



## **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 10, 2023, at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Kathy Lefebvre, Kramer Rock, Ron Antonneau, Meghan Dickman - Renard, and Alex Renard by phone  
**ALSO PRESENT:** Kasha Huntowski, Beth Kowalski, Ali Smurawa and Dani Fulwiler  
**EXCUSED:** Tom Friberg

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### **CALL MEETING TO ORDER**

1. Chair Kuehn called the meeting to order at 4:30PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Antonneau and seconded by Kathy Lefebvre to approve the agenda.
3. **Museum Director Report.** Director Kowalski introduced Ali Smurawa and Dani Fulwiler to the board. Both shared their background and current projects they are working on. Both left after their introductions.

**Budget Status:** Director Kowalski provided the board an update of attendance and revenue through July 9<sup>th</sup>. She also shared the 2024 budget target levy and the New World entry status of next years budget. Updates were provided regarding new forms requested from Administration on position review and program inventory. Director Kowalski will provide the board an electronic update once meetings with Administration take place.

**Education, Interpretation and Community Engagement:** With the technician and educator positions filled Director Kowalski shared that meetings with the Foundation were taking place to understand both the County budget process as well as the Foundation budget process. Immediate needs provided by our educator finalizing the fall school tour offerings, updating volunteer materials for new recruitment, planning a horror film series for October, determining the Bruce the Spruce holiday program offerings, and making plans for summer 2024 camp offerings.

**Digital Media and Technology:** Our technician is working closely with our collections manager on preparing historic film files to be more proactive with requests for use. Director Kowalski informed the board that the contract for ARPA project #54 auditorium equipment had been signed by all parties and a meeting is scheduled for July 14<sup>th</sup> to discuss the implantation plan.

### **ARPA:**

- The status of ARPA project #18 north parking lot work is scheduled to take place late August 2023.
- The status of ARPA project #19 upgraded building controls is that the contract is signed, and

Facilities is working out the project timeline due to equipment orders. Work will start in 2023 and continue into 2024.

- The status of ARPA project #53 first floor restroom renovation is that the scope has to be finalized and then go out to bid. Work will likely take place in the first quarter of 2024.
- The status of ARPA project #54 auditorium equipment is that contract has been signed by all parties and a meeting is scheduled for July 14<sup>th</sup> to discuss the implantation plan.
- The status of ARPA project #55 north parking lot conduit is that the scope is with Purchasing and waiting for review before going out to bid.

4. **Such other matters as authorized by law:** Director Kowalski informed the board that Guest Services needed to call District B Community Police Unit on July 1<sup>st</sup> and that she needed to call twice on July 7<sup>th</sup>. All three instances involved different individuals. Citations were issued as well as no trespass authorizations. Director Kowalski shared that the communication between staff, museum and facilities is strong and quick when a potential safety concern arises. She also mentioned she and the team appreciate the high level of dedication and response from the District B Community Police Unit.

The next scheduled meetings of the Neville Public Museum Governing Board will be **Monday, October 9, 2023.**

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:27 PM. Motion made by Kramer Rock seconded by Ron Antonneau to approve.