

# Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on September 1, 2022 \*DRAFT\*

## 1. CALL TO ORDER AND ROLL CALL

President Kisling called the Regular Meeting of the Capitola Historical Museum Board of Trustees to order at 5:32 p.m. on Thursday, September 1, 2022, in the Capitola City Hall Community Room, 420 Capitola Avenue, Capitola, CA, and Online via Zoom.

PRESENT: In Person: Board Members Pamela Greeninger, Brian Legakis, Emmy Mitchell-Lynn, David Peyton, and President Niels Kisling; Newly Appointed Board Members Mary Hay and John Mulry  
Via Zoom: Board Member Gordon van Zuiden  
ABSENT: Youth Representative Joshua Henshaw  
STAFF: Museum Curator Deborah Osterberg  
GUESTS: None

## 2. ORAL COMMUNICATIONS

President Kisling welcomed the newly appointed Board Members Mary Hay and John Mulry to the meeting. (*Note: the Swearing-In was held under Item 5.A.*)

## 3. APPROVAL OF MINUTES

### A. Consider Minutes of August 4, 2022

President Kisling asked if everyone had a chance to review the draft Minutes and asked if there were any corrections. Seeing none, the following action was taken:

ACTION: Board Member Mitchell-Lynn moved, seconded by Board Member Legakis, to approve the Minutes of August 4, 2022, as submitted. The motion carried with Board Member Greeninger abstaining.

## 4. REPORTS OF OFFICERS AND CURATOR

### A. President's Report

President Kisling said he has done some research on purchasing Capitola Museum hats to sell. This was something the board discussed some time ago, and he wanted to look into costs, styles, etc. He had samples of different types of hats for the board to consider. The hats are baseball caps with embroidery. For a hat with just "Capitola Museum" embroidered above the brim the cost would range from \$8-\$15 depending on the number of hats ordered. Board Member Mulry said it would be nice to include a logo on the hat. There was board discussion about what we might use. The schoolhouse building used for the banner, coffee mugs and buttons was discussed, as well as the woman diver logo on one of our stickers. Board Member Mitchell-Lynn questioned if we could ask for a prototype before placing an order. President Kisling said the Curator has up to \$400 in discretionary spending and could authorize funds to order a few samples.

It was the consensus of the board directing President Kisling to put together artwork for a Capitola Museum hat and send to the board for review.

### B. Curator's Report

Curator Osterberg summarized the written Curator's Report that was sent to the board via email and is on file in the curator's office. Below is a brief list of items discussed:

- She processed the weekly donation box and fundraising proceeds which amounted to nearly \$1,000. We also received a \$2M donation from Gayle and Joe Ortiz.
- The public works department will start clearing the brush and trimming the tree limbs around the museum tomorrow.
- Two Olaf Palm paintings were given to conservator Robert Watson for conservation work. These paintings will be part of the display of Olaf Palm's work in the City Council Chambers. President Kisling asked what the charge for this work will be. The Curator does not know the precise cost and will be working with Mr. Watson to determine what work will be done.
- Gave a special 1-1/2 hour walking tour in a Helen Benbow costume and received a \$100 donation.
- Gave a Power-Point presentation on Capitola history to Aptos Seniors in Retirement and received \$50.

## 4. B. Curator's Report (Continued)

- The Curator has been busy working with Laurie Hill and others involved in the Begonia Festival Tribute exhibits that will be in the Capitola City Council Chambers and the Museum this Labor Day Weekend. She discussed some of the things that would be happening this weekend for the event.
- With the assistance of Board Member Peyton, she assembled new sales furniture for the Museum's store area, set up the new poster holder, put sales stock in new locking cabinet, and arranged a temporary display of sales items on the locking cabinet. The sales item list and Volunteer Manual have been updated and new price signs made.
- Board Member Mulry asked if the board has done a float for the Beach Festival? He expressed his interest in doing one next year.

## C. Report on Volunteers

President Kisling said we are in need of someone to volunteer in the Museum from 2-4:00 p.m. on Sunday, September 4.

Board Member Peyton expressed special thanks to John, Mary and Brian for filling in at the Museum when there were vacancies on the weekend. He also reported that the August visitor count was 834 people. This was down by 100 from July's visitor count of 934. With the Museum being open extra hours for the next two weeks, he anticipates September counts will be up.

## 5. BUSINESS

A. Code of Conduct and Swearing In (Oath of Office) for New Board Members  
Secretary Greeninger conducted the Oath of Office for Mary Hay and John Mulry and welcomed them to the board. They received the Code of Conduct and signed off on it.

B. Plans for Begonia Festival Tribute ~ September 3 & 4  
The Curator discussed the setup in the Council Chambers for the event and talked about the silent auctions and items available. President Kisling asked if board members were planning to attend the event. Board Member van Zuidan said he may be in Capitola for the weekend and hopes to participate.

C. Plans for the Art & Wine Festival ~ September 10 & 11  
The Curator confirmed that Board Member Mitchell-Lynn would be able to help set up the Museum table for the festival. Board Member Mulry said he could help out Saturday morning about 9 am. Board Member Peyton said the Chamber is asking that all booths be set up by 8:30.

There was discussion about having Olaf Palm prints available for donation or raffle. Board Member Peyton feels the aerial photo would be of more interest for a raffle. The Curator would like to find out if we can obtain donations for the prints at the festival. Board Member Peyton will check with the Chamber.

Board Member Mulry asked if we could get a QR code for donations? The Curator said the City has been working on this. President Kisling said he and John discussed putting a QR code on the plexiglass donation box in the museum where people could make donations.

Board Member Legakis asked if we are adding morning sessions at the Museum on the Art & Wine weekend, and said he could volunteer on Saturday, from 10-12 noon.

President Kisling said he is concerned about coverage at the Museum's table at the festival. Board Member Mulry asked about whether we should only do the booth on Saturday? Board Member Peyton said we have that space both days and should be there.

## 6. INFORMATION ITEMS

Board Member Legakis said at the last meeting the board had a motion to further investigate the viability of Museum membership and asked about the status. The Curator said she is checking into that.

Curator Osterberg informed the board that City Clerk Chloe Woodmansee is moving up to the Assistant to the City Manager position.

7. ADJOURNMENT

On a motion of Board Member van Zuiden, seconded by Board Member Mitchell-Lynn, the Capitola Historical Museum Board of Trustees unanimously adjourned at 6:42 p.m. to its next regular meeting to be held on Thursday, October 6, 2022, at 5:30 p.m., in the Community Room at Capitola City Hall, 420 Capitola Avenue, Capitola, and simultaneously on Zoom.

Respectfully submitted by Pamela Greeninger, Secretary