

The Daughters of the Republic of Texas

**French Legation Museum Committee**

**MEETING NOTES – April 14, 2015**

**Members Present:** Pam Lynn, Chair, President General Ellen McCaffrey, Carolyn Reed, Kay Valenta, Karen Thompson (prospective member), Gayla Lawson, Sherilyn Beal, Rachel Bryson, Edie Tyler, Tammy Beveridge, Sharon Wander (Prospective FLMC member), Janie Babcock (prospective member).

**FLMC Resignations:** Stacy Miller-Allen, Sherry Causey and Pat Mokry. Effective prior to April 2015 meeting and after March 2015 meeting.

**Excused Absence:** Mariann Laughlin, Glenda Black (prospective member)

**Guests:** FLM Director Martha Withers, Sam Myers, Accountant

The meeting was called to order at 10:05am. Pledges to the American and Texas flags were led by Pam Lynn. A quorum was declared.

**Standing Reports**

**Accountant:** Sam Myers went over the financial reports and a brief discussion followed. A summary of the FLM budget indicates that as of March 31, 2015, we have \$93,336 in revenues and \$13,250 in booked weddings which would bring our subtotal to \$106,616 in total revenues. An additional \$1,134 is needed to reach total budgeted amount for fiscal year ending May 31, 2015.

**Minutes:** March minutes were previously distributed and accepted via email.

**Treasurer's Report:** Treasurer Kay Valenta provided the following:

DRT FL Museum (4460)	\$119,722.85
DRT FL Memorial (0031)	3,502.31
DRT FL Grants/Collections (0665)	6,225.27
DRT FL Baretta Kitchen Fund (2047)	<u>13,186.81</u>
<b>TOTAL</b>	<b>\$142,637.24</b>

\*The French Legation Museum is the beneficiary of a fund held at the Austin Community Foundation. The Fund Balance as of March 31, 2015, was \$11,327.38. (Principal: \$5,000).

**Director' Report:** In addition to the Director's Report that was previously distributed via email, Director Withers informed the FLMC about additional repairs needed at the back door of the historic house which were found after replacing the handicap ramp, the rotted sill beam and siding. When the molding around the door frame was removed, termite and water damage was discovered. The damage is mostly on the upright (east side) and header. Due to this discovery, no one is allowed on the landing in the house. Director Withers called in Chris Hutson of Volz, O'Connell, Hutson (VOH) to look at the damage. There are no exact numbers for cost of repair at this time. Director Withers will be checking on the April deadline with Austin Convention & Visitors Bureau to submit a grant update for additional monies. This is old termite damage that was treated but not repaired. It was noted that there MUST be continuing and current termite and rodent control contracts.

Director Withers also informed the FLMC that the neighborhood residential parking permits have been changed and now do not allow public parking on the street from 6PM to 6AM. Previously it was 11PM to 6AM. This will have an impact on evening events at the FLM. Three to four blocks from FLM these permits are not in effect. There is metered parking on 7<sup>th</sup> Street. Ebenezer Baptist Church (one block away) has 40 parking spaces in their lot and FLM has been able to rent in the past, if the Church does not have an event of their own. Shuttle buses were discussed, as well as a future condo builder that has indicated we could POSSIBLY use some of their parking spaces.

**President General:** President McCaffrey made brief comments about the lawsuit with the State of Texas over the DRT Library collection.

**Grounds:** Pam Lynn and Sherilyn Beal used a gift certificate to purchase several rose bushes and various plants to be planted in flowerbeds on the FLM grounds.

**Grants:** Grants Chair Gayla Lawson reported that FLM is approved to submit a grant to Texas Preservation Trust Fund/THC for a Master Interpretative Plan that will help plan for the upcoming interior preservation project. This is a matching grant so efforts are in the works to find a grant to match this \$30,000 grant.

**Vision:** No report

### **Topics for Discussion**

**Legislative Ladies Club, April 7<sup>th</sup>:** Event Chair Sherilyn Beal provided the FLMC an expense breakdown and a brief report of the event. Twenty-one ladies attended and were served refreshments on the front lawn of the historic house. Director Withers and Jenny Phillips (Program Coordinator) gave excellent intros about the history of the house and Dubois before the tours of the house and detached kitchen. All that attended were very complimentary and interested in the future of the FLM.

**Polka in the Park, April 11<sup>th</sup>:** The discussion about the cancellation of this event due to bad weather, determined the necessity of a cancellation policy. Staff did all that was possible to let the public know that the event had been cancelled. Various suggestions were made about having cancellation policies being posted on the FLM website where events are advertised. Discussion followed about the rescheduling of Polka in the Park. The following motion was made:

**MOTION: Rachel Bryson made a motion NOT to reschedule this event for THIS fiscal year. Seconded by Tammy Beveridge. Motion passed.**

**Fall Fundraiser:** Event Chair Tammy Beveridge reported that she and her committee recommended not having Zydeco on the Lawn due to the large amount of effort to put on the event and the small amount of profit realized. An alternative idea was presented for the Fall Fundraiser. It was suggested to have a Texas-French Fair on the grounds of the FLM. This would be like a market days and vendors would rent booth spaces to sell their products. The market could include art, crafts, handmade items, etc. This event would still be scheduled for October 3, 2015. Chair Pam Lynn asked that Tammy gather more information about this concept and bring it to the FLMC May meeting. It was noted that our events should be mission driven to tell the story of the French Legation.

**175<sup>th</sup> Anniversary Celebration:** Event Chair Rachel Bryson reported that she has been visiting with various PR people. Planning PR should be done four months in advance of an event. At this point, four different types of events are to be planned for during the 175<sup>th</sup> anniversary year of 2106 (calendar year). By September 2015, all of the events will be locked in with PR planned. Kick off of events will be in January of 2016. These “events” will not necessarily be “fundraisers”. Chair Bryson plans to talk to local and area DRT chapters to get feedback from them about involvement in this celebration. It was discussed about possible advertising in Texas Parks & Wildlife, Texas Highways and area small town newspapers. Chair Bryson and Director Withers plan to meet with event planner Lisa Jones. It was mentioned that possibly Anoush Crane and Lisa Jones could work together about ideas for events. The Bob Bullock Museum was mentioned as a possible venue site. Chair Bryson mentioned that galas are not doing well in the Austin area. The Chair stated that having four events in 2016 for celebrating 175<sup>th</sup> anniversary does not mean that the FLMC can ignore the need to raise funds in 2016.

**Sales Tables @ Convention:** A signup sheet was passed around for times to work the sales table. At this time those attending convention are: Pam Lynn, Gayla Lawson, Rachel Bryson, Carolyn Reed, Kay Valenta, Sherilyn Beal and her daughter, Karen Beal Miller.

The meeting adjourned at 11:55am.

Carolyn Reed, Recording Secretary

*Approved Minutes*