

**REGULAR MEETING NOTICE AND AGENDA**  
**Sand Springs Cultural & Historical Museum Trust Authority**  
**August 15, 2023 – 6:00 p.m.**  
**Sand Springs Museum**  
**9 East Broadway (P. O. Box 1870)**  
**Sand Springs, OK 74063**  
**[www.sandspringsok.org](http://www.sandspringsok.org)**

1. **Call to Order**      Time \_\_\_\_\_

2. **Roll Call**

Steve Clem _____	Mayme Crawford _____
Debbie Nobles _____	Cynthia Phillips _____
Vicki Sisney _____	Grady W. Whitaker, Jr. _____
Nathan Woodmansee _____	

3. **Consent Agenda (A) (pages 4-7)**

All matters listed under "Consent" are considered by the Sand Springs Cultural & Historical Museum Trust Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request.

A) Approval, denial, amendment, or revision of the July 18, 2023 regular Sand Springs Cultural & Historical Museum Trust Authority minutes.

Motion \_\_\_\_\_ Second \_\_\_\_\_

4. **Expenditures for Broadway Storage Building**

Trustees will consider approval, denial, or revision of expenses; including renovations and/or equipment as it relates to the relocation of museum items to the new storage space on Broadway.

Motion \_\_\_\_\_ Second \_\_\_\_\_

5. **Expenditures for Snoopy exhibit**

Trustees will discuss and possibly determine a budget for the Snoopy exhibit.

This item is for informational purposes only.

6. **Museum Association Report**

Sherry Morris will provide the Museum Association Report to Trustees.

This item is for informational purposes only.

**7. Museum Director's Report**

Museum Director, Ginger Murphy, will provide a report to Trustees.

This item is for informational purposes only.

**8. Museum Coordinator's Report**

Museum Coordinator, Dianna Phillips, will provide a report to Trustees.

This item is for informational purposes only.

**9. Chair's Report**

Chair, Nathan Woodmansee, will provide a report to Trustees.

This item is for informational purposes only.

**10. Park Director's Report**

Park Director, Joe Medlin will provide a report to the Trustees.

This item is for informational purposes only.

**11. City Manager's Report**

City Manager will provide a report to Trustees.

This item is for informational purposes only.

**12. Committee Reports**

The following committee members will provide various reports regarding the museum to Trustees:

Steve Clem, Nathan Woodmansee (Accession/De-Accession)  
Grady Whitaker, Jr. (Building)  
Debbie Nobles (Documents)  
Vicki Sisney (Exhibits)  
Cynthia Phillips (Fundraising)  
Grady Whitaker (Finance)

All items are for informational purposes only.

**13. Financial Report (pages 8-11)**

The regular monthly Financial Reports are provided to Trustees for their review and information.

This item is for informational purposes only.

**14. Adjournment** Time \_\_\_\_\_

This agenda was filed in the office of the City Clerk and posted at 12:00 p.m., on August 11, 2023, in the display case located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063, by Melissa Cartwright, Parks Administrative Assistant.

  
\_\_\_\_\_  
Melissa Cartwright, Parks Administrative Assistant

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

**Tuesday, July 18, 2023 – 6:00pm  
Sand Springs Museum  
9 East Broadway – PO Box 1870  
Sand Springs, OK 74063**

**December 2022 to November 2023**

**MEMBERS PRESENT:**

Mayme Crawford	6-1
Debbie Nobles	4-3
Cynthia Phillips	7-0
Grady W. Whitaker	6-1
Nathan Woodmansee	4-3

**MEMBERS ABSENT:**

Steve Clem	5-2
Vicki Sisney	3-4

**ALSO PRESENT:**

Ginger Murphy  
Sherry Morris  
Michael S. Carter  
Joe Medlin  
Joy Turner  
Melissa Cartwright

The Sand Springs Cultural & Historical Museum Trust Authority met in regular session on July 18, 2023, in the lower level meeting room of the Sand Springs Cultural and Historical Museum building pursuant to the regular meeting notice and agenda filed with the City Clerk's office and posted at 12:00 pm on July 14, 2023, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063.

**1. CALL TO ORDER**

Chair Phillips called the meeting to order at 6:01 pm.

**2. ROLL CALL**

Parks Admin Assistant, Melissa Cartwright, called for an individual roll call with members replying in the following manner:

Clem, no response	Crawford, here	Nobles, here	Phillips, here
Sisney, no response	Whitaker, here	Woodmansee, here	

**3. CONSENT AGENDA**

Trustee Whitaker made a motion to approve the below matters listed under the Consent Agenda. Trustee Crawford seconded the motion.

A) The minutes of the May 16, 2023 regular SSCHMTA meeting.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye                      Nobles, aye                      Phillips, aye                      Whitaker, aye  
Woodmansee, aye

The motion carried 5-0-0

**4. COSTS FOR NEW STORAGE ON BROADWAY**

Trustee Whitaker provided an estimate for improvements to Broadway storage space. After discussion of bid and Ginger's feedback on storage unit, Trustee Woodmansee motioned to table the issue, leaving it on the agenda for later review. Trustee Nobles seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye                      Nobles, aye                      Phillips, aye                      Whitaker, aye  
Woodmansee, aye

The motion carried 5-0-0

**5. ELECTION OF 2023-2024 SAND SPRINGS CULTURAL AND HISTORICAL MUSEUM TRUST AUTHORITY OFFICERS**

**A. ELECTION OF CHAIRMAN**

Trustee, Debbie Nobles, made a motion to elect Trustee, Nathan Woodmansee, to fill the position of chairman. Trustee, Grady Whitaker, seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye                      Nobles, aye                      Phillips, aye                      Whitaker, aye  
Woodmansee, abstain

The motion carried 4-1-0

**B. ELECTION OF VICE CHAIRMAN**

Trustee, Debbie Nobles, made a motion to elect Trustee, Steve Clem, to fill the position of vice chairman. Trustee, Mayme Crawford, seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye                      Nobles, aye                      Phillips, aye                      Whitaker, aye  
Woodmansee, aye

The motion carried 5-0-0

**C. ELECTION OF SECRETARY**

Trustee, Mayme Crawford, made a motion to elect herself to fill the position as secretary. Trustee, Nathan Woodmansee, seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye            Nobles, aye            Phillips, aye            Whitaker, aye  
Woodmansee, aye

The motion carried 5-0-0

**D. ELECTION OF TREASURER**

Trustee, Debbie Nobles, made a motion to elect current chair, Cynthia Phillips, to fill the position of treasurer. Trustee, Mayme Crawford, seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye            Nobles, aye            Phillips, abstain            Whitaker, aye  
Woodmansee, aye

The motion carried 4-1-0

**6. 2024 BUDGET APPROVAL**

Trustee Nobles approved the amended 2024 budget including savings from the storage unit. Trustee Crawford seconded the motion.

Parks Admin Assistant, Melissa Cartwright, called for the vote recorded as follows:

Crawford, aye            Nobles, aye            Phillips, aye            Whitaker, aye  
Woodmansee, aye

The motion carried 5-0-0

**7. OUTLAY OF SNOOPY EXHIBIT**

Chair Phillips reported committee has met, considered ideas and will put together a budget at their next meeting. Board members discussed using posters and the electronic billboard along Highway 97 as possible means of advertising for the Snoopy exhibit.

No action taken.

**8. MUSEUM ASSOCIATION REPORT**

Sherry Morris shared the museum had approximately 130 students from Salvation Army and Lake Country take tours recently. The annual meeting is scheduled on August 26, 2023 and will be held at the museum. Sherry and Ginger proposed offering monthly programs for homeschool groups throughout the school year.

No action taken.

**9. MUSEUM DIRECTOR'S REPORT**

Ginger Murphy announced the second street storage is empty. Benjamin Franklin, the lunch boxes and Urban Sketchers are still displayed. The Blessings of Liberty: The U.S. Constitution will be here from August to September and is our last exhibit until Charlie Brown.

No action taken.

**10. MUSEUM COORDINATOR'S REPORT**

No report.

**11. CHAIR'S REPORT**

Cynthia reported the presenting sponsor for the Snoopy exhibit had no issue with the museum acquiring additional sponsors to raise funds for the event.

No action taken.

**12. PARK DIRECTOR'S REPORT**

Joe Medlin reported on behalf of facilities that the air conditioner in museum office will be replaced.

**13. CITY MANAGER'S REPORT**

Mike Carter announced various activities that point to our city's continued growth.

No action taken.

**14. COMMITTEE REPORTS**

Nathan Woodmansee, De-Accession – tabled until everything moved to new location  
Grady Whitaker Jr., Building – no report  
Debbie Nobles, Documents – no report  
Vicki Sisney, Exhibits – no report  
Cynthia Phillips, Fundraising – covered earlier in meeting  
Grady Whitaker, Finance – no report

**15. FINANCIALS**

The regular monthly financial reports were provided to the Trustees for their review and information.

**16. MUSEUM BILLS FOR 11/2022 THROUGH 6/2023**

An itemized list of bills was provided to the Trustees for their review and information.

**17. ADJOURNMENT**

Chair Phillips adjourned the meeting at 7:01pm.

\_\_\_\_\_  
Nathan Woodmansee, Chairperson

\_\_\_\_\_  
Date

MLC  
sschmta-minutes

FY 2024  
July Financials



**Sand Springs Cultural and Historical  
Museum Trust Authority  
Balance Sheet  
For the Period Ending  
July 31, 2023**

<b>Assets</b>	
Cash in Bank (Bancfirst)	\$ 4,705
Cash in Bank (Am Heritage)	7,641
Pooled Cash/Bancfirst	-
Cash Long/Short	0
Petty Cash	750
Accounts Receivables	-
Short Term Investments	82,062
Intergovernmental Receivables	15,962
<b>Total Assets</b>	<b><u>\$ 111,120</u></b>
 <b>Liabilities</b>	
Payroll/Federal Income Tax	\$ 102
Payroll/FICA & Medicare	469
Payroll/State Withholding Tax	-
Accounts Payable	-
Due to City for P Card Transaction	-
Deferred Rev-Grants	-
Sales Tax Payable	-
<b>Total Liabilities</b>	<b><u>\$ 571</u></b>
 <b>Fund Balances</b>	
Encumbrances Reserved	\$ 226
Reserved	7,755
Unreserved	102,569
<b>Total Fund Balance</b>	<b><u>\$ 110,550</u></b>
 <b>Total Liability &amp; Fund Balance</b>	 <b><u><u>\$ 111,120</u></u></b>

**Sand Springs Cultural and Historical  
Museum Trust Authority  
Statement of Revenues and Expenditures  
For the Period Ending  
July 31, 2023**

	ANNUAL BUDGET	A C T U A L		Y-T-D % EXP	ENCUMB OUTSTAND	REMAIN APPROP
		CURR MONTH	YEAR-TO-DATE			
<b>OPERATING REVENUES:</b>						
Intergovernmental Revenue	\$ 38,250	\$ 15	\$ 15	0%	\$	38,235
Memberships	5,000	43	43	0%		4,957
Other Fees	7,200	-	-	0%		7,200
Rental Fees	500	-	-	0%		500
Shop Sales	2,500	-	-	0%		2,500
Contributions/Donations	20,000	3,633	3,633	18%		16,367
Interest Earned	500	0	0	0%		500
Other Revenues	1,250	0	0	0%		1,250
<b>Total Revenues</b>	<b>\$ 75,200</b>	<b>\$ 3,691</b>	<b>\$ 3,691</b>	<b>5%</b>	<b>\$ -</b>	<b>\$ 71,509</b>
<b>OPERATING EXPENDITURES:</b>						
Personal Services	\$ 26,700	1,321	\$ 1,321	0%	-	\$ 25,379
Materials & Supplies	34,200	905	905	3%	-	33,295
Other Services & Fees	16,775	48	48	0%	226	16,501
<b>Total Expenditures</b>	<b>\$ 77,675</b>	<b>\$ 2,275</b>	<b>\$ 2,275</b>	<b>3%</b>	<b>\$ 226</b>	<b>\$ 75,174</b>
<b>Other Financing Sources (Uses)</b>						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (loss)</b>	<b>\$ (2,475)</b>	<b>\$ 1,416</b>	<b>\$ 1,416</b>			
<b>Beginning Fund Balance</b>	<b>\$ 109,134</b>	<b>\$ 109,134</b>	<b>\$ 109,134</b>			
<b>Ending Fund Balance</b>	<b>\$ 106,659</b>	<b>\$ 110,550</b>	<b>\$ 110,550</b>			
<b>Reserved:</b>						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		226			
Grants	-		-			
Unreserved	106,659		102,569			
<b>Total Ending Fund Balance</b>	<b>\$ 106,659</b>		<b>\$ 110,550</b>			

FUND 210 General Fund		DEPT/DIV 6810 Museum/Administration		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
SUB	SUB	SUB										
45			Cultural/Recreation									
452			Culture									
20	01		Materials & Supplies	25	.00	0	25	.00	0	300	300.00	0
20	04		Office Supplies	66	.00	0	66	.00	0	800	800.00	0
20	30		Agricultural Supplies	400	.00	0	400	.00	0	4800	4800.00	0
20	36		Building Maintenance	41	.00	0	41	.00	0	500	500.00	0
20	**		Property Maintenance	532	.00	0	532	.00	0	6400	6400.00	0
20	**		Materials & Supplies									
30	01		Other Services & Fees	207	2693.00	1301	207	2693.00	1301	2493	200.00	1.08
30	02		Insurance Premiums	41	.00	0	41	.00	0	500	500.00	0
30	10		Other Fees & Charges	841	14.58	2	841	14.58	2	10103	10088.42	0
30	11		Personnel Costs Reimb	675	750.00	111	675	750.00	111	8100	7350.00	9
30	17		Rentals & Leases	20	138.00	690	20	138.00	690	250	112.00	55
30	23		Postage & Freight	860	1029.70	120	860	1029.70	120	10320	9290.30	10
30	24		Utilities- Electric	491	.00	0	491	.00	0	5897	5897.00	0
30	25		Utilities- Gas	120	42.58	36	120	42.58	36	1449	1406.42	3
30	30		Utilities- Water	791	1606.72	203	791	1606.72	203	9500	588.26	94
30	31		Maint & Svc Contracts	134	90.00	67	134	90.00	67	1610	530.00	67
30	**		Other Contracts & Svcs	4180	6364.58	152	4180	6364.58	152	50222	35562.40	29
452	**	**	Other Services & Fees									
45	**	**	Culture	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26
45	**	**	Cultural/Recreation	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26
DIV	6810		TOTAL *****									
DIV	6810		Administration	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26
DEPT	68		TOTAL *****									
DEPT	68		Museum	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26
FUND	210		TOTAL *****									
FUND	210		General Fund	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26
GRAND	TOTAL		*****	4712	6364.58	135	4712	6364.58	135	56622	41962.40	26