

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, August 13, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Tom Sieber, Erik Hoyer, Kramer Rock and Terri Trantow
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke
EXCUSED: Sandy Juno

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:34PM.

2. **APPROVE/MODIFY AGENDA**
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**

3. **Museum Director Report.** Museum Director Lemke shared with the Board the 2019/2020 Temporary Exhibit Schedule, the 2019 and 2020 draft exhibit budget requests to the Neville Public Museum Foundation, the draft version 4 of the Core Gallery Renovation schedule, the department's Brown County Budget Narrative and 2019 anticipated revenues and expenses. She went into detail on the relationships between the documents and the unknown impact of renovation to admissions. She and Chair Kuehn provided options to deal with a potential short fall. Much discussion ensued, direction provided was to anticipate a shortfall, determine with administration the best manner to address and if necessary cover during the 8/15/18 department budget presentation to the Executive Office, and keep the Board in the loop on to decisions made as the budget advances.

4. Such other matters as authorized by law:
Director Lemke informed the Board that she would NOT be present at the:
9/17 County Board meeting due to the Chamber Annual Dinner presentation
9/27 Education and Recreation Meeting due to accepting the American Association of State and Local History Award of Merit in Kansas City, Missouri

Regarding the proposal from the Museum's Collection Committee to deaccession a broken and unexhibitable Jeremiah Bullfrog Bobblehead Bernie Erickson with help was able to make the repair to Jeremiah Bullfrog Bobblehead. The motion approved unanimously made by Erik Hoyer and seconded by Tom Sieber (7/9/18) action to deaccession from the collection was rescinded and unanimously approved. Jeremiah Bullfrog Bobblehead was returned to collections storage the same day.

Museum Director Lemke shared the correspondence below.

To: Board of Curators, Wisconsin Historical Society
From: Rick Bernstein, Local History-Field Services Representative-Southern Region
Subject: Affiliation of the Neville Public Museum of Brown County
Date: August 24, 2018

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. The Neville is a department of Brown County government, a public, municipal corporate body organized and existing under the laws of the State of Wisconsin.

Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The Museum is overseen by the Education, Culture and Recreation Committee of the Brown County Board of Supervisors. The Museum is governed by a seven (7) member body entitled Neville Public Museum Governing Board.

The Museum has requested to become an affiliate of the Wisconsin Historical Society pursuant to Wis. Stats 44.03. They will be the first public museum in Wisconsin to become a Wisconsin Historical Society affiliate. The Board of Curators approved changes in the affiliation policy in May, 2018 to allow a public organization to become an affiliate.

Following affiliation with the Wisconsin Historical Society, this Neville Public Museum will be located in the Wisconsin Council for Local History's Northeast Region and the Local History-Field Services Southern Region.

Next meeting of the Neville Public Museum Governing Board will be Monday September 10, 2018 at 4:30pm.

2018 meeting dates are as follows:

October 8, 2018

November 12, 2018

December 10, 2018

5. Adjournment. Adjournment. Chairman Kuehn called the meeting to an end at 5:21PM. Motion made by Tom Sieber and seconded by Erik Hoyer to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

7/19/2018
 Neville Public Museum
 Core Exhibit Gallery Renovation: Construction, Fabrication and Installation

		Task	Task	#	Lead	
		Beginning	End	Weeks	Party	Location
Phase 1						
	Contract Award		30-Mar-18		NPM	
1.1	Initial Start-Up Meeting		19-Apr-18		BWS	Museum
	- Introduction, Key Team Members					
	- Discuss Roles and Responsibilities					
	- General Questions & Answers					
	- General Organization					
	- Review of Broad Schedule & Potential Deliverables					
	- Establish DATE For Monthly Core Meetings				BWS	Web Mtg
	Initial Project Plan Development	16-Apr-18	31-Aug-18	16	BWS	
	- Verify Museum-supplied information regarding final design and installation and how it will affect proposed budget and timeline					
	- Site visit for detailed survey of gallery and existing components		11-Jun-18		BWS	Museum
	- Develop Detailed Project Schedule & Deliverables	16-Apr-18	31-May-18	6		
	- Define Partners and Team Roles & Responsibilities	16-Apr-18	31-May-18	6		
	- Develop 1st Draft - Bluewater Project Scope of Work	16-Apr-18	31-May-18	6		
	- Create Project Financial Model	16-Apr-18	31-May-18	6	BWS	
	Create Rough Order of Magnitude (ROM) Budget	01-Jun-18	31-Jul-18	9		
	- Core Management Meeting - Review Schedule Update		24-Jul-18		BWS	Web Mtg
	- Core Management Meeting - Review & Discuss Results of Above Tasks		06-Aug-18		BWS	Museum/Web Mtg
	- Interpretive Plan Complete		20-Aug-18		NPM	
	- Project Evaluation & Assessment (Approval to Proceed with Phase 2)	01-Aug-18	31-Aug-18	4		
	- Core Management Meeting - Review & Discuss Results of Above Tasks		11-Sep-18			
Phase 2						
	Project Plan Execution	17-Sep-18	30-Jan-19	19	BWS	
	Pre-Fabrication	17-Sep-18				
2.1.2	- Content Development - All content identified and complete - text, images, artifacts, source videos, etc...		10-Sep-18		NPM	
2.2.2	- Exhibit updates - detailed refinement of details where necessary	17-Sep-18	31-Oct-18	6	BWS	
	- Based on Content Document - Establish interpretive graphic panel count, sizes, locations and numbering system					
	- Construction drawings, including graphic panel locations & sizes	04-Sep-18	28-Dec-18	16	BWS	
2.2.3.1	- Artifact plan - locations, case layouts, and mount needs	04-Sep-18	30-Nov-18	12	BWS	
2.2.3.2	- Artifact Plan - Removal, storage, what stays, protection	04-Sep-18	30-Nov-18	12	NPM	
2.1.3	- Interpretive text edit and proofreading	12-Sep-18	30-Nov-18	11	BWS	
2.1.4	- Graphic layout and proofing	03-Dec-18	22-Feb-19	12	NPM	
	- Core Management Meeting - Review status, artifacts, text, and layouts		20-Dec-18		BWS	Web Mtg
	- Final Scope of Work and Costing - All Zones		18-Jan-19		BWS	
	- Approval to proceed with Phase 3		01-Feb-19		NPM	
Phase 3						
	Production, Demo and Installation	02-Jan-19	15-Nov-19	45	BWS	
	Site Work - Artifact Removal					
	- Site Work - Artifact Removal - All Zones	02-Jan-19	22-Feb-19	7	NPM	
3.1	Site Work - Demolition					
3.1.2	- Demolition - All Zones	25-Feb-19	30-Mar-19	5	BWS	Museum
2.3.2.1	- On site gallery prep, cleaning, painting and floor finishing Zones 1 & 2	01-Apr-19	03-May-19	5	BWS	Museum
	Construction and Fabrication - All Zones					
	- Prepare Ready-to-print graphic files	04-Mar-19	26-Apr-19	8	NPM	
	Update construction dwgs, specs and budget based on results of demo, if applicable	01-Apr-19	26-Apr-19	4	BWS	
4	Off site fabrication and production	04-Mar-19	06-Sep-19	27	BWS	27
	Installation					
5.1	Installation Plan review		16-Jul-19			
	Confirm installation artifact protection, moving, mounting and installation plan		16-Jul-19			
5.3.1	On Site Exhibit component Installation - All Zones	05-Aug-19	18-Oct-19	11	BWS	Museum
5.4	Artifact Installation	07-Oct-19	15-Nov-19	6	NPM	Museum

NPM Exhibit Schedule 2019_2020 DRAFT

		2020											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 2 3 4 5 6 7 8 9 10 11 12	Walker Gallery	<p>Our Brown County 1818-2018 Over the past two centuries, the residents of Brown County have left their unique mark on the physical, cultural, and natural landscape of Northwestern Wisconsin. Explore the histories, stories, and artifacts that shaped Wisconsin's oldest county. Developed in conjunction with Inland Brown County department, the exhibit will showcase collections of photographs, text, artifacts, and more. September 29, 2019</p>											
	Walker Gallery												
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Walker Gallery	<p>Art for All: April 18- June 2nd</p>											
	Walker Gallery												
32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52	Walker Gallery	<p>Art for All: April 18- June 2nd</p>											
	Walker Gallery												
53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Walker Gallery	<p>Art for All: April 18- June 2nd</p>											
	Walker Gallery												

2019

2020

Arrival Dates The exhibit will feature historic photos in partnership to historic towns. All in the nearby public museum collection through time December 19, 2019 opening

Our Brown County 1818-2018
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Core Gallery Renovations start February 2019 and end in May of 2020 with a June 2020 Core Gallery Grand Opening
LUNEX moves out July-September 2019
STORAGE FOR Main Exhibit Gallery artifacts coming off display and for Core Gallery artifacts to come down from third floor storage
all temporary case work will be used in this gallery and it will be open to the public to see the process of what we do and the work going into the grand opening

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Draft 2019 NPM Exhibit Budget	2019 Budget	2019 YTD Actual	YTD Actual Plus Est Final
<i>Our Brown County:1818-2018 (upkeep)</i>	\$2,500.00		
<i>Delay of Game (move and upkeep)</i>	\$1,500.00		
Art Colony (includes Thursday 3/21/19 reception costs)	\$1,600.00		
74th Art Annual (includes award costs and presentation)	\$2,800.00		
<i>Birds, Birds and More Birds! (includes Thursday 6/13/19 reception costs)</i>	\$5,250.00		
<i>Women Who Run With Sissors (includes Thursday 8/22/19 reception costs)</i>	\$2,500.00		
<i>Bared Arms (includes Thursday 11/21/19 joint reception with Holiday Memories)</i>	\$30,000.00		
Holiday Memories (Thursday 11/21/19 joint reception with Bared Arms)	\$5,000.00		
Core Gallery Remodel (Brown County)	\$0.00		
First Floor Hallway (Photo Displays, Youth Art Month and EQUATE)	\$1,000.00		
Mezzanine (including MLK Display and NWTC Artisan Center ART FOR ALL)	\$2,500.00		
Deposits for future exhibits	\$2,500.00		
Total Exhibits	\$57,150.00	\$0.00	\$0.00
Programming: Education and Events	\$3,900.00		
SPARK! Funding Rollover (we will re-calculate actuals in November)	\$3,600.00		
Grand Total Exhibits/Programs	\$64,650.00	\$0.00	\$0.00