

The March 4, 2014 meeting was called to order by President Sarah LaMance. On the agenda was the following:

1. The discussion of the McRitchie- Hollis Museum rental contract
 2. Discussion of hiring Jeff Bishop as Director and Keri Adams as Assistant Director of NCHS
 3. Discussion of hiring Annette Swanson rental agent for the use of the Museum and the Depot for events.
- A discussion followed after reviewing the contract that Keri Adams had developed for renting McRitchie-Hollis Museum. The question was asked if limiting to 75 people in attendance made sense with Lauren stating that whatever the number it needed to be an even not odd number due to couples. It was further discussed that the fire marshal had set the total number of people in house at between 350-400. Other discussion centered around set up times etc and the final decision of all the discussions was for staff to remain flexible in both language and number so there can be follow-up with prospect. On the same subject Laurie recommended payment for rental on credit card so that if damage occurred there would be a way to charge it back to renter. Lauren also suggested having two versions of the contract one with legal jargon as a one-page summary and another sheet with a chart with dates of when things need to take place such as set-up, breakdown etc. She also suggested that the contract have a more positive spin rather than all the “can’t do” wording. Jeff Bishop recommended revising and sending out for the board to review.
 - Jeff Bishop gave the coordinator’s report. He gave a report of the Newnan History Club’s exhibit at the Male Academy and said oral histories were being conducting and the Exhibit on Newnan High School would open in May. He stated that a presentation would be presented to the Kiwanis Club and Laurie Pope asked that this presentation be reviewed by the board. Jeff stated he would send out via email. A short discussion developed about the storage of the contents of the Male Academy Museums being stored upstairs at the red brick building on Clark Street. Jeff handed out his report, which covered what had been taking place within the organization. A copy of this report is included with these minutes.
 - Robert Hancock asked that decisions that can be deferred be deferred until after the strategic plan was completed.
 - Laurie Pope stated that he wished to see a plan for Children’s Museum before any work was done. Sarah stated that the Children’s Museum committee would have meetings to develop plan.

The next item on the agenda was the discussion of hiring Jeff Bishop and Keri Adams as Director and Assistant Director. Everyone agreed that the board had no problem giving Jeff and Keri the title but felt should wait until after the strategic plan was completed to decide direction and salaries. Everyone felt both Jeff and Keri were doing a great job and we need to let them know that and thank them both. Mike Barber agreed

that we need a structure and organizational chart. It was decided that we would give our support to them but wait until the strategic plan was in place.

Due to the meeting being held to one hour due to a dance class at 7 the discussion of Annette Swanson was tabled until the April 1 meeting. Everyone has her resume and can review before meeting. It was also recommended that the Financial Report be taken home and review as well. Laurie asked that if there were questions to email those to him. Laurie stated that the approval of financial report at next April meeting.

The minutes were also reviewed from the revised January and February meetings. Laurie moved that minutes be approved and seconded by Robert Hancock. Minutes passed.

The meeting was adjourned at 7 by President LaMance.

Martha Ann Parks
NCHS Secretary