



**CALVERT MARINE MUSEUM  
BOARD OF GOVERNORS  
Wednesday, May 5, 2021**

The regular meeting of the Calvert Marine Museum Board of Governors was held on Wednesday, May 5, 2021 via ZOOM.

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

**ABSENT:** Capt. John Brabazon, Mike Hart, Amy Lorenzini, Nancy Wieck

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

I. Mr. Murray called the meeting to order at 3:04 p.m. The meeting will be recorded.

**II. Approval of Minutes of February 3, 2021 Meeting**

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

**Action: Mr. Taylor made a motion, seconded by Ms. Miller, and carried to approve the Board of Governors Minutes of February 3, 2021. The motion carried unanimously.**

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

**Museum Attendance**

February was a slow month. Attendance picked up in March, with hybrid programs, a successful home school week, and a highly attended OtterMania event. The Fossil Egg Hunt in April was sold out. Attendance in May looks more promising with warm weather and visitors getting vaccinated. The museum re-opened the Drum Point Lighthouse on May 1 and the Discovery Room on May 3, both of which have been closed to the public for 14 months. The *Tennison* and *Dee of St. Mary's* are running cruises. We expect a robust summer season.

**Staff Updates**

Interviews were held for the Director of Retail Operations. Our candidate of choice accepted another offer and the position has been re-posted. Assistant Store Manager Kim Zabiegalski is interim Director of Retail Operations until a replacement is hired. Estuarine Biology hired a summer intern, and Education is fully staffed after hiring two part-time Exhibit Interpreters.

Most museum staff are fully vaccinated or have received their first shot. We will wear masks and socially distance for the foreseeable future.

**Physical Plant**

A landscaper has been hired to care for the plantings at Cove Point, and the Board of County Commissioners (BOCC) are in process to approve \$300,000 for renovations at the Lore Oyster House. If approved, funds will be available on May 18 to stabilize the building, including

replacement of the primary roof, siding repair and replacement, fixing the buckle in the north wall of the building, and painting the exterior. If funds allow, we will replace the windows on the west side of the building. The county will serve as its own general contractor and CMM Carpenter/Preparator Maia DiLorenzo will assist.

### **Programs and Events**

CMM held its first large event since the beginning of the pandemic on May 1. The Solomons Maritime Festival drew 854 visitors. The Drum Point Lighthouse was open, we offered Tennison cruises, toy boat building, and paddle boats in the boat basin. The event's success provides hope for our future large events, Sharkfest and PRAD, later this year.

### **Museum Store**

The Museum Store continues to heavily outperform the expectations we had at the beginning of the pandemic. February sales were \$13,552, which was 62% of revenues earned in 2020. March brought warmer weather and more visitors, boosting sales up to \$26,134, or 91% of sales in March 2018. April sales increased to \$28,203, or 78% of 2019. The store staff are working hard to set themselves up for a successful warm weather season.

## **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 (3/31/21)**

The Committee reviewed FY21 financial results:

- Board of Governors year-to-date results are a net loss of (\$102,293), prior to transferring budgeted one-time restricted funds. Overall, BOG is expected to perform approximately \$25K better than originally budgeted in FY21 by year end.
- Admissions is 72% of what we budgeted, as we head into busy summer months.

### **c. BOG Restricted Account Balances and Review (3/31/21)**

BOG Restricted and Designated fund balance total is \$1,185,287.

## **V. 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 and clean up all restricted accounts and staff did an excellent job.

- FY22 County Budget: Across the board 3% operating expense cut required by BOCC** – Staff met the expectation by reducing the budget line for electricity.
- FY22 Calvert County Staff Recommended Budget** – The Commissioners' budget will be presented for approval in early May. The Committee recommends the

board endorse the FY22 BOCC Staff Recommended Budget for CMM as presented. It includes a step raise for employees but no COLA. This also does not include the 3% cut, so this number will go down.

**Action: Ms. Gray made a motion, seconded by Mr. Taylor, and carried to endorse the FY22 Board of County Commissioners Staff Recommended Budget for the Calvert Marine Museum in the amount of \$3,040,137. Motion carried unanimously.**

- iii. **FY22 Board of Governors Budget – Approval** – The Committee reviewed projected revenues and expenses, including major assumptions regarding the continued impact of COVID-19 on operations. A projected deficit of \$132,771 is projected to be covered with one-time funds. Ms. Welch reviewed key revenue assumptions:

- Includes .85 COLA and one step
- Admissions budgeted at 65% of FY20 actuals
- Paleo had an increase – matched by the Dryden fund
- Education and camps stay consistent with FY21 budgets
- Conference and training and travel expenses were cut

**Action: Mr. Jackson made a motion, seconded by Ms. Miller, and carried to approve the FY22 Board of Governors Budget in the amount of \$475,223, to include the use of one-time funds in the amount of \$132,771. One-time funds shall include (in order of priority) \$94,788 from an anonymous donation for this purpose, \$22,053 from BOG restricted accounts designated for this purpose, and \$15,930 in one-time funds from BOG restricted account 720 – General Endowment Principal. Motion carried unanimously.**

## **VI. Old Business**

There was no old business to report.

## **VII. New Business**

- a. **American Alliance of Museums (AAM) Re-accreditation 2022/2023** – CMM is up for reaccreditation. The process will start in 2022 and culminate in 2023. Ms. Green is taking the lead and educator Vincent Turner is helping as part of his requirement for a museum studies program. They will review core documents, organize a staff team, and review a self-study. In June 2024, the Accreditation Commission will decide if our accreditation is granted, tabled, denied, or deferred.

## **VIII. Adjournment**

**Action: With no further business of the Board of Governors, Mr. Jackson made a motion, seconded by Mr. Taylor, and carried to adjourn the meeting at 3:38 p.m.**