

**MINUTES**  
**MUSEUM OF THE GREAT PLAINS AUTHORITY**  
**SPECIAL MEETING**  
**WEDNESDAY, FEBRUARY 28, 2018**  
**5:30 P.M.**

Janice Bell, Chairperson, called the **Special Meeting** of the Museum of the Great Plains Authority (MGPA) to order at 5:30 p.m. on February 28, 2018, in the Museum of the Great Plains Louise D. McMahon Hall. Notice of the meeting and the Agenda were posted at City Hall and the entrance to the Museum of the Great Plains, as required by Law.

Oaths of office were signed and accepted from Jill Ryans and Clay Zelbst.

**1. Roll Call.**

The meeting was called to order at 5:30 p.m. by Chairperson Janice Bell. **PRESENT:** Janice Bell, Edwin Chappabitty, Jesse Cross, Carolyn Anne Love, Robert Morford, Tresea Moses, Diane Mullins, Minnette Page, Jill Ryans, Edna Solitario, Brady Wyatt, and Clay Zelbst. **ABSENT:** Paul Fisher (excused) and Marcus Wilcoxson. **ALSO PRESENT:** John Hernandez, Bart McClenny, Mary Owensby, Deb Baroff and Jim Whiteley (all MGPA Staff) and guests Gene Love and Kimberly Furrh.

Bell stated there may be questions about the Authority's investments with Arvest Wealth Management after last month's report from Client Advisor Joshua Coody, so she invited Gene Love to speak to the MGPA Board. Mr. Love gave a brief history of his relationship with Arvest. He stated the Authority is required to retain at least 5% cash, but currently that percentage is 10.6%; therefore, he suggested MGPA could move about one half of the cash to the fixed asset account. Also, he suggested calling Coody and negotiate the current 1.2% fee. No fees are charged on the cash holdings and the 1.2% investments fee is fairly standard; however, he thought MGPA could ask if that fee could be lowered.

**2. FY17 Audit presentation by Kimberly Furrh, CPA, CGMA, Furrh & Associates**

Auditor Kimberly Furrh presented the FY2016-2017 audit findings in detail. There being no problems, she did however, suggest to management that there be a segregation of duties within the internal accounting functions. Management immediately responded and made feasible changes. Other changes included the Board President's signature on Minutes, updating the Investment Policy, and getting a legal opinion concerning MGPA's status as both an Authority and Non-Profit {501(c)(3)} organization. **MOTION** by Morford to accept and approve the Independent Auditor's Report for year ending June 30, 2017. **SECONDED** by Page. **ROLL CALL ON MOTION: AYE: Bell, Chappabitty, Cross, Love, Morford, Moses, Mullins, Page, Ryans, Solitario, Wyatt, and Zelbst. NAY: None. ABSTAIN: None. MOTION CARRIED (12-0).**

**3. Consent Agenda.**

- a. **Accept January 17, 2018 Regular Meeting Minutes**
- b. **Accept December 2017 Financials**
- c. **Accept January 2018 Financials**

**MOTION** by Love to accept and approve the Consent Agenda items as reported. **SECONDED** by Mullins. **ROLL CALL ON MOTION: AYE: Bell, Chappabitty, Cross, Love, Morford, Moses, Mullins, Page, Ryans, Solitario, Wyatt, and Zelbst. NAY: None. ABSTAIN: None. MOTION CARRIED (12-0).**

#### **4. New Business- Discuss and take appropriate action**

##### **a. January 22, 2018 meeting with Jeri Holmes, Nonprofit Solutions**

McClenny reported staff met with Jeri Holmes in OKC to discuss areas of concern from the auditor. Holmes, a non-profit lawyer with 20 years' experience, said it is possible, legal, and common for an entity to be both an Authority and a Non-profit. She reviewed the museum's Indenture, Bylaws, and other documents. She recommended staff work on updating the Policies and Procedures, Employee Manual and Bylaws. Her firm can provide governmental templates (for a fee) to ensure the Authority is in compliance.

##### **b. At-Large board vacancy, MGPA Board of Trustees**

One vacancy remains on the Board. Bell asked for suggested nominations. Wyatt said he spoke with Blaine Adair who works in Dr. Rose's office. He is interested in serving on the board. **MOTION** by Wyatt to nominate Blaine Adair to fill the At-Large vacancy on the MGPA Board. **SECONDED** by Love. **MOTION** by Page to table the nomination until Wyatt can speak to Adair to see if he's still interested in serving. **SECONDED** by Mullins.

##### **c. Courtyard pool bids – Bedrock Nursery & Fortney Fence Co**

Two bids were requested for cleaning, painting, and replacing the pump in the courtyard pool. Bedrock's bid is \$4,450 and Fortney's is \$3,150. After much discussion, **MOTION** by Morford to accept Bedrock's bid. **SECONDED** by Love. Zelbst stated since the Authority is a governmental (City) entity there might be a law stating we must accept the lowest bid rather than a qualified bid. **MOTION** by Solitario to table the pool bids until more information is received. **SECONDED** by Wyatt.

#### **5. Committee Reports - Discuss and take appropriate action.**

##### **a. Bylaws, Policies & Procedures, and Employee Handbook**

McClenny reported this was discussed earlier in the meeting and staff can work with Jeri Holmes. He distributed a committee list asking for board members to volunteer to serve as overseers on this committee. Board Secretary Fisher is named on this committee and two other names are needed.

##### **b. Collections – December 2017 report – Take appropriate action**

Head curator Deb Baroff reported several items were presented to the committee to include photographs, Mattie Beal sketches, and loan documents for the year. **MOTION** by Morford to accept the Collections Report. **SECONDED** by Page. **ROLL CALL ON MOTION: AYE: Bell, Chappabitty, Cross, Love, Morford, Moses, Mullins, Page, Ryans, Solitario, Wyatt, and Zelbst. NAY: None. ABSTAIN: None. MOTION CARRIED (12-0).** The Collections committee members are preselected, so no other names are needed.

**c. Exhibits, Workshops, Special Events**

Three people are needed for this committee. Members will review the named schedules and plan for upcoming events.

McClenny reported the museum hosted a Chamber of Commerce event, "Business After Hours" on February 15<sup>th</sup> in the LDM Hall. Attendees toured the gallery and the event was well attended and received.

**d. Finance**

McClenny distributed an Oklahoma Museum Network (OMN) revenue comparison sheet reflecting percentages of various types of income for the five OMN (Science Museum Oklahoma, OKC; Leonardo's, Enid; Tulsa Children's, Tulsa; Jasmin Moran, Seminole; and Museum of the Great Plains) museums.

This committee is chaired by Board Treasurer Mullins and needs two others to serve. Responsibilities include budget planning and oversight of same, guided by MGP staff and fundraising ideas and implementation.

**e. LDM Hall Fees and Rental Agreement**

McClenny distributed a schedule of upcoming rentals (events) scheduled in the LDM Hall. This committee will set/revise rental fees, policies and the rental agreement. Three members are needed for this committee.

**f. Membership**

McClenny distributed a sheet showing levels of memberships and the current active memberships for each category. Three names are needed for this committee whose members will review and set prices and will generally oversee the membership program.

**g. Marketing**

Jill Ryans is named to chair this committee and two slots remain open. This committee will plan and direct marketing efforts through social media and other opportunities.

Regarding each committee, McClenny stated at least one MGPA board member should serve on a committee and interested citizens may also serve. The board President is welcomed to attend any or all of the committee meetings.

**6. Executive Director's Report.**

Hernandez reported ongoing restoration work continues on the Red River Trading Post exhibit which was constructed in 1982. Repairs to the blockhouse doors have been done. Wood cedar shakes for the roof will be ordered. The two fireplaces need to be cleaned by a chimney sweep. General interior cleanup will be done. Bell suggested staff contact the Great Plains Vo-Tech for assistance. Morford asked about safety of the fort for the visiting public. Hernandez said there's only one blockhouse, which is in good shape, open to the public.

On Saturday, March 31<sup>st</sup>, KSWO in correlation with KAUZ (Ch. 6 Wichita Falls) will sponsor their 3<sup>rd</sup> "Fifth Season" event in the LDM Hall. Vendors will have giveaways and admission is free to the museum. In the past two years, about 1,000 people have attended and we expect the same this year.

On April 14-15, Hernandez will conduct a Gourd Workshop at the museum.

Page asked if staff attends the Chamber of Commerce's monthly CVB (Convention Visitor's Bureau) meetings. In the past, an MGP staff member has attended. Hernandez will attend the March meeting.

**7. Institute President's Report. – No report**

**8. Comments/Audience Participation.**

Regarding bids for the courtyard pool, Zelbst said Oklahoma Statute Title 61:103 refers to construction bids on public buildings; however, he suggested staff consult with Jeri Holmes who is more familiar with governmental law.

**9. Adjournment.**

Janice Bell declared the meeting adjourned at 7:10 p.m.

**Respectfully submitted,**

**Mary Owensby, staff for  
Paul Fisher, Secretary  
Museum of the Great Plains Authority (MGPA) Board of Trustees**

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**Janice Bell, MGPA Chair**