

# Missoula Board of Trustees

## for the Historical Museum at Fort Missoula

Minutes, May 16, 2011

Attending: Michael Fussell, Chair; Robert Tutskey; Robert M. Brown, Executive Director.

Guests: Coby Johnson, President, Friends of the Historical Museum; Dale Johnson.

Order: Fussell called the meeting to order at 12:00 p.m. in Building T-1.

Public Comment on Non-Agenda Items: There was none.

Approval of Minutes: Tutskey moved and Fussell seconded approval of the minutes of the April 18 Trustee Meeting; motion passed.

Correspondence: Brown noted the letters in the Director's Report: a thank you letter from U.S. Forest Service, a thank you letter from the Holiday Inn, and his letter to the Front Desk Volunteers.

Executive Director's Report: Brown reviewed his report: the Museum was open free until April 19, after the new exhibit opened; attendance was down for the month but still up for the year; only 42 people attended the opening of the new exhibit; Forestry Day was another success; the Museum received some important donations from Smurfit-Stone; the new owners of Macy's is interested working with the Museum so that we could have a presence in the building; and only 59 people attended the Friends Annual Meeting this year.

### Old Business:

- Brown reported that the courtroom and anteroom project is well under way and that the lift should be installed soon in Building T-1. Contracts are being drawn up to complete the grant funded work before the grant cycle ends.
- The new Executive Director's Performance Evaluation Form was reviewed. Tutskey moved and Fussell seconded approval of the form; motion carried.
- The Social Media Policy was discussed. Gary Glynn's suggestions having been incorporated in the new document, Tutskey moved and Fussell seconded approval of the policy; motion carried.

### New Business:

- Brown reviewed the proposed budget for Fiscal Year 2012, explaining the various line items and the ramifications of the increased drain on resources that Building T-1 is having on the overall budget. Tutskey moved and Fussell seconded approval of the budget as submitted, with the caveat that should amounts for the National Park Service grant be added, that expenses would match income; motion carried. Brown was requested to forward the County Chief Financial Officer's "State of the County Budget" to the Trustees.

- There was discussion about the structure of the Board in the light of Montana's Open Meeting Law and the fact that a quorum for the Trustees is two, which can cause problems. Discussion focused on the fact that sometimes only two Trustees show up for a meeting, a requirement for more could cause problems in conducting business; increasing the Board to five voting members and no alternates; and increasing the Board to five voting members and two alternates. With only two Trustees present, it was decided to continue the discussion at the June meeting. It was noted that only the Missoula County Board of County Commissioners could make the change.
- Brown presented and reviewed the draft Fiscal Year 2012 Operating Plan, noting that it continues to be conservative and realistic, and that further developments in Building T-1 would be pay as we go. There was discussion about the need to look ahead to developing a new overall Strategic Plan once the current one ends with Fiscal Year 2013. There was general consensus that given the Museum's financial situation and the fact that there are no big new items headed the Museum's way, that planning for the next Strategic Plan would be done internally. The Trustees will take the month to further review the Operating Plan for adopting it at the June meeting. Brown was requested to again send the Operating Plan to the Trustees by email.
- Fussell established the Executive Director's Performance Evaluation Committee in accordance with the recently adopted form. The two Trustees on the Committee will be Fussell and Tutskey, and Coby Johnson will serve as the President of the Friends. The evaluation will be done by the June Trustee meeting. Brown will forward copies of the approved form to the Trustees and to the President of the Friends.

Comments: There were no comments.

Claims: There were no claims.

The next regularly scheduled business meeting will be on June 20, 2011, noon, in Seeley Lake at a location to be decided.

Fussell adjourned the meeting at 1:08 p.m. Brown gave a tour of the construction project to those in attendance.

Drafted 5/16/11, Robert M. Brown