meeting in March to address the structural deficit. The budget is complete with the exception of staff salaries. Staff are waiting for CCG to announce Step increases and COLAs for employees, which affects the employee cost line of the BOG budget since it must be matched. The proposed budget will be brought to the board for approval at the May meeting.
- iv. **Skipjack Dee of St. Mary’s Update** – Initial cost estimates to repair/restore the *Dee* to once again achieve Coast Guard passenger certification will cost approximately \$590,000 and an additional \$100,000 if the rudder needs to be replaced. The Committee does not feel it wise to invest these funds at this time, which cannot be recouped. The Committee recommends the decision regarding what to do with the boat be considered during the museum’s upcoming strategic planning. The *Dee* is being used as a dockside exhibit. Director Murray is looking into the possibility of the museum getting a federal earmark for the *Dee*. Costs associated with a dock-side program will be presented to the Budget & Finance Committee in March.

X. Old Business

- a. **Lore Oyster House Update** – Rachelle Green – Paint removal on the exterior masonry wall and the interior of the entire building is in process. Staff are waiting on quotes for painting. If money is available following the painting, contractors will construct a platform in the first room and then a ramp and boardwalk along the receiving room perimeter with the goal of allowing visitors to access the building when there is water inside the building due to regular tidal flooding.
- b. **Maritime History Gallery Re-Imagination Update** – Rachelle Green – Consultants held final meetings with staff and volunteers in January to summarize the findings of their public workshops to inform staff members what the community wishes to see in a new public gallery space. The consultants recommend content re-organization, adding in additional community stories that are not currently interpreted, opening up the gallery and enabling visitors to enjoy the beautiful water view by utilizing a wall of windows that looks out onto the water, opening and reworking the traffic flow patterns, and taking a thematic approach to history instead of the current chronological approach. In their final report, the consultants will present renderings depicting what spaces might look like, which will inform the design and fabrication of a re-imagined gallery space.

XI. New Business

- a. **Ethics Requirement** – Financial Disclosure Statements for board members are due (to Ashley Staples-Reid) by March 31, 2023. Submit by mail or email and save a copy of this year’s form to reference when completing next year’s form.

XII. Adjournment

Action: With no further business of the Board of Governors, Mr. Taylor made a motion, seconded by Ms. Sanders, and carried to adjourn the meeting at 4:14 p.m.