



**CALVERT MARINE MUSEUM
BOARD OF GOVERNORS
Wednesday, May 17, 2023**

The Calvert Marine Museum (CMM) Board of Governors conducted their open meeting on Wednesday, May 17, 2023, at 3:00 p.m. in the CMM Harms Gallery and via Zoom.

PRESENT: Dr. John Weigel, Kelly Friedman, Charles Jackson, Mike Jordan, Capt. Derrick Kingsley, Martha Rymer, *Lisa Smith Sanders, Monty Suder, Frank Taylor, Henry Trentman, Conrad White (*via ZOOM)

ABSENT: Helen Daugherty, Mike Hart, Debi Jacobs, Jaymi Sterling

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

I. Call to Order – Jeff Murray called the meeting to order at 3:05 p.m.

II. Approval of Minutes of the February 8, 2023 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. Rymer, and carried to approve the Board of Governors Minutes of February 8, 2023. Motion carried unanimously.

III. Director's Report – Jeff Murray

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 16,551 visitors in 2023.

Staff Updates – Part-time Exhibit Interpreter Erin Moss started May 8, Sabrina Riley was hired to be one of two Tension Mates, three individuals have been recommended as Temporary Mates to cover the summer sailing season, Estuarine Biology Intern Travis Chism started May 15, Education Intern Avery Arizpe starts on June 5, and Director of Education Mary Ellen Carsley will start June 20. Registrar interviews will be held on May 24.

Physical Plant – The move from the Sweetwater storage is 50% complete. Artifacts are in the Prince Frederick Armory garage. FY25 capital improvement budget includes funds for a collection storage building. HVAC units are being upgraded in the Exhibition building and next in the Administration building.

Programs and Events – Ottermania had record attendance, Coprolite Day was successful in February, and the Solomons Maritime Festival was well attended. Poppie the Opossum is a hit. Chumley, CMM's oldest river otter, passed away at 20 years old. Maritime Performance

Series concerts were well attended. The James Adams Floating Theater mezzanine exhibit opened. *Tennison* cruises started running this month.

Museum Store – Sales are doing well and on track. New reference manual *Before the Base* by John Cook will be available for sale in the store and may be digitized.

IV. **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 (3/31/23)**

The Committee reviewed FY23 financial results:

- Board of Governors year-to-date results are a net deficit of (\$5,413).
- The BOG is doing better than anticipated; compared to the budgeted (\$78K) deficit.

c. **BOG Restricted Account Balances and Review (3/31/23)**

BOG Restricted and Designated fund balance total is \$1,316,619.

V. **BOG Committee Reports**

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

- ##### i. **FY24 County Commissioners Recommended Budget** – Endorsement Recommendation – The County is proposing a 3% COLA and 1 step increase.

Action: Mr. Taylor made a motion, seconded by Ms. Friedman, to endorse the FY24 Board of County Commissioners Budget for the Calvert Marine Museum in the amount of \$5,236,976. Motion carried unanimously.

- ##### ii. **FY24 Board of Governors (BOG) Operating Budget** – Approval Recommendation Includes the 3% COLA and step increase for staff, assumes increase in admissions revenue, and includes transfer of one time funds to close the gap.

Action: Mr. Taylor made a motion, seconded by Ms. Friedman, to approve with amendments the recommended FY24 Board of Governors Budget in the amount of \$668,520, to include \$99,658 in one-time COVID relief funds. Motion carried unanimously.

- ##### b. **Nominating** – Dr. John Weigel – As a circuit court judge for St. Mary’s County, Amy Lorenzini is no longer able to serve on the Board. This also leaves Vice Chair opening.

- ##### i. **Recommendation to approve Nancy Wieck as a member of the CMM Board of Governors** – Dr. Weigel asked for a motion to approve the nomination.

Action: Ms. Sanders made a motion, seconded by Mr. Taylor, to approve Nancy Wieck’s candidacy for membership in the Calvert Marine Museum Board of Governors. Motion carried unanimously.

- ii. **Recommendation to approve Tom Rice as a member of the CMM Board of Governors** – Dr. Weigel asked for a motion to approve the nomination.

Action: Mr. Taylor made a motion, seconded by Mr. White, to approve Tom Rice’s candidacy for membership in the Calvert Marine Museum Board of Governors. Motion carried unanimously.

Nominations will be brought to the Calvert County Board of County Commissioners (BOCC) for approval.

VI. Old Business

- a. **Lore Oyster House Update** – Rachelle Green – Contractors will prep the space for interior paint removal, which takes 2-6 weeks. CCG Public Works made an ADA accessible entrance to include wheelchair access, stairs, and the area was regraded to remove the steep slope. A boardwalk will be installed when the building is closed in the fall.
- b. **Maritime History Gallery Re-Imagination Update** – Rachelle Green – Consultants will present a full draft of our interpretive plan, which Rachelle will email to the Board, we will make changes, and adopt. This is a grant funded program through MHAA. Next step is to plan physical and content changes in the gallery using this document as a guide.
- c. **Ethics Requirement – Annual Financial Disclosure Statement** – Financial Disclosure Statements for board members were due (to Ashley Staples-Reid) on 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.

VII. New Business

- a. **Potential Admission Discount for Veterans and Active Duty Military** – Discussion – CMM offers an active military discount of \$2. Director Murray proposed a \$2 discount for veterans. Dr. Weigel asked for a motion to approve a discount for veterans.

Action: Mr. Jackson made a motion, seconded by Mr. Trentman, to approve a \$2 admission discount for veterans. Motion carried unanimously.

This change will require BOCC approval. Staff will do a press release in June.

VIII. Adjournment

Action: With no further business of the Board of Governors, Mr. Taylor made a motion, seconded by Ms. Rymer, and carried to adjourn the meeting at 3:47 p.m.