

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MUSCATINE ART CENTER  
May 21, 2020 Minutes**

**Present:** Jim Burr, Jon Moravec, Brian Walter, Marci Stephens, Susan Freers, Aarzoo Baharani and Mark Latta.

**Absent:** Kelly Rushford and Sara Fitzer-Huston.

**Staff:** Melanie Alexander

**Call to Order:** Meeting was called to order by Burr at 5:35 PM.

**Visitors:** None present. This was a go to meeting.

**Minutes:** Minutes of April 16, 2020 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Walter/Latta) to approve the minutes. Motion carried.

**Bills and Credit Card Bills:** Bills in the amount of \$2,172.15 were presented, reviewed, and discussed. Moved/seconded (Freers/Baharani) to approve the bills as presented. Motion carried.

Credit Card bills in the amount of \$730.49 were presented, reviewed, and discussed. Moved/seconded (Walter/Freers). Motion carried.

Credit Card bills in the amount of \$47.98 were presented, reviewed, and discussed. Moved/seconded (Latta/Stephens). Motion carried.

Reopening Procedures:

The plans to reopen the Museum June 2, 2020 with the following provisions was discussed.

1. Close 1 hour early each day for sanitizing.
2. No late Thursday hours.
3. Only use staff to fill house.
4. Masks required.
5. No in-house classes in June. All classes if offered will be on-line.

## **COMMITTEE REPORTS**

### **Long-Range Planning:**

The updated Ethics Policy was discussed. Walter moved to approve the new policy. Seconded by Latta. Motion carried.

Alexander again encouraged all to complete the Board Survey. She also brought us up to date on the Iowa Arts Council Grant Application and other additional grants that may be available. We should know in about a week.

### **Building & Grounds:**

Marci Stephens planted flowers at the Art Center today.

**Collections:**

No report.

**Finance & Budget:**

See reports included.

**Community Engagement:**

The new Education Plan was discussed. Latta moved to approve the new plan. Seconded by Moravec. Motion carried.

The May 31<sup>st</sup> event is cancelled. The June 6<sup>th</sup> event is being morphed into a 3-day event from July 10-12 with food and music. The 'Till Death' exhibit will be featured. Food is planned as a family style catered event with social distancing individually observed. Alexander will send out a rough draft. We are hoping to have an ice cream event in July or August.

On August 7 the City of Muscatine Employee Recognition party will be held at the Art Center. More later.

**Personnel:**

There are two candidates for the two Board openings who have put in their paperwork to the City Nominating committee.

**Director's Report:** The report was reviewed and discussed by Alexander.

**Unfinished Business:** None

**New Business:** The next Board meeting is June 18th, 2020 at 5:30 PM in the Music Room.

**Adjourn:** Moved/seconded (Freers/Walter) to adjourn. Motion carried and the meeting adjourned at 6:20 PM.

Respectfully submitted,  
Mark Latta  
Acting Secretary