

For the Historic Preservation and Heritage Museum Board Meeting
Held Monday, November 18, 2024, at 204 E 100 N Vernal.
Uintah County Library 4:00 – 5:00 p.m.

1. Welcome - Attending today: LeeAnn Denzer, Stephanie Tippetts, Karen England, Aaron Averett, Loren Anderson, Alycia Luke, Karina Valencia, Lana Fullbright, Marety Hill, Christine Cooper
2. Approval of Minutes - Loren Anderson makes a motion to approve the minutes, Stephanie Tippetts seconds. The minutes were approved.
3. Establishing bylaws - Several people looked at the document, we want to project onto the screen. Loren made notes since the Google Doc wasn't working for him.
4. Electing officers - We can't until we establish bylaws.
5. Training from SHPO -
 - a. January/ February - Alycia was going to ask if SHPO would come and do another training for this new board. Alycia will see if they can do a training over Zoom. Aaron said they were just here 2 months ago doing a training for Vernal City. Would we like to wait for the first of the year? January-February, and do it over Zoom if they would like that.
6. Job descriptions -
 - a. Karen brought the job descriptions she would like the board to review. She revamped the Museum Curator's description. She also wants to add two new job positions to the museum: a program manager and a collection manager.
 - b. Please read through them and see if there is anything that needs to be added to them, updated or changed. This is a rough draft. Loren asked what positions the museum currently has. Karen said right now there isn't a position like the program manager or the collection manager.
 - c. Lana is doing everything at the museum right now. We want these positions to make it so Lana can curate and supervise. These

positions will be responsible solely for their description. As the head of the museum Lana will need to know all of these things, but she will be supervising all these roles.

- d. What needs to be added/ removed? Loren says to add supervision received and provided. Christine adds that in the curator job description there are a lot of collections management duties. Change that to overseeing these duties rather than doing them. Aaron asked if Lana likes these job descriptions since she is the boots on the ground. Lana replied in the affirmative.
 - e. Karen called other small regional historical museums across the country and asked for their input. Karen pulled from their job descriptions.
7. Back to establishing bylaws - The bylaws are projected onto a large screen and we discussed the items that were already adjusted in the Google Doc.
- a. Amber and Alycia moved things around and made some adjustments in the Doc already.
 - b. Amber and Aaron are our two professionals on the board, per the Historic Preservation rules.
 - c. Changed the language of the establishment paragraph to fit our needs better. Officer elections are changed to the beginning of the calendar year rather than July since board members' terms are up in December. It makes more sense to elect officers at the first of the year.
 - d. Added in the role of a vice-chair. Changed approval process for the board meeting minutes. The typed copy of the minutes will be approved by the board rather than by the board secretary. The minutes will continue to be made available to the public via the public notice website. Anyone can come in and request them at any time as well. Changed the responsibility to the board secretary from the museum curator to post the notices.
 - e. Christine asks about having a specific number of members that constitutes a quorum. Alycia mentioned that the ordinance states the

board can fluctuate between 5 and 7 people, so keeping it more general would be beneficial.

- f. Is 5 business days enough time to give the board secretary notice to put something on the agenda? Loren says that 5 business days is plenty.
- g. Adjust the language regarding electronic participation in meetings. Change the location of the meeting to the Library from the County Building.
- h. Loren asks if the board applies for grants. We do a letter of intent to apply.
- i. Karina thought it might be a good idea to cite the chapter of the ordinance rather than have it spelled out, things will be changed and it will make the language better.
- j. In the ordinance, Loren asks to change in the committees section, “as required” to “as determined by the board”. So it is more apparent that the board can create committees when they see fit.
- k. Discussed the department head paragraph, talking about if we keep “department head”, changing “will” to “shall”.
- l. For the Museum Curator’s duties, we will remove “keep and provide access to minutes of the board” since that is the duty of the board secretary.
- m. Asked for anyone to give their input on other changes to made to the bylaws.
- n. Loren asked about changing the officer elections to the beginning of the year and adding some different language there. Appointing people in January or as close to it as possible. Decided on “the first meeting of the calendar year.”
- o. Did we want to have the schedule for meetings posted by the end of the year? Or just have meetings throughout the year? Most boards have a schedule posted, but can have special meetings called.

- p. Lana was asked if she could have her deaccession planning done by each meeting if the schedule was posted and there were 4 meetings a year. She said yes.
- q. That is the only thing in the museum world the board will need to vote on. The Historic Preservation side there is a lot more work to be done, depending on how active the board wants to be.
- r. Looking at board member duties. Loren says they look good and we can amend if/ when we need to.
- s. Aaron says if we do an inventory and determine what our needs are we can direct more to what our purpose is. The SHPO training will be helpful for that. If we want to be more focused later on we can amend the duties.
- t. Do we want to add the duties into the bylaws from the ordinance? Yes, we do. Then they will all be together.
- u. Lana asks if we know what is eligible for Historic Preservation, or if it is on their website. She brings up the dinosaurs out by main street on the Library Lawn. She mentions that they are owned by the state, but on county property. They are in disrepair, is that something we can do since they are the property of the state? They belong to the Field House, we may need to do some research on who actually owns them.
- v. Aaron talks about how the board is fluid in that there are specific requirements to be eligible for certain grants, but in some communities they might do some research and ask SHPO to do a study just on the dinos and figure out the best practices to restore them and then help facilitate the grant that would bring that about. Historic structures can be owned by anyone. A couple of years ago there was a house on North Vernal Avenue, the owner has to come and ask for the blessing of the Historic Preservation board to apply for the grant. We are more of an advisory committee, the owner does all the leg work. We say what warrants the effort. The board doesn't have to look for things to work on, but it can be more proactive.

- w. Christine brings up the house on 500 South that is a lovely old house. It needs a lot of work and the owner is saying it would be a great flipped house, which would be sad.
 - x. The bylaws seem to be done. There is a motion to approve by Christine Cooper, seconded by Stephanie Tippetts, it passes.
 - y. Alycia will now go in and make all those changes official.
8. Lana - Come and see the exhibit on the Doughboy, Marety and Alycia did a lot of work. It pays tribute to those who gave their lives and those who survived. Also, we are being a part of the community for Holly Days. We have our card-making going on right now, we need about 1,000 cards this year. We have a lot of schools help out, families and other community members.
 9. Results of Tower Engineering Professionals - They emailed Alycia back and said that SHPO already did a report on the property. There is an 80 page document that we can go over that Alycia will send. The property is not historically significant.
 10. Staff report - We have a full-time person hired and they are reposting the part-time position with the updated requirements. We had to repost because HR inadvertently put up an old, old, old job description. Loren wanted to know how many employees, we have Lana and 2 part-time, hired a full-time starting mid-December and a part-time. So 5 at full staff. We are hoping for those other jobs we discussed next year.
 11. Next Meeting Date - January 13th 2025 at 4:00 pm
 12. Adjourned

Attached in a separate document are the Board Bylaws Working Document and the Board Bylaws finished Document to help navigate through these minutes.