

**CALVERT MARINE MUSEUM
BOARD OF GOVERNORS
Wednesday, May 20, 2020**

The regular meeting of the Calvert Marine Museum Board of Governors was held on Wednesday, January 22, 2020 via ZOOM.

PRESENT: Stephen Clagett, Ivan Behel, Robert Carpenter, Claude Dickinson, Marianne Harms, Charles Jackson, Amy Lorenzini, Mark MacDougall, Dixie Miller, Martha Rymer, Frank Taylor, Nancy Weick, and Dr. John Weigel

ABSENT: Capt. Christopher Cox, Mike Hart, and Scott Sanders

STAFF: Jeff Murray, Museum Director; Rachelle Green, Deputy Director; Vanessa Gill, Director of Promotions; Roxie Welch, Business Manager; and Kathleen Porecki, Office Specialist I

Mr. Murray welcomed everyone and turned the meeting over to Mr. Clagett.

Mr. Clagett called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES

Mr. Clagett asked for a motion to approve the minutes of the last meeting. **Mr. Carpenter made a motion, seconded by Mr. Taylor, and carried to approve the Board of Governors Minutes of January 22, 2020.**

DIRECTOR'S REPORT – Jeff Murray

The museum is currently closed to the public. Staff are preparing to open between June 15 and July 15 as part of Phase II of the Governor's plan.

Mr. Murray formed a Reopening Task Force to create a plan for opening to the public that allows for social distancing and that follows guidelines from the Governor, Calvert County Government, Calvert County Health Department, and the CDC.

Ms. Green reported summer camps are going virtual. Campers will pick up a camp kit the first day of camp with activities and instructions for the entire week. We will host scheduled ZOOM meetings, and record lessons and instructions on a Google site.

Museum Attendance

Attendance the first quarter of 2020 was on pace. Due to the COVID-19 pandemic and subsequent closing of the museum, all attendance ended as of 5 pm on March 13.

Programs & Events

The museum was off to a roaring start of its 50th anniversary year. The Education Department wrapped up Chespx programs with the county's fourth graders. The "Maryland in the Age of Sail" lecture series experienced record attendance through the beginning of March.

The Development office held its first two *Nights at the Museum*, including the successful VIP and public event on January 22 to unveil the new mural “Life on the Patuxent” in the Maritime History Gallery. The museum’s closure due to COVID-19 brought all events and programs to a halt on March 13. During the closure, we worked to re-invent ways to bring our programs to constituents. Summer and fall Education programs have been reworked as virtual offerings. We will monitor how virtual programs are received as we move toward the summer months.

Site Master Plan

The state legislature approved the \$250,000 bond bill in March, which was matched by Calvert County Government. The sudden impact of the pandemic put this project to the side over the past few months, but we will move ahead with the design work for phase one of the site master plan in the very near future.

Staff Updates

On April 6, Maia DiLorenzo joined us as the new Carpenter in the Exhibits Department. She brings a variety of skills to the museum, both as a carpenter and as a historic preservationist. Her first task is to repair some rotten siding on the fog building at the Cove Point Lighthouse site.

Museum Store

The Museum Store was poised to have their fourth fiscal year in a row with sales of \$400,000+ before closing due to the pandemic. They are well stocked and are pursuing on-line sales options. Today, they were cleared for curbside service. When the museum opens, the number of customers in the store at one time will be limited to adhere to social distancing guidelines.

Physical Plant

Because of the museum’s closure on March 13, we moved up the Drum Point Lighthouse roof restoration project to commence on April 20. We are hopeful the contractor can finish by July 1. We worked with the Coast Guard contractor to move necessary excavation and painting work at the Cove Point Lighthouse site up to the April-June period instead of later this summer. Work should be completed by the middle of June, allowing the Development office to rent the site during the period this work was originally scheduled to take place.

BOG FINANCIAL REPORT – Roxie Welch

BOG Overview of Funds

CMM Income & Expense Statement (as of 3/31/2020)

Board of Governors ended March with a net income loss of (\$32,803).

In June, we will have the same expenses with not as much revenue.

Current Year End FY 2020 Projections and Cash Flow

FY 2020 BOG should have cash flow to handle the deficit.

BOG net loss estimated at 5/6/20 preliminary is (\$51,048). After estimated deposits and expenses through 6/30/20, total estimated year-end loss is (\$73,820.47).

BOG Departmental Summary and Summary Report by Department

The report was reviewed and discussed.

BOG Restricted Account Balances

The Restricted and Designated fund balance for the Board of Governors as of 3/31/20 grand total is \$1,031,519.

BOG COMMITTEE REPORTS

No BOG committee reports were given.

OLD BUSINESS

Financial Disclosure Requirement

Financial Disclosure Statements are required by board members and were due March 31, 2020. Mr. Murray and Ms. Porecki will review the list of statements received to see if any are outstanding. Mr. Murray will send an email for those that need to complete the statement.

NEW BUSINESS

Calvert County FY 2021 proposed Board of County Commissioners (BOCC) budget

Mr. Murray reported the BOCC did not make many changes to the FY 2021 Staff Recommended Budget for the museum. The county proposed a COLA of 1.42% and one Step. New positions were deferred. Calvert Marine Museum capital outlay items not related to safety were removed, but the capital outlay budget does include funds for a new truck and van for the museum. The BOCC voted to proceed with the FY 2021 Staff Recommended Budget. The county budget went through a public hearing yesterday, with final adoption scheduled for June 9.

The Solomons Visitor Center was folded into CMM operations. As of November 2019, two quarter-time positions now fall under CMM, with no added expense to the museum. CMM is housing the Visitor Center employees at a desk in the lobby.

Action: Mr. Jackson made a motion, seconded by Ms. Miller, and carried to endorse the Fiscal Year 2021 Board of County Commissioners budget for the Calvert Marine Museum in the amount of \$3,048,492. Motion carried unanimously.

FY 2020 Board of Governors budget deficit

Ms. Welch previously reviewed the Fiscal Year 2020 deficit under BOG Overview of Funds.

The board asked Ms. Welch to rename account titles to reflect with accuracy their description for future meetings.

Action: Mr. Jackson made a motion, seconded by Ms. Wieck, and carried to approve the expenditure of Board of Governors budget rainy day funds in the amount of \$75,494 to cover the Fiscal Year 2020 deficit. Motion carried unanimously.

FY 2021 Board of Governors budget

The board reviewed the FY 2021 Recommended Budget for the Board of Governors. Projected overall revenue reduction is approximately \$186,000 and overall expense reduction is approximately \$50,000.

The Committee requests to balance the budget using \$136,807 of Benning funds targeted for classroom renovation (\$300,000 total) that were not used (the county provided funds to complete the renovation).

Mr. Murray reported that he had talked to the Benning family and received their support to allocate non-corpus funds from the Benning endowment to use to cover the FY 2021 projected deficit.

Mr. Murray proposed adding to the FY 2021 BOG budget funding for an Assistant Curator of Paleontology to be funded from the Dryden endowment. Mr. Jackson concurs that the Dryden endowment has sufficient growth to support the new position consistent with the spending policy.

Action: Mr. Jackson made a motion, seconded by Ms. Harms, and carried to approve Board of Governors Fiscal Year 2021 operating budget of \$458,710. Approved budget includes transfer of \$136,807 from unexpended Benning funds earmarked for the Education classroom renovation project and includes funding of the Assistant Curator of Paleontology position (approximately \$54,000) with revenue from the Dryden endowment. Motion carried unanimously.

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