

Suffolk County Vanderbilt Museum

Board of Trustees

A regular meeting of the Suffolk County Vanderbilt Museum Board of Trustees was held in the Planetarium Lobby, Centerport, New York, on October 15, 2014.

The following were in attendance:

Ron Beattie – President
Gretchen Oldrin Mones - 2nd Vice President
Betsy Cambria – Treasurer
Jack DeMasi - Trustee
Dr. Steven Gittelman - Trustee
Lance Reinheimer - Executive Director
Ann Marie Pastore – Stenographer

Absent:

Joseph Dujmic – 1st Vice President
Duncan Armstrong - Trustee
Kevin Peterman – Secretary
Michelle Gegwich - Trustee
William Rogers – Trustee
Thomas Glascock – Trustee
Stephen F. Melore – Trustee
Anthony Guarnischelli - Trustee
Michael Mule – Trustee

(Mr. Ron Beattie called the meeting to order at 7:15 p.m. and adjourned at 7:55 p.m.)

Due to a malfunction in the recording device, attached please find reports and back-up material regarding the meeting, along with other business which was discussed. The Board named an ad hoc committee to develop a Trustee information packet. Those named on the committee were Ron Beattie, Steve Gittelman and Jack DeMasi.

The Board talked briefly on updating the Vanderbilt Museum organization chart. The Executive Committee did propose an updated version, which was used in the County's 2015 Proposed Operating Budget as the organization chart that appeared in previous budgets does not represent the organization as it exists today. The revised draft organization chart is based upon the Board's committee structure. The Executive Director would email the draft organization chart to the board members along with the organization chart that appears in the 2015 proposed budget.

(Please note, there was no quorum at the October Board Meeting, so no votes were taken.)

Suffolk County Vanderbilt Museum

October 2014 Meeting Agenda

~~September 15th~~, 2014 / Planetarium / 7:00 PM

- I. Pledge of Allegiance
- II. Public Address to the Board
- III. Previous Meeting Minutes
- IV. Committee Reports
 - A. Finance / Treasurer Report
 - B. Education & Exhibit
 - C. Development
 - D. Planning / Strategic Plan
 - E. Community Relations Committee / Better Fences Means Better Neighbors?
 - F. Operations
 - 1. Buildings and Grounds
 - 2. Technology
 - 3. Human Resources
- V. Executive Director Report
- VI. President's Report
 - 1. Proposed Organizational Chart
 - 2. Under the Stars Café
 - 3. Staff & Volunteer Appreciation BBQ / Sep29
- VII. Old Business
- VIII. New Business
- IX. Adjournment

SUFFOLK COUNTY VANDERBILT MUSEUM

Treasurer Report

August 2014

	Actual August	Budget August	Variance
Revenue			
Admission	\$ 80,117	\$ 95,000	\$ (14,883)
Membership	\$ 4,975	\$ 7,917	\$ (2,942)
Museum Store	\$ 9,122	\$ 12,500	\$ (3,378)
Special Events	\$ 20,243	\$ 17,000	\$ 3,243
Suffolk County Funds	\$ -	\$ 85,698	\$ (85,698)
Endowment	0	0	\$ -
Site Use	\$ 24,968	\$ 22,000	\$ 2,968
Donations & Gifts	\$ 532	\$ 80,000	\$ (79,468)
Real Estate Rental	\$ -	4,167	\$ (4,167)
Other General	\$ 503	\$ 42	\$ 461
Total Revenue	\$ 140,460	\$ 324,324	\$ (183,864)
Expenses			
Salaries & Wages	\$ 98,176	\$ 97,500	\$ 676
Benefits	\$ 21,796	\$ 22,000	\$ (204)
Maintenance & Equipment	\$ 6,320	\$ 11,679	\$ (5,359)
Insurance	\$ 7,250	\$ 7,250	\$ -
Professional	\$ 23,168	\$ 12,500	\$ 10,668
Museum Store	\$ 4,058	\$ 2,917	\$ 1,141
Telephone	\$ 2,160	\$ 2,833	\$ (673)
Utilities	\$ 19,753	\$ 19,000	\$ 753
Supplies, Programs, Gala	\$ 25,701	\$ 7,583	\$ 18,118
General Expenses	\$ 3,293	\$ 2,500	\$ 793
Total Expenses	\$ 211,675	\$ 185,762	\$ 25,913
Excess / Deficiency	\$ (71,215)	\$ 138,562	\$ (209,777)

**SUFFOLK COUNTY VANDERBILT MUSEUM
TREASURER REPORT FOR THE YEAR ENDING 2014**

	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Budget September	Budget October	Budget November	Budget December	Project Year End	Business Plan	Dollar Variance
REVENUE															
EARNED INCOME															
Admissions	37,235	46,496	52,639	73,980	52,628	46,418	76,478	80,117	45,000	40,000	40,000	35,000	625,991	650,000	(24,009)
Membership	2,790	5,560	15,905	5,785	1,960	4,605	5,450	4,975	7,917	7,917	7,917	7,917	78,698	95,000	(16,302)
Museum Store	4,413	5,068	5,847	7,598	3,533	5,511	10,027	9,122	5,000	5,000	5,000	5,000	71,119	85,000	(13,881)
Special Events	8,197	2,997	1,650	4,755	1,415	23,810	37,053	20,243	18,000	5,000	10,000	6,000	139,120	125,000	14,120
Suffolk County Funds	0	0	0	0	0	0	171,395	0	85,698	85,698	85,698	85,698	514,187	1,028,370	(514,183)
Endowment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Site Use	8,722	4,975	13,840	8,375	30,593	20,010	9,710	24,968	22,000	8,000	4,000	7,000	162,193	130,000	32,193
Donations & Gifts	1,159	2,125	557	368	172	1,711	585	532	1,818	1,818	1,818	1,819	14,482	100,000	(85,518)
Real Estate Rental	5,500	5,500	5,500	5,500	5,500	5,500	5,500	0	4,166	4,166	4,166	4,166	55,164	50,000	5,164
Other General	142	212	351	361	76	645	653	503	41	41	41	41	3,107	500	2,607
Total Earned Income	68,158	72,933	96,289	106,722	95,877	108,210	316,851	140,460	189,640	157,640	158,640	152,641	1,664,061	2,263,870	(599,809)
EXPENSES															
Salaries & Wages	84,955	80,466	87,793	89,268	91,482	93,014	99,706	98,176	97,500	94,500	94,500	94,543	1,105,903	1,120,043	(14,140)
Benefits	23,170	17,541	23,506	18,850	24,447	20,100	23,772	21,796	22,000	20,000	20,000	19,948	255,130	246,948	8,182
Maintenance & Equip.	2,740	1,799	3,214	10,562	7,318	2,890	2,721	6,320	11,679	11,679	11,680	11,680	84,282	140,150	(55,868)
Insurance	7,215	7,250	7,249	7,250	6,249	6,749	6,500	7,250	7,250	7,250	7,250	7,250	84,712	87,000	(2,288)
Professional	20,034	24,105	38,573	17,343	23,876	23,482	40,513	23,168	12,500	12,500	12,500	12,500	261,094	150,000	111,094
Museum Store	2,782	2,225	3,336	3,331	2,067	2,224	4,102	4,058	2,917	2,917	2,917	2,917	35,793	35,000	793
Telephone Communic.	2,209	2,021	1,903	2,361	1,894	1,870	2,638	2,160	2,834	2,834	2,834	2,834	28,392	34,000	(5,608)
Utilities	17,991	16,404	21,759	10,395	2,321	20,993	24,331	19,753	18,000	10,000	10,000	11,000	182,947	175,000	7,947
Supplies, Prgm., Bail	4,536	3,417	17,876	16,292	11,048	6,574	7,923	25,701	7,584	7,584	7,584	7,584	123,703	91,000	32,703
General Expenses	2,875	1,444	4,066	19,268	4,820	3,213	3,685	3,293	2,500	2,500	2,500	2,500	52,664	30,000	22,664
Total Expenses	168,507	156,672	209,275	194,920	175,522	181,109	215,891	211,675	184,764	171,764	171,765	172,756	2,214,620	2,109,141	105,479
Excess / Deficiency of Revenue	(100,349)	(83,739)	(112,986)	(88,198)	(79,645)	(72,899)	100,960	(71,215)	4,876	(14,124)	(13,125)	(20,115)	(550,559)	154,729	(705,288)

Education and Exhibits Report for October 15, 2015

Mansion tour numbers remain robust with 1,311 visits this September as compared to 1,322 in 2013.

Living History will transition to the "UNLIVING History starting Oct 18 for three weekends around Halloween. This picture of the Unliving History tour cast, [PASS] and of the addition of a new scary thing in Mr. V's shower, give you a hint of just how creepy those tours will be! [PASS]

Less creepy workshops will be offered for children ages 3 through grade 5. There's detailed information on our website – and this flyer [PASS] describes 3 workshops which are being offered for the first time this October.

Cold Spring Harbor Laboratory Press requested use of a photograph of Mr. Vanderbilt in his captain's uniform for their upcoming publication, "A History of Cold Spring Harbor Laboratory" by author Jan A. Witowski. The book is due out in 2015.

The paperwork is complete for the transfer of the Bald Eagle from the Heckscher under a long-term agreement. Stephanie will be picking up the Eagle in October.

Work in the Stoll Wing continues. Tom Doncourt from AMNH completed the work on the antelope diorama foreground. Sean Murtha will return to begin the background for the Jaguar diorama. Stephanie is getting estimates on replacing glass in the new diorama.

The Marine Museum will reopen in October after new ADA-compliant push-open glass doors have been installed in the first floor of the museum. Stephanie is writing an updated guide for the re-opening. She is also preparing a proposal to a private foundation to fund the marine collection restoration.

In the Planetarium, staff dreams of acquiring hands-on exhibits for the lobby. A simple but educational exhibit such as "reason for the Seasons" would help visual learners, appeal to all school groups, and provide meaningful activity for those students who are unable to sustain an entire planetarium program. A typical exhibit costs around \$18,000-20,000. If you know a sponsor who would be willing to underwrite such a valuable educational tool, please share that information.

Ken Andersen from the Astronomy club has created the new "Hubble at the Scope on Mt. Wilson" exhibit in one of the showcases. Mr. Andersen is a big supporter of the Vanderbilt and this is another wonderful contribution.

"Songs in the Key of Earth" programs are coming up in November. And, Dave has a new program called "Spontaneous Fantasia" scheduled for Jan.3. Jay Walt will give a live performance with full dome video. There are 2 shows – one at 5:30 and another at 8PM.

All these shows, as well as others planned for January will be more exciting because of the newly acquired mobile performance stage. It is a very versatile tool that can raise performers into the dome and blur the line between what's real and what's not. It opens up lots of performance opportunities.

This week, the Jack Abrams Stem school came here for the first time to attend a program customized for their needs. Later in the month, two groups of students from Lindenhurst will attend programs tailored to their needs by Beth and Lorraine.

Staff is interested in increasing bookings . More new programs, increased dispersal of program information, including earlier brochure mailings, and acquiring lobby exhibits are some of the ways attendance might be increased.

Lorraine is wishing for an entertaining full dome family Christmas program that would fit well with the candlelight tours and other seasonal activities, and give people a new reason to come to the Vanderbilt. The program, "Let it Snow" is described in this edition of Planetarium Journal. [PASS]

Again, if anyone knows of a possible sponsor, please give Lance that information.

There's good news about the Traveling classroom – but, I think Lance will include that in his report.

President's Report

Trustee Meeting October 15, 2014

- Special Events for the year (will make use of performance stage)
 - 14 weddings booked for 2015
 - Songs in the Key of Earth Nov 16 & April 26
 - Spontaneous Fantasia, live performance in the Planet by Jay Walt along with full-dome images, Jan 3, two shows one at 5:30 and one at 8pm.
 - The Liverpool Shuffle, one-hour live performances in the Planet by this popular Beatles tribute band along with a montage of 1960's images on the dome Saturday 1/24/15 & 4/11/15 (7:30 & 10:00 pm). Each date will include 2 performances; plus on two outside one-hour performances this summer, Sunday July 12 (5:00 & 7:30 pm)
 - Clambake July 18
 - Woodstock 3 June 7
 - Grateful Dead Fest 4 Sept 27
 - Centerport Yacht Club October 3
 - Jaguar Car show Sept 13
- National Grid Foundation Grant, \$20,000 11 dates already (9 Westbury & 2 for Brentwood)
- Received \$80,000 payment this week from the Reichert Family Foundation
- The first floor of the Marine Museum should reopen this month once the netting is installed over the main entrance
- Public Restrooms are nearing completion
- Work has begun on the outdoor stairways in the sundial garden down to the Stoll Wing
- Normandy Manor
 - Use as a gallery
- Impact of the County operating budget on Hotel/Motel revenue
- Address the DPW power-point
- Received the draft financial statements yesterday

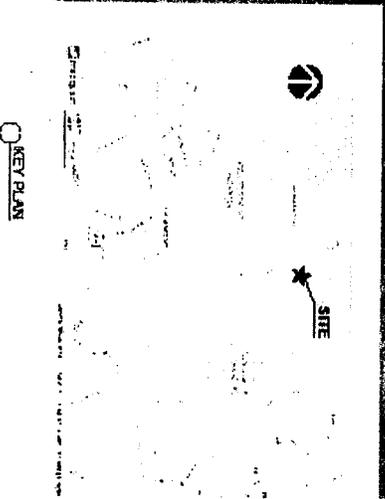
Suffolk County
Vanderbilt Museum & Planetarium
October 2014



Vanderbilt Property Overview



○ SITE PLAN



CP 7401 – Restoration of the Habitat Wing



- Project was completed in 2009.
- Scope of work consisted of restorations, replacements & improvements to HVAC equipment, ceilings, soffits, historic moldings & ADA accessibility.
- SCDPW worked together with the SCVM utilizing Capital funds & grant funds.
- Capital funds spent for planning & construction were approximately \$109,000. Grant funds in the amount of \$135,000 were obtained & coordinated by the Museum Curator.

CP 7427 – Revitalization of the William & Mollie Rogers Waterfront



- Design phase was completed in 2009 & the project has been on hold since that time.
- Scope of design work consisted of an interpretive boardwalk with pavilions that spanned the distance between the historic boathouse & seaplane hangar.
- Capital funds spent for planning are approximately \$86,000.



CP 7428 – Restoration & Stabilization of the Historic Seaplane Hangar



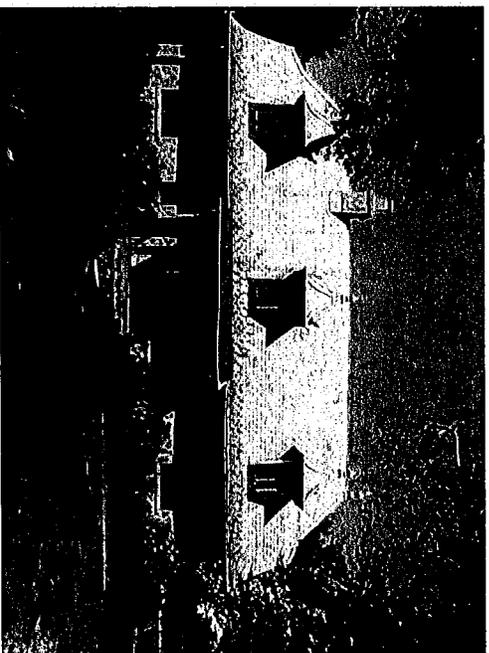
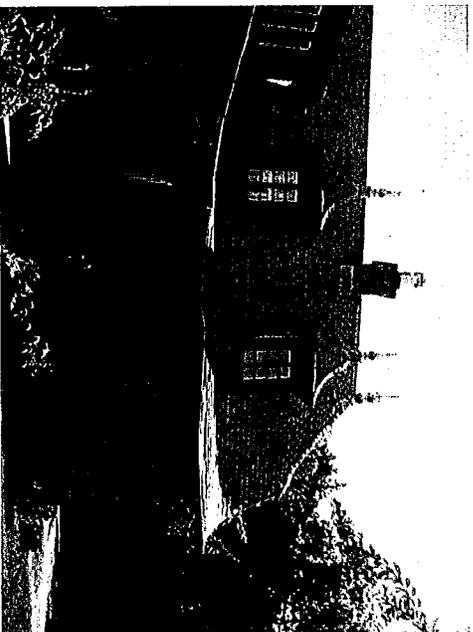
- Design phase was completed in 2009 & the project has been on hold since that time.
- Scope of design work consisted of structural & stabilization improvements to the historic Seaplane Hangar and Pilot's Quarters.
- Capital funds spent for planning were approximately \$193,000.
- Capital funds spent for emergency cleanup & safety measures were approximately \$47,000.



CP 7430 – Improvements to Normandy Manor



- Design was performed in-house by SCDPW as required between 2008 and 2010. All past projects have been completed.
- Scope of previous work consisted of stabilization and improvements to the porch masonry, porch roof, soffits and structural beams and columns, site lighting, fire alarm system and boiler replacement.
- Capital funds spent for construction were approximately \$285,000.
- Future needs are a complete replacement of the slate roofing & underlayment as well as extensive soffit, fascia & trim improvements. Rough estimate is \$1.5 million-construction & \$150,000-planning.



CP 7433 - Restoration of Driveways, Gutters and Catch Basins



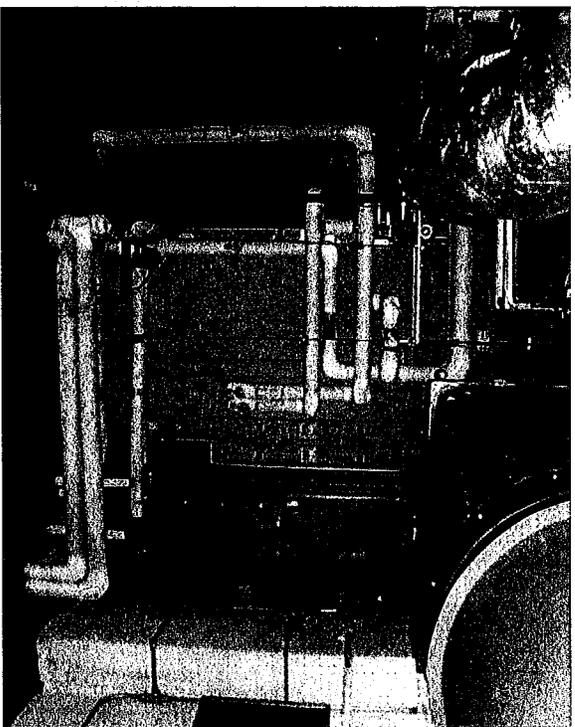
- Design & construction of various driveway, walkway & catch basin improvements were completed between 2004 & 2006. All past projects have been completed.
- Scope of previous work consisted of new brick walkways & other site improvements related to driveways, street gutters & catch basins throughout the campus.
- Capital funds spent for past design & construction were approximately \$905,000. A current project for \$70,000 is ongoing at the entrance to the gatehouse restroom & various walkways.
- Future needs are a structural analysis & subsequent improvements to the mansion bridge. SCDPW Highway Division, Bridges & Structures are investigating the issue.



CP 7437 – Improvements to the SCVM Planetarium



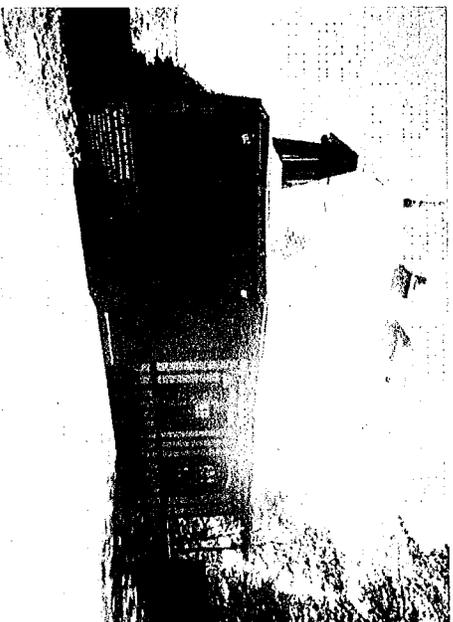
- Design was performed in-house by SCDPW as required between 2012 and 2013. All past projects have been completed.
- Scope of previous work consisted of restorations, replacements & improvements to HVAC equipment & controls, boiler, restrooms, lobby ceilings and lighting installation.
- Capital funds spent for construction were approximately \$249,000.



CP 7438 – Restoration of Boathouse



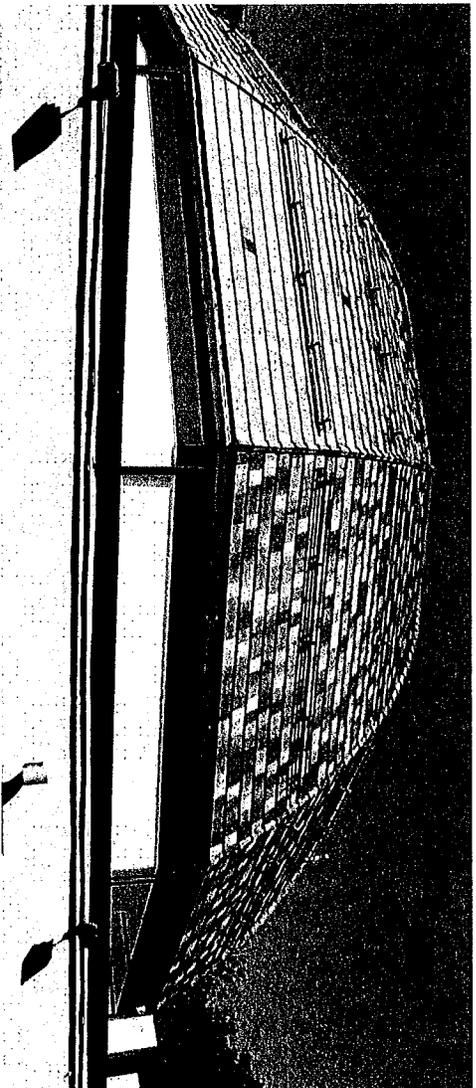
- Design phase & construction was completed in 2009. Construction funds were nearly depleted & the project is on hold.
- Scope of design and construction work consisted of structural & stabilization improvements to the historic Boathouse.
- Capital funds spent for construction were approximately \$383,000.
- Future needs are a revised structural analysis & the subsequent completion of the stalled improvements to the remainder of the unfinished scope of work. A rough estimate is \$500,000 for construction & \$50,000 for planning.



CP 7439 – Waterproofing, Roof & Drainage at the SCVM



- Design was performed in-house by SCDPW as required between 2011 & 2014. All past projects are complete.
- Scope of previous roofing & flashing restorations, replacements & improvements were performed at the Planetarium, Hall of Fishes, Stoll Wing, Mansion, Powerhouse & Maintenance Garage. Gutter, drainage & leak prevention improvements were performed at the Mansion & the Planetarium.
- Capital funds spent for construction were approximately \$600,000.
- Future needs are continued roofing, flashing & leak prevention improvements at the Mansion & the Normandy Manor.



CP 7440 – Security Upgrades at the SCVM

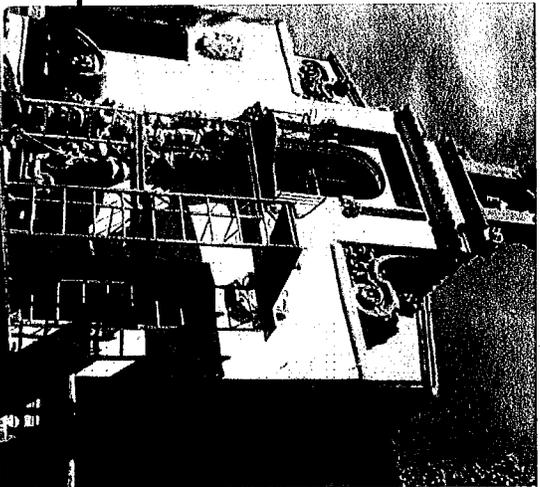


- Multiple phases of Design & Construction were completed between 2001 & 2009. All past projects have been completed.
- Scope of previous work consisted of improvements & replacement of various fire & security systems throughout the campus.
- Capital funds spent for past design phases were approximately \$65,000 & for past construction phases were approximately \$1,400,000.

CP 7441 – Restoration of Façades at the SCVM



- Initial design phase was completed between 2007 & 2009. A subsequent design & construction phase is currently ongoing. Future design & construction phases are expected.
- Scope of initial previous design work included structural & facade reports & analysis for various portions of Mansion, Bell Tower & Hall of Fishes.
- Scope of current design & construction work is 3-D laser scanning of the Mansion, Bell Tower & Hall of Fishes & select emergency facade improvements to critical areas.
- Capital funds spent for past & current design phases are approx. \$200,000 & for current construction phase is approx. \$750,000. Future projects construction estimates are approx. \$2 million.



CP 7443 – HVAC Improvements at the SCVM



- Multiple phases of Design & Construction were completed between 2003 & 2010. All past projects have been completed.
- Scope of previous work consisted of improvements & replacement of various HVAC equipment, chillers & boilers as well as the installation of natural gas equipment throughout the campus.
- Capital funds spent for past design phases were approximately \$210,000 & for past construction phases were approximately \$2,970,000.



CP 7445 – Rewiring of Historic Buildings at the SCVM



- Multiple phases of Design & Construction were completed between 2002 & 2014. Wiring and lighting improvements are expected to continue through 2015.
- Scope of previous work consisted of wiring & lighting improvements & replacement at the Mansion, Habitat Room, Hall of Fishes & other areas throughout the campus. Current work includes the continuation of wiring & lighting improvements & replacement at the Habitat Room & the Hall of Fishes.
- Capital funds spent for past design & construction were approximately \$1,400,000 & \$300,000 for the current construction phase.



CP 7447 – Rehabilitation of the Plumbing System at the SCVM



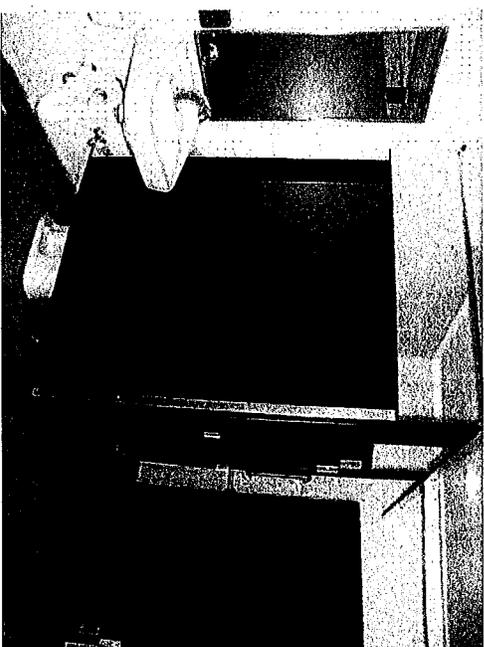
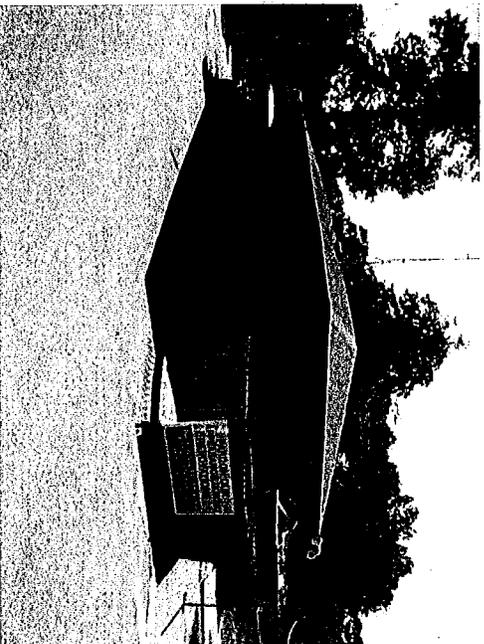
- Multiple phases of Design & Construction were completed between 2002 & 2007. All past projects have been completed.
- Scope of previous work consisted of improvements & replacement of the antiquated plumbing system & fixtures throughout the campus.
- Capital funds spent for past design phases were approximately \$80,000 & for past construction phases were approximately \$610,000.



CP 7450 – Modification for Compliance with the ADA at the SCVM



- Multiple phases of Design & Construction were completed between 2002 & 2014. ADA improvements are expected to continue through 2015.
- Scope of previous work consisted of site accessibility improvements, entrance & exhibit room doors at the Mansion & ADA restroom renovations at the Mansion & the Carriage House. Current work includes continuation of accessibility improvements for the Hall of Fishes & the Stoll Wing entrances as well as the rehabilitation to the Gatehouse restroom facility.
- Capital funds spent for past & current design phases are approximately \$70,000 for past & current construction phases are approximately \$600,000.



CP 7452 – Replacement of the GOTO Projector at the SCVM Planetarium



- Design & Construction phases were completed between 2009 & 2013. The planetarium has been open to the public since March 2013.
- Scope of previous work consisted of the design & installation of new state of the art planetarium equipment including a custom built star projector with lift, full-dome video projectors, LED lighting & sound system & associated mechanical & electrical support systems.
- Capital funds spent for planning were approximately \$100,000 & for equipment & associated construction were approximately \$3,100,000.

