

**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**

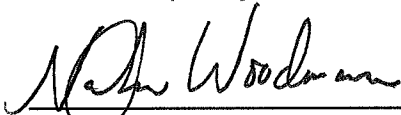
The regular monthly financial reports were provided to the Trustees for their review and information.

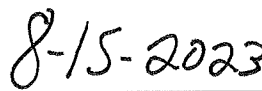
**16. MUSEUM BILLS FOR 11/2022 THROUGH 6/2023**

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