

**MINUTES** of the public meeting of the Historic Preservation and Heritage Museum Advisory Board held **July 14, 2025**, at the Uintah County Heritage Museum at 155 East Main, Vernal, Utah. The meeting commenced at 4:02 pm.

**Participants:** LeeAnn Denzer (virtual), Aaron Averett, Sonja Norton, and Stephanie Tippets.

**Attendance:** Daren Kelly, Karen England, Jamee Percival, Karina Valencia, and Lana Fullbright.

Minutes recorded by Alycia Luke

## 1. Museum Updates

- **Visitation and Sales:** Lana Fullbright reported that sales and visitation were up for June, remaining steady with 2023 figures, and outreach efforts (including adult activities) have increased attendance.
- **Collections Management:** A new round of deaccessioning is underway to remove duplicate items and create space, beginning with Leo Thorne's photography collection. Staff is also contacting those who have loaned items to either retrieve those items or seek formal donations.
- **Outreach & Exhibits:**
  - The museum is hosting the Smithsonian exhibition "Voices and Votes" in 2026, which covers the history of American democracy, voting, and suffrage. Planning for the companion exhibit has begun.
  - The History Center is holding a book sale with items reduced to \$1 or buy-one-get-one-free.
- **Name and Logo Change:** Jamee Percival presented the new museum name and logo and reported that the community feedback was positive. The final logo design and new name will be taken to the Uintah County Commission this Wednesday (July 16, 2025) for approval.

## 2. Digital Millennium Copyright Act (DMCA) Policy Adoption

**Daren Kelly**, IT Systems Manager, addressed the board on the need for the museum to adopt a **DMCA policy**.

- **Background:** Libraries and museums often lack a DMCA policy (passed in 1998) because they did not historically see themselves as "online service providers," despite now hosting digital collections and user-submitted content. Adopting a policy provides extra legal protections (Safe Harbor Provisions) beyond standard Copyright Act Section 108. Daren is the Designated DMCA Agent for the museum, library, and regional history center.
- **Policy Review:** The board reviewed two related policies:
  - **Western Heritage Museum DMCA Copyright and Take-Down Notice Policy**
  - **Western Heritage Museum Patron Content Submission Policy**

- **Action:** Stephanie Tippetts moved to recommend approval of both the DMCA Copyright and Take-Down Notice Policy and the Patron Content Submission Policy to the Uintah County Commission. **Motion Passed Unanimously.**

### 3. Historic Buildings

- **Discussion:** Stephanie Tippetts introduced a coworker's request for assistance with a structure/foundation issue on a 100-year-old home that is already on the historic registry. Aaron Averett confirmed the house should be placed on the Watch List. LeeAnn Denzer reported that state grant monies for historic building preservation are currently on hold, but progress is being made toward future availability.

### 4. Board Member Roles and Responsibilities

This was pushed to the next meeting since Amber was absent.

### 5. Set a new date for the October board meeting

Set for Monday, October 27th at 4:00 PM at the Museum, 155 East Main, Vernal

### 6. Board Bylaws Amendment

**Karina Valencia** presented proposed amendments to the bylaws to address vacancies.

- Amendments were proposed for Article 1, Section 2 (Board Member Vacancies, appointed by the Commission), Article 2, Section 2 (Officer Vacancies/ Abandonment), and Article 6 (Duties and Responsibilities of Board Members).
- **Notification of Officer Abandonment:** The board discussed and agreed that written notice of an officer stepping down should be made to the Chair, or to the Vice-Chair if the Chair is leaving.
- **Action:** Sonja Norton moved to approve the bylaw corrections, including the addition of the notification procedure (to the Chair/Vice-Chair). **Motion Passed Unanimously.**

### 7. Selection of the Board Secretary

Jamee Percival formally submitted her notice to step down as Secretary following the bylaw amendment approval.

- **Action:** Alycia Luke volunteered to serve as the new Board Secretary. Stephanie Tippetts offered to shadow to learn the duties.
- **Motion:** Sonja Norton moved to approve Alycia Luke as the new Board Secretary. **Motion Passed Unanimously.**
- **Board Email:** The need for a dedicated, consistent email address for the Board and the Museum was discussed. Karen England will send an email to IT to request the creation of an account for both the museum and the board.

**Meeting Adjourned at 4:47 pm.**

