

**CALVERT MARINE MUSEUM  
BOARD OF GOVERNORS  
Tuesday, July 28, 2020**

The regular meeting of the Calvert Marine Museum Board of Governors was held on Tuesday, July 28, 2020 via ZOOM.

**PRESENT:** Stephen Clagett, Ivan Behel, Robert Carpenter, Capt. Christopher Cox, Claude Dickinson, Marianne Harms, Charles Jackson, Amy Lorenzini, Mark MacDougall, Dixie Miller, Martha Rymer, Scott Sanders, Nancy Wieck, and Dr. John Weigel

**ABSENT:** Mike Hart and Frank Taylor

**STAFF:** Jeff Murray, Museum Director; Rachelle Green, Deputy Director; 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 3:10 p.m.

**APPROVAL OF MINUTES**

Mr. Clagett asked for a motion to approve the minutes of the last meeting. **Ms. Miller made a motion, seconded by Mr. Jackson and carried to approve the Board of Governors Minutes of May 20, 2020.**

**DIRECTOR'S REPORT** – Jeff Murray

Museum Attendance

March 14 to July 14, 2020, the museum closed to the public due to the COVID-19 pandemic. Since reopening on July 15, average museum attendance is between 100 and 200 visitors per day. There are three 2-hour visitation sessions per day, with 30 minutes to sanitize between each session. Maximum capacity per visitation session is 75 guests, allowing for a maximum attendance of 225 persons each day. We are pleased that the public is returning to the museum.

Staff Updates

Weekend Coordinator Bob Fehn retired from his position. We are working with Human Resources to replace him as soon as possible. In the interim, Patti Snyder fills in as Weekend Coordinator every other weekend. Interviews for the Exhibit Preparator position will take place on August 7.

Physical Plant

The Drum Point Lighthouse roof project is complete, the boat basin has re-opened to visitors, and the *Dee of St. Mary's* has returned from the Lore Oyster House. Due to COVID-19, the lighthouse remains closed to the public. Work at the Cove Point Lighthouse site by the Coast Guard contractor is complete, and lighthouse keeper's cottage rentals resumed in late June. We received the second Waterway Improvement grant from the Maryland DNR in June, for

\$250,000, to replace the Drum Point Lighthouse bulkhead. Once we receive bids for this project, we will know whether we have enough money in the bank to complete this project. We hope to begin and finish this work during the winter of 2020-2021. *Tennison* cruises start August 6, Thursdays and Fridays for four weeks, then we reevaluate.

### Programs & Events

The Education Department reworked many of its regular activities and moved several programs on-line. Virtual summer camps were well attended, and virtual field trips of the museum for schoolchildren are planned for fall. Large events and indoor events that place with more than a few dozen people in close proximity continue to be problematic. We will announce cancellation of the fall PRAD event in the next week. Since 2020 has been such a challenge given the pandemic, we plan to extend the museum's 50<sup>th</sup> anniversary celebration into 2021.

### Museum Store

The Museum Store staff offered curbside pickup service and held outdoor sidewalk sales in the weeks before the museum reopened to the public. Sales since opening have been slightly higher than expected at approximately 60% of last year's sales. Guests are making purchases. Store staff have done an excellent job making the store a welcoming and hospitable place, even with masks and crowd limits.

### Development

The board's decision to discharge Director of Promotions Vanessa Gill's without cause was implemented on July 27. Mr. Murray will meet with Development staff on Thursday and then all Society employees in the coming week.

## **BOG COMMITTEE REPORTS**

### Nominating Committee – Stephen Clagett

The Nominating Committee is soliciting names to replace Mark MacDougall and Claude Dickinson when their terms expire at the end of the calendar year. We received an application from a St. Mary's County resident. If selected, this nominee will bring us to the maximum allowed out-of-county board member participation. Let the nominating committee know if you have a Calvert County resident for board nomination.

Nominating Committee puts forth candidate Paula Gray to serve the remainder of Don McDougall's term of office, through the end of 2023. He was serving the second year of his second term when he resigned. The board packet included a copy of Ms. Gray's resume. Ms. Gray was the Director of Human Resources for Calvert County Government for the past 4 years and she served as a museum volunteer for 11 years.

**Action: Ms. Miller made a motion, seconded by Ms. Harms, and carried to approve the nomination of Paula Gray to serve the remainder of Don McDougall's term of office. Motion carried unanimously.**

## **BOG FINANCIAL REPORT – Roxie Welch**

### **BOG Overview of Funds**

The report was reviewed and discussed.

### **BOG Departmental Summary and Summary Report by Department**

#### **CMM Income & Expense Statement (as of 6/30/2020)**

Board of Governors ended June with a preliminary net income loss of (\$82,185). Revenue was \$312,795 with expenses of \$394,980.

### **BOG Restricted Account Balances**

The Restricted and Designated fund balance for the Board of Governors as of 6/30/20 grand total is \$1,040.654.

The Board requested the Committee review the restricted accounts, what they are currently used for, what the restrictions are, who imposed the restrictions, and have this information available before the next meeting.

## **OLD BUSINESS**

### **Report on Minor Changes to the FY 2021 County Budget**

The BOCC made minor changes to the FY 2021 Staff Recommended Budget after the public hearing and before final adoption on June 9. Capital layout items for the museum were removed, with the exception of new vehicles. Mr. Murray will provide the board with a list of items removed.

### **Review of FY 2021 Board of Governors budget**

When the Budget & Finance Committee met to pass the 2021 budget, expenses exceeded the projected revenue. The board made assumptions and agreed not to use further reserves to balance the budget. The Committee asked Mr. Murray and Ms. Welch to set up a framework of best- and worst-case scenarios to understand the range of possibilities.

The original FY 2021 BOG budget was \$451,000. If admissions, education and general donations are 20% over or under budget, revenue will increase or decrease by \$30,000. If revenue decreases at a higher rate, Mr. Murray will make recommendations to reduce expenses by that same amount so that we do not incur a deeper deficit. The Board will consider whether donations should continue to be deposited into the BOG accounts or if there is flexibility to move the donations out of the BOG and into the Society.

## **NEW BUSINESS**

No new business was reported.

**With no further business of the Board of Governors, Ms. Harms made a motion, seconded by Ms. Rymer and carried to adjourn the meeting at 3:51 p.m.**