



**HISTORICAL MUSEUM BOARD OF TRUSTEES
MEETING AGENDA**

Wednesday, May 27, 2026 at 6:00 PM

15 East Franklin Street Bellbrook, Ohio 45305

T (937) 848-4666 | www.bellbrook.gov

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE MINUTES**
 - A. Approval of the March 25, 2026 meeting minutes.
4. **OLD BUSINESS**
 - A. Discussion/Update on History Day Event planning
5. **NEW BUSINESS**
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**

RECORD OF PROCEEDINGS

Historical Museum Board of Trustees
March 25, 2026

Item A. Section 3, Item

CALL TO ORDER

- The Chair called the meeting of the Historical Museum Board to order on March 25, 2026 at 6:00 p.m.

ROLL CALL

PRESENT

Mr. Tim Brennan
Mrs. Olivia Doran
Mr. Justin Mays
Ms. Deborah Schram

ABSENT

Mr Logan Ashley
Mrs. Lori Brennan
Mrs. Elaine Middlestetter

APPROVAL OF MINUTES

- January meeting minutes were presented with corrections:
 - Correction to the presiding officer: the Chair, not Ms. Middlestetter, called the meeting to order.
 - Name correction: use “Ms. Schram” where applicable.
 - Signature line and pronoun corrections related to volunteer night noted as legacy formatting and corrected.
- Action:
 - Minutes approved as corrected by unanimous consent.

OLD BUSINESS

- No items were presented under Old Business.

NEW BUSINESS

- **NEW ACQUISITION: SLATE CHALKBOARD FROM JEFFERSON ELEMENTARY (DAYTON)**
 - Presentation/Staff Report:
 - A large, heavy slate blackboard donated from the estate of the father of donor Mike Bommer, with provenance to Jefferson Elementary School in Dayton; donors were Bellbrook residents.
 - The back retains manufacturer information and residual writing.
 - Currently stored, padded and propped; potential future display during school-themed exhibits and field trips.
 - Storage capacity exists; display would require secure mounting given weight and fragility; potential assistance from volunteers with woodworking/build skills via Dayton Society of Artists contacts.
 - Board Discussion:
 - Clarified size and weight; confirmed current storage adequacy.

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Item A. Section 3, Item

- Considered permanent installation options; constraints noted due to original log siding walls; alternative locations discussed.
- Staff to measure exact dimensions and explore display options.
- Motion:
 - Motion to accept the slate chalkboard as a new acquisition.
Motion made by Ms. Schram, Seconded by Mr. Brennan.
Voting Yea: Mr. Brennan, Mrs. Doran, Mr. Mays, Ms. Schram

OPEN DISCUSSION

• TWENTIETH ANNIVERSARY EVENT FUNDS

- Speaker: Mr. Schommer (reporting)
- Summary:
 - Donations: \$8,100.00
 - Expenses: \$3,897.68
 - Carryover balance: \$4,202.32 available for current-year applications.
- Speaker: Mrs. Gibbs (staff)
- Summary:
 - Grant Award: \$2,500 from America 250 Ohio Greene County Community Grants via Greene County Records Center and Archives.
 - Intended Use: Events involving history, including Bellbrook History Days; eligible expenses include stage rental and marketing; restrictions include no giveaways.

• TEA PARTY FUNDRAISER

- Speakers: Mrs. Gibbs; Ms. Jones; Board Members
- Summary:
 - Dates: May 2 and May 3.
 - Theme: Sugar maple, following the Sugar Maple Festival.
 - Menu/Partners: Mini muffins (partial donation), scones, finger sandwiches; potential local sourcing (Bellhop for scones/cream; quotes from various vendors including Queens Pub in Enon; outreach to Community Tea Room in Dayton).
 - Ticketing: Eventbrite as primary sales channel with in-person option available; Eventbrite fees included in ticket price.
 - Pricing: Target range \$30–\$35 per ticket; aim to set at \$30 pending cost confirmations; rationale includes increased food and production costs; estimated capacity ~20–24 per day.
 - Program: Educational component on sugar maple history and tapping, with potential participation by a local practitioner.
 - Volunteers: Additional staffing needed; list to be resent; parade participation discussed with use of a Jeep and museum promotional materials.

• SUGAR MAPLE FESTIVAL

- Speakers: Staff and members
- Summary:
 - Festival Dates: April 24–26.
 - Parade: Planning to participate; promotional handouts and vehicle branding

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Item A. Section 3, Item

discussed.

- Museum Operations: Reopening effective April 2 (first Tuesday of the month).
- Volunteer Scheduling: Staffing needs identified for tent operations and guest support; sign-up list to be resent.

ADJOURNMENT

- Hearing no additional business before the Board, Ms. Schram adjourned the meeting at 6:25pm

Deborah Schram, Chair Person

Rob Schommer, Clerk of Council

Event Planning Timeline Meetings 6:00PM Bellbrook Historical Museum

- May 19: Committee formation and initial planning
- June 23: Vendor outreach and sponsorship recruitment underway
- July 21: Confirm entertainment and car show logistics
- August 11: Finalize vendor list and event layout
- August 25: Final review, assignments, and readiness check
- September 1st: last minute review and confirmations
- Event Week: Final confirmations, setup, and coordination