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, July 14, 2014 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

---

PRESENT:	Kevin Kuehn, Bernie Erickson, Tom Sieber, Eric Hoyer, and Diane Ford
ALSO PRESENT:	Beth Lemke, Staush Gruszynski, John Van Dyke, Terri Trantow, Kasha Huntowski, and Bill Meindl

---

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:33PM.

2. APPROVE/MODIFY AGNEDA

Motion made by Tom Seiber and seconded by Bernie Erickson to approve the agenda. Vote taken.
MOTION APPROVED UNANIMOUSLY.

3. Election of Chair and Vice Chair
   a. Nomination of Kevin Kuehn as Chair made by Tom Seiber and seconded by Eric Hoyer
   b. Vote taken NOMINATION APPROVED UNANIMOUSLY.
   c. Nomination of Bernie Erickson as Vice Chair made by Tom Seiber and seconded by Eric Hoyer
   d. Vote taken NOMINATION APPROVED UNANIMOUSLY.

4. Discussion of Museum Master Plan. Discussion ensued
   Museum Director provided the participants a timeline of past conversations and actions taken regarding governance review. The majority of the discussion involved the Museum Director summarizing the functions of the NPM Governing Board as overseeing the museum operations and ensuring that the Museum is well-managed and true to its purpose. This includes staff policy, fiscal management, and oversight of the artifacts owned by the County.

   Specifically--Section 3.21 of the Brown County Code
   Brown County Museum Governing Board
   1. The governing body of the Neville Public Museum with regard to operation, administration and control shall be composed of a seven member board, whose membership shall consist of not less than three nor more than four County Board Supervisors and not less than three nor more than four citizens at large, depending on the number of supervisors appointed, and at least two of the citizen members shall be appointed from a list of not less than five names submitted by the Museum Corporation. These appointments shall be made by the County Executive and shall be subject to County Board confirmation.
   2. Powers and Duties:

a. Continuous planning, development, supervision and evaluation of the programs and services for users of the Neville Public Museum.
b. Responsibility for operating, administering and controlling the operations of the Neville Public Museum and setting policy for the staff of the Museum.
c. Responsibility for the fiscal management and control of the Museum within the appropriations made by the County Board of Supervisors and if funds are needed in excess of the appropriations made by the County Board of Supervisors, it is the responsibility of the Museum Governing Board to recommend appropriation of such funds from the Finance Committee and/or the County Board of Supervisors.
d. Control over the specimens, artifacts, exhibits, displays and other personal property which is owned by the County and used in the operation of the Neville Public Museum, and shall include authority to loan out and dispose of this property in a manner which is appropriate of the Neville Public Museum.

Regarding the immediate governance of NPM it is the recommendation from the Museum Director to continue the Museum Master Planning Process. Focus is on the next step of the development of a RFP that builds upon the Informal Learning Experiences report from April 2014 and the preliminary work of the Transition Team on determining audience and the value proposition of NPM.

Draft comments of the RFP were collected and shared with BC Purchasing for review and determination of the path forward of phase 2. Museum Director will be requesting carryover of planning money into 2015 as phase three (visitor experience) will take place in early 2015.

5. Such other matters as authorized by law:
   a. NPMF Executive Committee hired Kasha Huntowski as their Executive Director.
   b. Supervisor Erickson strongly encouraged the ability for quick turn around and flexibility on changing display cases and also shared ways to engage the public while maximizing our location such as a boat show or chain saw carving event. As part of promotion of NPM he also encouraged developing stronger media support.

Next meeting of the Neville Public Museum Governing Board will be Monday, September 8, 2014 at 4:30pm.

Adjournment. Motion to adjourn made at 5:25 by Tom Sieber seconded by Tom Diane Ford. Vote taken.
MOTION APPROVED UNANIMOUSLY