

January 17,2024
Abita Springs Trailhead Museum
Minutes

The first meeting of the 2024 of the Abita Springs Trailhead Museum Board was held and called to order by President George Long on January 17, 2024 at 5:05 p.m.

Members were present: Courtney Blich, Lauren Crout, Stewart Eastman, Martha Gruning, Kimberly Irizarry, GERALYN LIPS, GORGE LONG, JASON MACFETTERS, NIKI MENDOW, MELISSA SMITH, KEITISHA YOUNG, FELICIA WALKER

Member emeritus Ron Blich was also present and No visitors were in attendance.

Secretary Courtney Blich sent out the minutes from the December 2023 meeting prior to the January meeting and a motion to accept the minutes as presented was made by Kimberly Irizarry, seconded and motion carried.

Niki Mendow presented the financial report. Currently as of the ending statement in the account is the amount of \$42,481.18. Niki encouraged that while the town handles the Museum's finances that they are able to provide bank statements and that information should reconcile that amount with our budget. Discussion with numerous questions about accessibility of the account and the budget commenced with both George, Martha, Courtney and Niki answering questions for the new members.

Old Business:

Preservation: George reported that after speaking with Janet, in the mayor's office, that progress is being made in records preservation efforts. There is a part time position available to work on the preservation efforts, made possible by the Museum for someone to work 20 hrs per month for \$15.00 per hour. It was suggested to put that information about the part time position on the Museum Facebook page, as well as, to reach out to contacts on the various colleges to seek out graduate students to help in the work.

Melissa has worked up templates to be used for loans to the Museum, a template document for permission to make copies of information, and a template for donations to the Museum. These are based on widely used state museum documents. The Museum would need to have such documents on file for all donations.

Alan Flattmann and Bunny Matthews exhibit updates: George is working on both and both are in various stages of development - while art has been picked out for the Flattmann exhibit, The Historic New Orleans Collection has not picked the art out for the Matthews exhibit and the Museum will need to work with THNOC for any stipulations/parameters for display that they have for the Museum to be able to display the Matthews art.

New Business:

Election of new officers: George presided over the election of the officers. Brian Gallon(sp?) an original member of the board communicated with George that while not able to stay on the board, is interested in staying involved as an emeritus board member. George, Courtney and

Martha made sure that the by laws were available to everyone to know qualifications and requirements for each position. They also answered any and all questions that members had about different positions. Each member who was interested in a position was asked to introduce themselves, what position they were interested in and why they would be good in that position. Treasurer, secretary, and vice president were uncontested positions and were elected by acclamation. The new officers for those positions: Treasurer Niki Mendow, Secretary Kimberly Irizarry, Vice President Jason MacFetters. Lauren Crout and Stewart Eastman ran for the position of president with Lauren winning the simple majority. With new officers elected, Past President George Long turned the rest of the meeting over to Lauren Crout.

En Plein Air: moved for time sake - Courtney gave an overview of how En Plein Air worked for the Museum for the new members and the report to board by Emeritus member Ron Blich. The dates will be April 12 - 14th for the exhibit. CLECO has a \$1500 sponsorship for the year. Also discussed other sponsors like the Brew Pub for alcohol donations. The number of artists will be 20 - 25 max for the exhibit. Each artist submits 4 pieces for roughly 100 pieces in the exhibit. The art will be delivered by the artist on Thursday, with hanging and labeling on Friday with a reception by the Museum on Friday evening. A binder will be created for the board so that all members can know the steps/timeline for the event including donations, advertising, announcement banner, etc. Mr. Blich left after his report.

Live Oak Journal: Lauren explained how this would be a way to advertise events for the Museum quarterly like En Plein Air, as well as, a way to attract new docents and place a docent application.

Administrative duties and committee assignments: Courtney gave Lauren the officer binder and George offered an officer training for all the new officers. Martha discussed the problem of door codes and that needs to be worked out with the town. She also talked about that George had taken on weekly emails for docents for open weekend shifts, something that needs to continue. Lastly, talked about the monthly tips, mugs and other minor sales over the month and how that can be handled. Kimberly offered to work with the docents since she has been one for the past year. Felicia also added that she would be able to help with the docents and the Museum.

****Keitisha Young left at 6:00 p.m.**** during this discussion. Ethics(yearly) and Conflict of Interest Statement(once) in everyones file. George made sure that the board knew about the meetings with the mayor and who is in the room for those meetings

Future of the Trailhead website: George reported that it was time to re-up our web page and domain names. The payment needs to be put on a new credit card from the city. The charge is \$150 and per Martha it is in the budget. The Museum's website had over 11,000 visits just last year and this is important to keep and for us (the Museum) to keep updated. Lauren will follow up with Janet (with the city) about updating the credit card to keep all the names.

Motion was made and seconded to adjourn the meeting at 6:20 p.m.