

## Capitola Historical Museum Board of Trustees

### Draft Meeting Minutes of a Regular Meeting of May 4, 2023

#### 1. Call to Order and Roll Call

Vice-President Dave Peyton called the Regular Meeting of the Capitola Historical Board of Trustees to Order at 5:35 p.m. on Thursday, May 4, 2023 in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, CA.

PRESENT: In person: Board Vice President, Dave Peyton, and Board Members Emmy Mitchell-Lynn, Roger Wyant, Enrique Dolmo, Jr., Juliette Thompson and Mary E. Hay, Secretary.

ABSENT: Gordon van Zuiden

STAFF: Museum Curator Deborah Osterberg

GUEST: None

#### 2. ORAL COMMUNICATIONS

None

#### 3. APPROVAL OF MINUTES

##### A. Consider Minutes of May 4, 2023

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

ACTION: Vice-President Mary Hay moved and was seconded by Trustee Roger Wyant, to approve the Minutes of May 4, 2023, as submitted. The motion carried unanimously.

#### 4. REPORTS OF OFFICERS AND CURATOR

##### A. Acting President's Report

- Dave spoke about Volgistics and the issues between the calendar and online signups.
- He trained four new people last month and shadows the volunteers on opening and closing procedures as needed.
- Discussion ensued on the state of the Bath Houses.

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##### B. Curator's Report

- Deborah wants to update the Capitola Historical Walking Tour Brochure and will follow up at next month's meeting. \*\*

- Small cabinet ordered and received for small flammable supplies and will be outside with the yard tools.
- Focal Point is AAPI Heritage Month.
- Dave mentioned we received many calls regarding the signage that was revealed, It gives a relevance and connection the community.
- Donations increase after the monthly newsletter goes out.
- See attached Curator's Report for further information.

#### C. Report on Volunteers

- Acting President Peyton noted the total was 610 for April 2023. He has been training regularly for the new volunteers.
- Emmy researched Volgistics, and other sites, and is recommending a site named Volunteer Local, which has more options.

### 5. BUSINESS

A. Deborah to coordinate plans for the Santa Cruz History Fair on May 13, 2023. She will arrive at 11:30. Gordon will join her, Enrique volunteered for set-up. Emmy not available due to family. Dave and Roger will be on hand to assist.

B. Dave said there is a need for more trainers for the docents to enable sharing and providing consistent training. They need to be taught how to greet people with decorum in a professional manner. He suggests recruiting younger people.

C. Deborah to start extended hours after July 4th. Discussion on Volunteer Burnout. Emmy said a better grasp is needed on volunteer shifts/cancellations etc. Discussion ensued. Ongoing Interviews that are open to the public are not kosher/conflict of interest.

D. Discussion for the new museum logo. Topics discussed were:

- Old Fashioned lettering 1900-1910
- Begonia inclusion
- Wharf or trestle
- Bathing Beauty
- Cottage or Railroad
- Heritage Symbols
- Colors Red, Pink or Rose

### 6. INFORMATION ITEMS

A. Review of Museum By-Laws tabled to the next meeting.

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B. Suggestions for the new Museum logo are table to the next meeting.

C. Future meetings on Bylaws (Emmy, Enrique) Volunteer Sign-up System (Emmy)

#### 7. ADJOURNMENT

The Capitola Museum Board of Trustees adjourned at 7:20pm to its next regular meeting, to be held on June 1, 2023. The meeting will be held in person at the Community Room (masks highly recommended) at Capitola City Hall, located at 420 Capitola Avenue. Motion to adjourn made by Board Member Emmy Mitchell-Lynn and seconded by Board Member Roger Wyant and unanimously approved.

Respectfully Submitted by Mary E. Hay, Secretary