

**CALVERT MARINE MUSEUM  
BOARD OF GOVERNORS  
Wednesday, February 3, 2021**

The regular meeting of the Calvert Marine Museum Board of Governors was held on Wednesday, February 3, 2021 via ZOOM.

**PRESENT:** Stephen Clagett, Ivan Behel, Robert Carpenter, Helen Daugherty, Paula Gray, Amy Lorenzini, Charles Jackson, Dixie Miller, Martha Rymer, Jaymi Sterling, Frank Taylor, Henry Trentman, Dr. John Weigel

**ABSENT:** Capt. John Brabazon, Marianne Harms, Mike Hart, Nancy Wieck

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

I. Mr. Murray called the meeting to order at 3:07 p.m. He announced the meeting will be recorded.

II. Mr. Murray welcomed new board members Helen Daugherty, Jaymi Sterling, and Henry Trentman.

III. **Election of Officers**

Mr. Murray read the Board of Governors slate of officers for 2021:

- Chair – Steve Clagett
- Vice Chair – Amy Lorenzini
- Treasurer – Charles Jackson
- Secretary – Dixie Miller

**Action: With no objections to the nominations, Mr. Taylor made a motion, seconded by Ms. Gray, and carried to approve the slate of officers as presented. Motion carried. New board members Daugherty, Sterling, and Trentman abstained.**

IV. **Approval of Minutes of November 5, 2020 Meeting**

Mr. Clagett asked for a motion to approve the minutes of the last meeting.

**Action: Mr. Taylor made a motion, seconded by Dr. Weigel, and carried to approve the Board of Governors Minutes of November 5, 2020. The motion carried. New board members Daugherty, Sterling, and Trentman abstained.**

V. **Director's Report** – Jeff Murray

Mr. Murray will apply for the SBA Shuttered Venue grant that is available nationwide to shuttered venues, including museums and concert venues, if we are eligible for funds.

### **Museum Attendance**

For calendar year 2020, attendance was down 64%. Visitation capacity remains at 75 guests per session.

### **Staff Updates**

Part-time interpreter Heather Maggard left employment on November 16 to pursue a full-time education position as a Calvert County Recycling Coordinator. Part-time interpreter Lisa Haycraft left employment on December 18 to pursue a full-time position. No additional staff members have tested positive for COVID-19.

### **Physical Plant**

Ms. Green is scheduling maintenance projects in mid-February at the Cove Point Keeper's House. The rental is completely booked from mid-February through August 2021.

### **Programs and Events**

New virtual fieldtrips have been successful and will continue into the spring. OtterMania will take place March 27 in a hybrid format. The Solomons Maritime Festival, Sharkfest, and PRAD are all being reworked and moved outside, or with additional outside components added. Summer camps will be modified to hybrid versions. Staff are renovating the Discovery Room.

### **Museum Store**

The Museum Store continues to outperform expectations. Combined, November and December sales in 2020 were 80% of sales for the same two months in 2019. Thus far, January sales for 2021 are 71% of 2020 sales.

## **VI. 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 (12/31/20)**

The Committee reviewed FY21 financial results:

- Board of Governors year-to-date results are a net loss of (\$42,611). Budgeted transfers in the amount of (\$138K) from restricted accounts to cover the expected deficit have not been posted. We are doing better than anticipated. Our actual net loss is close to (\$11K).
- Admissions is at the 50% budget goal.
- The second quarter Dryden transfer has been requested.

### **c. BOG Restricted Account Balances and Review (12/31/20)**

BOG Restricted and Designated fund balance total is \$1,165,381.

## VII. BOG Committee Reports

- a. **Budget & Finance** – Chip Jackson/Roxie Welch/Jeff Murray  
The Committee met approximately every 6 weeks throughout the year. They requested staff thoroughly examine all restricted accounts to clean them up.
  - i. **FY21 BOG Operating Budget Review** – The BOG is within the FY21 adopted budget. A part-time educator resigned in December and will not be replaced until FY22, resulting in a savings of approximately \$9,814. The BOG also received an anonymous donation of \$100K.

**Action:** The Budget & Finance Committee recommends the FY21 BOG Operating Budget is reduced from \$451,197 to \$441,384 as a result of lower expenses related to the temporary elimination of a part-time education position. In addition, a \$100,000 anonymous gift substitutes \$100,000 of the Benning Classroom renovation surplus, used as a one-time source. Mr. Carpenter made a motion, seconded by Mr. Taylor, to approve the motion as presented. Motion carried unanimously.

## VIII. Old Business

- a. **Boat Basin Bulkhead Update** – Upon further inspection, we did not find actual evidence of the bulkhead failing. Staff will arrange for a professional dive and a life span report on the bulkhead. If this project does not need to happen now, work will be scheduled for winter 2021/2022 and we will not seek additional funding.
- b. **Miscellaneous Items – Not on the Agenda**
  - Ms. Green applied for a Maryland Heritage Authority grant for \$50,000 to hire a planning consultant to develop a plan for exhibit design.
  - Mr. Murray will contact Tidewater Dental to see if they are able to honor their donation commitment.

## IX. New Business

- a. **Review Museum’s FY22 County Budget Requests** – The staff recommended County Budget remained flat from FY21 with a few new requests. It does not include any salary step increases or COLA’s for employees. If the County issues a salary step increase and COLA, we will offer it to the BOG staff.
  - i. **Capital Improvement Budget Requests** – CIP requests include a project for exterior columns on the east side of the Exhibition building, funds to replace the roof and siding on the Lore Oyster House, Phase I of the Paleo Center, and HVAC units for the Exhibition building to replace those that are failing.
  - ii. **Operating Budget Requests** – The Committee started reviewing preliminary budget requests for the proposed FY22 budget. FY22 Operating budgets for BOG and CMMS will be discussed at the next meeting.

**b. Standing Committee Assignments – Stephen Clagett**

New board members will be assigned to at least one committee. Let Mr. Murray or Mr. Clagett know which committee(s) you would like to serve. The Budget & Finance Committee meets the week prior to the BOG meeting; this past year, they met every 6 weeks to navigate the pandemic.

**c. Financial Disclosure Statement Requirement – Forms are due to the Calvert County Board of County Commissioners (BOCC) office by March 31, 2021.**

**d. Open Meeting Training Requirement – In order to fulfill the requirements of the board meetings, a staff or board member must to complete Maryland Open Meeting Training. Mr. Murray will complete this training.**

**e. Re-visit and Review site Master Plan – Mr. Murray reviewed the presentation given to the BOCC approximately 14 months ago when seeking their approval for Phases I & II of the Site Master Plan. Phases III and IV are dependent on additional property acquisition. Two-year old estimates list the total cost of Phase 1A at \$3.6M and Phase 1B at just under \$3M (Paleo Center). We have \$1.2M in funds for Phase IA design infrastructure and some construction.**

The board will form an ad hoc committee to meet and discuss the plan. Contact Mr. Murray if you want to serve on the committee. Staff and volunteers may join the committee.

**X. Adjournment**

**Action: With no further business of the Board of Governors, Mr. Jackson made a motion, seconded by Ms. Miller, and carried to adjourn the meeting at 4:01 p.m.**