



THE MENNELLO MUSEUM
OF AMERICAN ART

**MENNELLO MUSEUM OF AMERICAN ART BOARD OF TRUSTEES
OFFICIAL MINUTES
WEDNESDAY, MARCH 8, 2017 | 4:30 PM**

On Wednesday, March 8, 2017, the Mennello Museum of American Art Board of Trustees held a meeting at the Mennello Museum, 900 East Princeton Street, Orlando, Florida 32803.

Members Present: Will Benton [1/0]
Teresa Campbell [6/3] – attended via telephone
Sarah Elger [1/0]
Gretchen Hahn [9/0]
Greg Mason [1/0]
Alexandra Steele-Duff [8/1]
Andre Young [8/1] – attended via telephone
Luis Zapata [1/0]

Members Absent: Usha Tewari [5/4]

Others Present: Francesca Ascione, Marketing & Design Coordinator
Shannon Fitzgerald, Executive Director
Katherine Navarro, Assoc. Curator of Education
Kyle Reynolds, Sr. Administrative Assistant

1. Call to Order

Alexandra Steele-Duff, Acting Chairman, called the meeting to order at 4:32 p.m.

- a. Introduction of New Members
Each board and staff member introduced themselves to the board.

2. Consideration of the Minutes

- a. Minutes from February 8, 2017
Gretchen Hahn moved to approve the meeting minutes from February 8, 2017 as presented and Gretchen Hahn seconded the motion. The Board approved the motion 8-0. Ayes: Benton, Campbell, Elger, Hahn, Mason, Steele-Duff, Young, Zapata.

3. Public Comment

None.

4. Old Business

- a. Review: Indie Folkfest 2017
Kyle Reynolds, Senior Administrative Assistant, reviewed the budget and revenues and expenses for the 2017 Indie Folkfest.



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Alexandra Steele-Duff moved to approve a \$500.00 bonus be given to Paul Wells, Coordinator of the Indie Folkfest 2017, and Gretchen Hahn seconded the motion. The Board approved the motion 8-0. Ayes: Benton, Campbell, Elger, Hahn, Mason, Steele-Duff, Young, Zapata.

b. Indie Folkfest Fund

After reviewing the budget, the board determined the amount being gifted to the Education fund at the Mennello Museum. Discussion ensued. Gretchen Hahn moved to gift \$5,000.00 of the profits from the 2017 Indie Folkfest to the Education program at the Mennello Museum and Alexandra Steele-Duff approved the motion. The Board approved the motion 8-0. Ayes: Benton, Campbell, Elger, Hahn, Mason, Steele-Duff, Young, Zapata.

5. New Business

a. Election of a Chairman

Alexandra Steele-Duff moved to nominate Gretchen Hahn as Chairman of the Mennello Museum Board of Trustees for a term of one (1) year ending March 9, 2017, and Andre Young seconded the motion. The Board approved the motion 8-0. Ayes: Benton, Campbell, Elger, Hahn, Mason, Steele-Duff, Young, Zapata.

b. Election of a Vice Chairman

Alexandra Steele-Duff moved to nominate Andre Young as Vice Chairman of the Mennello Museum Board of Trustees for a term of one (1) year ending March 9, 2017, and Gretchen Hahn seconded the motion. The Board approved the motion 8-0. Ayes: Benton, Campbell, Elger, Hahn, Mason, Steele-Duff, Young, Zapata.

According to Orlando City Code, Chapter Two, Article XV: Board, Subsection 2.122: Chairman:

- 1) The chairman shall serve a term of one (1) year, and may not serve more than (2) consecutive one (1) year terms as Chairman on the same board.
- 2) The above shall apply to the Vice Chairman position as well.

6. Other Business

a. Director's Report

Shannon Fitzgerald, Executive Director, thanked the Board for Indie Folkfest 2017.

b. Secretary's Report

Kyle Reynolds, Sr. Administrative Assistant, informed the Board of his transfer to the Office of the Chief Financial Officer for the City of Orlando beginning March 13, 2017.



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c. Board Member Training

Kyle Reynolds, Sr. Administrative Assistant, provided the Board members with an overview of City Policies & Procedures, Ethics, Public Records, attendance policies, Parliamentary Procedure, Government in the Sunshine, Dual Office Holding, Conflict of Interest and answered specific questions with regard to City Boards.

7. Adjournment

There being no further business to discuss, Alexandra Steele-Duff, Acting Chairman, declared the meeting adjourned at 5:32 p.m.

Respectfully Submitted,

Kyle Reynolds
Senior Administrative Assistant, Office & Accounting

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