

MEETING NOTICE AND AGENDA
SAND SPRINGS CULTURAL & HISTORIAL MUSEUM TRUST AUTHORITY
Tuesday, February 16, 2016 (6:00pm)
Sand Springs Museum
9 E. Broadway, Sand Springs, OK

1. **CALL TO ORDER** _____pm

2. **ROLL CALL** –
S. Clem _____ M. Crawford _____ T. Dixon _____ D. Nobles _____
C. Phillips _____ V. Sisney _____ G. Whitaker _____

3. **MINUTES (December 15, 2015 and January 26, 2016) – Pages 1 - 4**
Attached are the Minutes for the Board's review and/or approval.

ACTION _____

4. **BILLS** –
None

5. **FINANCIALS – Pages 5 - 12**
Attached are the monthly financial reports for December and January for the Board's review.
Information only - no action will be taken

6. **MUSEUM ASSOCIATION REPORT (Cecilia Coggeshall) –**
Information only – no action will be taken

7. **COMMITTEE REPORTS** –
 - a. T. Dixon, Accession/De-Accession –
 - b. G. Whitaker, Building –
 - c. Debbie Nobles, Documents –
 - d. Vicki Sisney, Exhibits
 - e. Cynthia Phillips, Fundraising**Information only – no action will be taken**

8. **EXECUTIVE SESSION – Pages 13 - 15**
 - A) Trustees will consider retiring into Executive Session for the purpose of reviewing candidates for the Museum Building Manager position in accordance with Title 25, Section 307(B)(1).

Motion _____ Second _____

 - B) Trustees will consider returning to the Museum meeting following Executive Session.

Motion _____ Second _____

 - C) Trustees will consider and take action deemed appropriate, including filling the position, purchasing of workers compensation insurance and obtaining payroll services, as a result of the Executive Session.

Motion _____ Second _____

9. ADJOURNMENT _____pm

This Agenda was filed in the office of the City Clerk and posted at 4:15 am/pm
on Feb 11, 2016, on the digital display board located in the lobby of
the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, OK



Cynthia A. Phillips, Trust Chair
pb-agenda

**MINUTES OF REGUALR MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY**

**Tuesday, December 15, 2015
Museum Board Room
9 E. Broadway - Sand Springs, OK
6:00pm**

MEMBERS PRESENT:

Steve Clem		1-0
Mayme Crawford		1-0
Tim Dixon		1-0
Vicki Sisney		1-0

MEMBERS ABSENT:

Debbie Nobles		0-1
Cynthia Phillips		0-1
Grady Whitaker		0-1

OTHERS PRESENT:

Cecilia Coggeshall	
Dugan Moore	

The Sand Springs Cultural & Historical Museum Trust Authority met for a regular meeting pursuant to the agenda filed at the City Clerk's office and posted on the digital display board located in the lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma.

1. CALL TO ORDER –

Mayme Crawford, Secretary, called the meeting to order at 6:10pm.

2. ROLL CALL –

Mayme Crawford, Secretary, called for an individual roll call with members replying in the following manner:

Clem, here	Crawford, here	Dixon, here	Nobles, no answer
Phillips, no answer	Sisney, here	Whitaker, no answer	

3. MINUTES (November 17, 2015) –

Vicki Sisney moved to approve the Minutes, as presented. Seconded by Steve Clem.

Mayme Crawford, Secretary, called for an individual roll call with members replying in the following manner:

Clem, aye	Crawford, aye	Dixon, aye	Sisney, aye
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The motion carried 4-0-0

4. BILLS –

Bills had already been approved.

5. FINANCIALS (November) –

Information only – no action

6. COMMITTEE REPORTS –

- a. T. Dixon, Accession/De-Accession –
- b. G. Whitaker, Building –
- c. Debbie Nobles, Documents –
- d. Vicki Sisney, Exhibits –
- e. Cynthia Phillips, Fundraising –

Information only – no action taken

7. MUSEUM ASSOCIATION REPORT (Cecilia Coggeshall) –

Written report was handed out.

Information only – no action will be taken

8. ADJOURNMENT –

Per Secretary Mayme Crawford, there being no further information to discuss, the meeting was adjourned at 6:26pm.

Cynthia Phillips, Chairman

Date

PFJ
sschmta-minutes

**MINUTES OF SPECIAL MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY**

**Tuesday, January 26, 2016
Museum Board Room
9 E. Broadway - Sand Springs, OK
5:30pm**

- MEMBERS PRESENT: Steve Clem 2-0
Mayme Crawford 2-0
Tim Dixon 2-0
Cynthia Phillips 1-1
Grady Whitaker 1-1
- MEMBERS ABSENT: Debbie Nobles 0-2
Vicki Sisney 1-1
- OTHERS PRESENT: None

The Sand Springs Cultural & Historical Museum Trust Authority met for a special meeting pursuant to the agenda filed at the City Clerk's office and posted on the digital display board located in the lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma.

- 1. **CALL TO ORDER –**
Cynthia Phillips, Chairman, called the meeting to order at 5:35pm.
- 2. **ROLL CALL –**
Cynthia Phillips, Chairman, called for an individual roll call with members replying in the following manner:

Clem, here Crawford, here Dixon, here Nobles, no answer
Phillips, here Sisney, no answer Whitaker, here

- 3. **MINUTES (December 15, 2015) –**
Steve Clem moved to approve the Minutes, as presented. Seconded by Tim Dixon.

Cynthia Phillips, Chairman, called for an individual roll call with members replying in the following manner:

Clem, aye Crawford, aye Dixon, aye Phillips, abstain Whitaker, abstain

The motion carried 3-0-2

4. EXECUTIVE SESSION –

- A. Board will consider retiring into executive session for the purpose of conferring on matters pertaining to personnel issues.**

Grady Whitaker moved to approve. Mayme Crawford seconded the motion.

Cynthia Phillips, Chairman, called for an individual roll call with members replying in the following manner:

Clem, aye Crawford, aye Dixon, aye Phillips, aye Whitaker, aye

The motion carried 5-0-0

- B. Board will consider returning to the meeting following the executive session.**

Grady Whitaker moved to approve. Mayme Crawford seconded the motion.

Cynthia Phillips, Chairman, called for an individual roll call with members replying in the following manner:

Clem, aye Crawford, aye Dixon, aye Phillips, aye Whitaker, aye

The motion carried 5-0-0

- C. Board will consider and take action deemed appropriate as a result of the executive session.**

Grady Whitaker moved to approve to schedule another special meeting on February 10, 2016 at 4:00pm to go into executive session for the interview of candidates for the open position. Steve Clem seconded the motion.

Cynthia Phillips, Chairman, called for an individual roll call with members replying in the following manner:

Clem, aye Crawford, aye Dixon, aye Phillips, aye Whitaker, aye

The motion carried 5-0-0

5. ADJOURNMENT –

Per Cynthia Phillips, Chairman, there being no further information to discuss, the meeting was adjourned at 6:32pm.

Cynthia Phillips, Chairman

Date

FY 2016
December Financials

Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
December 31, 2015

Assets

Cash in Bank	\$	64,177
Cash Long/Short		0
Petty Cash		500
Accounts Receivables		-
Short Term Investments		100,006
Intergovernmental Receivables		-
Total Assets	\$	<u>164,684</u>

Liabilities

Accounts Payable	\$	67
Due to City for P Card Transaction		-
Deferred Rev-Grants		-
Sales Tax Payable		26
Total Liabilities	\$	<u>94</u>

Fund Balances

Encumbrances Reserved	\$	40
Reserved		7,250
Unreserved		157,300
Total Fund Balance	\$	<u>164,590</u>

Total Liability & Fund Balance	\$	<u><u>164,684</u></u>
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**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
December 31, 2015**

	ANNUAL	A C T U A L		Y-T-D	ENCUMB	REMAIN
	BUDGET	CURR MONTH	YEAR-TO-DATE	% EXP	OUTSTAND	APPROP
OPERATING REVENUES:						
Memberships	\$ 5,500	\$ -	\$ 980	0%		\$ 4,520
Other Fees	200	-	736	368%		(536)
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	2,000	-	299	15%		1,701
Contributions/Donations	3,000	-	657	22%		2,343
Interest Earned	150	-	11	7%		139
Other Revenues	-	-	0	0%		(0)
Total Revenues	\$ 11,850	\$ -	\$ 2,683	23%		9,167
OPERATING EXPENDITURES:						
Personal Services	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Materials & Supplies	6,350	40	1,918	30%	40	4,392
Other Services & Fees	5,500	27	1,258	22.87%	-	4,242
Total Expenditures	\$ 11,850	\$ 67	\$ 3,176	27%	\$ 40	\$ 8,634
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ -	\$ (67)	\$ (493)			
Beginning Fund Balance	\$ 165,083	\$ 164,657	\$ 165,083			
Ending Fund Balance	\$ 165,083	\$ 164,590	\$ 164,590			
Reserved:						
Memorials	\$ -		\$ 7,250			
Building Project	-					
Encumbrances	-		40			
Grants	-					
Unreserved	165,083		157,300			
Total Ending Fund Balance	\$ 165,083		\$ 164,590			

FUND 210 General Fund		DEPT/DIV 6810 Museum/Administration		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		
BA EIB 033	ACCOUNT	BUDGET	ACTUAL	BUDGET	ACTUAL	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDET	
SUB	DESCRIPTION		%EXP		%EXP					
45	Cultural/Recreation									
10	Personal Services	629		3774			7550	4360.50	42	
10 01	Regular Salary & Wages	11	531.00 84	66	3189.50	85	122	.00	100	
10 03	Longevity	53	132.00 1200	318	280.00	200	639	.00	100	
10 30	FICA & Medicare	55	54.33 103	318	280.58	88	658	358.52	44	
10 31	Retirement & Pension	55	57.18 104	330	290.56	88	658	377.04	44	
10 32	Car Allowance	45	41.54 92	270	270.01	100	540	269.99	50	
10 33	Uniform, Tool, Cell Allow	11	10.15 92	66	66.04	100	132	65.96	50	
10 34	Utility Insurance	10	.00 0	60	28.56	48	128	99.44	22	
10 37	Group Insurance	4	5.43 136	24	32.23	134	59	26.77	55	
10 41	Workers Comp Premiums	0	215.25 0	24	471.45	0	0	256.20	0	
10 **	Personal Services	818	1046.89 128	4908	4761.23	97	9848	5302.02	46	
20	Materials & Supplies									
20 01	Office Supplies	25	.00 0	150	31.31	21	300	268.69	10	
20 02	Janitorial/Household Supp	0	39.82 0	0	39.82	0	0	39.82	0	
20 04	Agricultural Supplies	66	.00 0	396	.00	0	800	800.00	0	
20 30	Building Maintenance	316	.00 0	1895	2623.77	138	3800	1176.23	69	
20 36	Property Maintenance	41	.00 0	246	69.75	28	500	430.25	14	
20 **	Materials & Supplies	448	39.82 9	2688	2764.65	103	5400	2535.35	51	
30	Other Services & Fees									
30 01	Insurance Premiums	116	.00 0	696	664.61	96	1401	71.78	95	
30 02	Other Fees & Charges	35	.00 0	210	.00	0	425	425.00	0	
30 11	Rentals & Leases	625	600.00 96	3750	4200.00	112	7500	300.00	96	
30 23	Utilities- Electric	583	235.66 40	3498	2655.27	76	7000	4344.73	38	
30 24	Utilities- Gas	355	.00 0	2130	449.78	21	4263	3813.02	11	
30 25	Utilities- Water	92	165.64 180	552	740.78	131	1110	389.22	65	
30 30	Maint & SVC Contracts	791	276.00 35	4746	1656.00	35	9500	6148.00	35	
30 31	Other Contracts & Svcs	58	20.00 35	348	2710.88	779	700	4361.75	723	
30 **	Other Services & Fees	2655	1297.30 49	15930	13057.52	82	31899	11129.99	65	
452 ** **	Culture	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60
45 ** **	Cultural/Recreation	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60
DIV 6810	TOTAL *****	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60
DEPT 68	TOTAL *****	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60
FUND 210	TOTAL *****	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60
GRAND	TOTAL *****	3921	2384.01 61	23526	20583.40	88	7496.24	47147	19067.36	60

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FY 2016
January Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
January 31, 2016**

Assets

Cash in Bank	\$	65,036
Cash Long/Short		0
Petty Cash		500
Accounts Receivables		-
Short Term Investments		100,006
Intergovernmental Receivables		-
Total Assets	\$	165,543

Liabilities

Accounts Payable	\$	67
Due to City for P Card Transaction		-
Deferred Rev-Grants		-
Sales Tax Payable		5
Total Liabilities	\$	73

Fund Balances

Encumbrances Reserved	\$	-
Reserved		7,250
Unreserved		158,220
Total Fund Balance	\$	165,470

Total Liability & Fund Balance	\$	165,543
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Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
January 31, 2016

	ANNUAL	A C T U A L		Y-T-D	ENCUMB	REMAIN
	BUDGET	CURR MONTH	YEAR-TO-DATE	% EXP	OUTSTAND	APPROP
OPERATING REVENUES:						
Memberships	\$ 5,500	\$ 20	\$ 1,000	0%		\$ 4,500
Other Fees	200	448	1,184	592%		(984)
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	2,000	60	359	18%		1,641
Contributions/Donations	3,000	360	1,017	34%		1,983
Interest Earned	150	5	17	11%		133
Other Revenues	-	-	0	0%		(0)
Total Revenues	\$ 11,850	\$ 894	\$ 3,576	30%		8,274
OPERATING EXPENDITURES:						
Personal Services	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Materials & Supplies	6,350	-	1,918	30%	-	4,432
Other Services & Fees	5,500	13	1,271	23.11%	-	4,229
Total Expenditures	\$ 11,850	\$ 13	\$ 3,189	27%	\$ -	\$ 8,661
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ -	\$ 880	\$ 387			
Beginning Fund Balance	\$ 165,083	\$ 164,590	\$ 165,083			
Ending Fund Balance	\$ 165,083	\$ 165,470	\$ 165,470			
Reserved:						
Memorials	\$ -		\$ 7,250			
Building Project	-					
Encumbrances	-					
Grants	-					
Unreserved	165,083		158,220			
Total Ending Fund Balance	\$ 165,083		\$ 165,470			

FUND 210	GENERAL FUND	DEPT/	DIV 6810	MUSEUM/	ADMINISTRATION	CURRENT	ACTUAL	BUDGET	ACTUAL	NO-DATE	ENCUMBR.	ANNUAL	UNENCUMBR.	EDGT
SUB	SUB	BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BALANCE	%
45	Cultural/Recreation													
452	Culture													
10	Personal Services													
10 01	Regular Salary & Wages	629	551.80	88	4403	3741.30	85	7550	3808.70	50				
10 03	Longevity	11	.00	0	77	132.00	171	132	.00	100				
10 30	Fica & Medicare	53	46.26	88	371	326.84	88	639	312.16	51				
10 31	Retirement & Pension	55	46.62	85	385	337.58	88	668	330.42	51				
10 32	Car Allowance	45	20.77	46	315	290.78	92	540	249.22	54				
10 33	Uniform, Tool, Cell Allow	11	10.16	92	77	76.20	99	132	55.80	58				
10 34	Utility Discount	10	27.69	277	70	56.25	80	128	71.75	44				
10 37	Group Insurance	4	5.65	141	28	37.88	135	59	21.12	64				
10 41	Workers Comp Premiums	0	.00	0	0	471.45	0	0	628.58-	0				
10 **	Personal Services	818	709.05	87	5726	5470.28	96	9848	4220.59	57				
20	Materials & Supplies													
20 01	Office Supplies	25	.00	0	175	31.31	18	300	268.69	10				
20 02	Janitorial/Household Supp	0	89.39	0	0	129.21	0	0	129.21-	0				
20 04	Agricultural Supplies	66	.00	0	462	.00	0	800	800.00	0				
20 30	Building Maintenance	316	23.98	8	2212	2647.75	120	3800	1152.25	70				
20 36	Property Maintenance	41	.00	0	287	69.75	24	500	430.25	14				
20 **	Materials & Supplies	448	113.37	25	3136	2878.02	92	5400	2521.98	53				
30	Other Services & Fees													
30 01	Insurance Premiums	116	664.61	573	812	1329.22	164	1401	71.78	95				
30 02	Other Fees & Charges	35	.00	0	245	.00	0	425	425.00	0				
30 11	Rentals & Leases	625	600.00	96	4375	4800.00	110	7500	300.00	96				
30 23	Utilities- Electric	583	533.04	91	4081	3188.31	78	7000	3811.69	46				
30 24	Utilities- Gas	355	183.10	52	2485	633.08	26	4263	3629.92	15				
30 25	Utilities- Water	92	69.17	75	644	789.95	123	1110	320.05	71				
30 30	Main & Svc Contracts	791	316.00	40	5537	1972.00	35	9500	6148.00	35				
30 31	Other Contracts & SVCS	58	1173.92	2024	406	3884.80	957	700	4361.76-	723				
30 **	Other Services & Fees	2655	3539.84	133	18585	16597.36	89	31899	10344.68	68				
452 ** **	Culture	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			
45 ** **	Cultural/Recreation	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			
DIV 6810	TOTAL *****	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			
DEPT 68	TOTAL *****	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			
FUND 210	TOTAL *****	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			
GRAND	TOTAL *****	3921	4362.26	111	27447	24945.66	91	5114.09	47147	17087.25	64			

JOB TITLE: Museum Building Manager

DEPARTMENT: Museum Trust

REPORTS TO: Museum Trust Authority

CATEGORY: PART-TIME TEMPORARY not more than 32 hours/week

DATE: November 2015 - February 2016

To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet.

SUMMARY

Oversees the daily operations of the museum building. Provide support when able to the Sand Springs Museum Association. Oversee and supervise volunteer program.

Education/Training/Experience

1. High School Diploma or equivalent
2. Administrative experience
3. Personnel management experience
4. Demonstrate proper telephone skills

Other Skills and Abilities

1. Ability to delegate authority and responsibility to volunteers, supervise and establish schedules.
2. Ability to establish and maintain good relations with boards and the general public.
3. Skill in managing inventory.
4. Ability to correctly compute sales tax and make sale transactions.
5. Ability to operate a computer and copier.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands and arms and is also required to stoop, kneel or crouch. The employee is regularly required to verbally communicate. The employee is regularly required to listen and comprehend communications directed towards them.

Primary Job Functions

Manage the building during hours of operation. Directly supervise Museum volunteers as well as recruit and train volunteers. Expand hours of operation of Museum and have the building open for special events all as directed by the Trust. Oversee the day to day sales of the gift shop and provide reports of sales. Provide support as able for the Sand Springs Museum Association - including accepting and documenting dues and preparing regular volunteer reports. Attend meetings as requested by the Trust Authority. Other duties as assigned by the Sand Springs Historical and Museum Trust Authority. Adhere to City safety and building security regulations and all City policies and procedures.

Pre-screen Questions:

Are you willing to work evenings and weekends if necessary?

Do you have any previous personnel management experience ?

Have you in the past used any museum specific software and if so, what program?

Do you have experience working with Ancestry.com or other genealogical search service?

Do you have any previous collection management experience?