

## DISCOVERY Museum and Planetarium BOARD MINUTES

January 2019

### Attendees:

Fred Feuerhake, Mary Servino, Marissa Westbrook, Pat Matteson, Jani Pallis, Camelia Guy Sullivan, Fred M Nick Roussos, Bob Panza, Joe D'Avanzano (Standing in for David Zieff), Tom Vos

### Absent:

Jamie Moss, Guy Hatfield, David Zieff, Robert Scinto

### Non-Board Attendees:

Bill Finch, John Chamberlain

- I. Minutes: Tom Vos brought forth minutes from the November 2018 Board Meeting and asked for a Motion to Approve
  - a. Minutes from the Board meeting were reviewed and discussed.
  - b. Fred F Motioned to approve; Bob Panza Seconded.
  - c. Motion Passed unanimously.
- II. Executive Director Report:
  - a. Museum Staff Dashboard discussed
  - b. Explanation of different metrics exhibited
  - c. Q&A regarding fundraising by ED
  - d. Discovery Day at the Sound Tigers (Flyer distributed)
  - e. Discussion with ED regarding Grants up to \$100,000
  - f. Team Building at the Museum by staff members and ED
    - i. Beth Taylor hired to help staff coalesce into more of a team-oriented group
    - ii. Team building activities
    - iii. Managerial activities broken out
- III. Pipeline Report
  - a. Discussion Led by John Chamberlain - Wins/Losses with various Foundations
  - b. Questions from Board about percentages as an additional, perhaps more informative metric
- IV. General Discussion
  - a. Barnum Festival
  - b. Space Day – “Green” oriented
  - c. Women’s Groups – Outreach effort
  - d. Mighty STEM Girls Funding
- V. Discussion regarding State Funding Status on a Go-Forward basis
  - a. Pat M and Guy H indicated they were going to meet with Vince Santelli, CEO of Homes for the Brave, to explore how their 501 c-3 was able to replace \$1.2 MM of state funding within 3 years.
  - b. Bill Finch informed the Board of \$10,000 check he received from a supporter at the Governor’s Inaugural Ball
- VI. Bond is in good shape
  - a. RFP is in the process of being finalized and sent out for bid
  - b. Discussion regarding the Planetarium and upgrades; additional sponsorship

- VII. FCCF Giving Day
  - a. Discussion item introduced and led by John Chamberlain (Hand-out distributed)
  - b. Letter to Museum supporters apparently went out late
  - c. Questions about follow-up and assignment of staff responsibility
  - d. Board asked to find a match by Tom Vos as the Museum has found that a match during FCCF Giving Day prompts giving by Board members
- VIII. Standing Committee Reports:
  - a. Finance – Discussed November results with December result going out via email
    - i. Adventure Park – Museum is unlikely to make up \$70,000 shortfall this Fiscal Year
    - ii. Guest Services – Off by \$74,000 (Birthdays and Rentals)
    - iii. Expenses – Favorable
    - iv. LOC Discussed
    - v. Importance of Cash Flow as one metric of museum financial health
  - b. Fund-Raising – Meeting Notes distributed
    - i. Apollo 11
    - ii. Exhibit Sponsors – ED asked to breakdown the cost of exhibits individually by major categories (maintenance, cleaning, repair etc) to provide sponsors with a clear financial commitment
  - c. Governance – No report at this time; Will have a report prepared for upcoming Spring Retreat
  - d. Business Advisory – Meeting Notes distributed
    - i. 1<sup>st</sup> Mtg last Wednesday
    - ii. Discussion of BRBC holding a meeting at the Museum
  - e. Education
    - i. Professional Development – External teachers
    - ii. Professional Development – Staff
    - iii. Discussion of how we can extract more from our educational programming to benefit Museum
- IX. Guy Hatfield (Via Text message to Chairman Vos) Indicated that a D&O policy is in place
- X. Chairman's Growth Plan Report (Handout provided)
- XI. Request for topics to discuss at the upcoming Retreat
- XII. Board Executive Session – Pat M indicated there were no issues to discuss
- XIII. Motion to Adjourn; Motion Seconded; Passed - Unanimous