

SPECIAL MEETING NOTICE AND AGENDA
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY
January 22, 2026 – 6:00 p.m.
Sand Springs Museum
9 East Broadway (P.O. Box 1870)
Sand Springs, OK 74063
www.sandspringsok.gov

1. **Call to Order** Time _____

2. **Roll Call**

Steve Clem _____ Mayme Crawford _____ Debbie Nobles _____
Cynthia Phillips _____ Lisa Riggs _____ Grady W. Whitaker, Jr. _____
Nathan Woodmansee _____

3. **Consent Agenda (A) – Pages 4-6**

All matters listed under “Consent” are considered by the Sand Springs Cultural & Historical Museum Trust Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request.

A) Approval, denial, amendment, or revision of December 16, 2025 regular Sand Springs Cultural & Historical Museum Trust Authority minutes.

Motion _____ Second _____

4. **Accession/De-Accession**

Trustees will consider approval, denial, amendment or revision to the receiving or discharging of items.

Motion _____ Second _____

5. **Operational Fundraising Ideas for Discussion and/or Action**

Trustees will consider approval, denial, amendment or revision to operational fundraising ideas benefiting the museum.

Motion _____ Second _____

6. **Grant Fund Updates and Expenditures**

Trustees will consider approval, denial, amendment or revision to projects utilizing grant money provided by the City of Sand Springs.

Motion _____ Second _____

7. 2022 GO Bond Updates – Page 7

City Staff will provide updates on 2022 GO Bond projects.

This item is for informational purposes only.

8. Museum Association Report

A Museum Association Member will provide a report to Trustees.

This item is for informational purposes only.

9. Museum Director and/or Personnel Report

The Museum Director or a Staff Member will provide a report to Trustees.

This item is for informational purposes only.

10. Chair Report

The Chair will provide a report to Trustees.

This item is for informational purposes only.

11. Park Director Report

The Park Director will provide a report to Trustees.

This item is for informational purposes only.

12. City Manager Report

The City Manager will provide a report to Trustees.

This item is for informational purposes only.

13. Committee Reports

The following committee members will provide various reports regarding the museum to Trustees:

- Steve Clem, Nathan Woodmansee (Accession/De-Accession)
- Grady Whitaker, Jr. (Building)
- Debbie Nobles (Documents)
- Lisa Riggs (Exhibits)
- Cynthia Phillips (Fundraising)
- Grady Whitaker (Finance)

All items are for informational purposes only.

14. Financial Reports – Pages 8-15

The regular monthly Financial Reports are provided to Trustees for their review and information.

This item is for informational purposes only.

15. Adjournment

Time _____

This agenda was filed in the office of the City Clerk located at 100 East Broadway Street and posted on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall) at 1:15 p.m. on January 14, 2026, by Melissa Cartwright, Parks Administrative Assistant.



Melissa Cartwright, Parks Administrative Assistant

MINUTES OF REGULAR MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY
Tuesday, December 16, 2025 – 6:00pm
Sand Springs Museum
9 East Broadway – PO Box 1870
Sand Springs, OK 74063

December 2025 to November 2026

MEMBERS:

Steve Clem	1-0
Mayme Crawford	1-0
Debbie Nobles	1-0
Cynthia Phillips	1-0
Lisa Riggs	1-0
Grady W. Whitaker	1-0
Nathan Woodmansee	1-0 arrived @ 6:02pm

ALSO PRESENT:

Ginger Murphy, Museum Director
Josh Quigley, Parks Director
Tyrel Rogers, Parks Project Manager
Melissa Cartwright, Parks Admin Assistant

The Sand Springs Cultural & Historical Museum Trust Authority met in regular session on December 16, 2025, in the lower-level meeting room of the Sand Springs Cultural and Historical Museum building pursuant to the regular meeting notice and agenda filed with the City Clerk's office and posted at 3:00pm on December 12, 2025, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063.

1. Call to Order

Vice Chair Mayme Crawford called the meeting to order at 6:01pm.

2. Roll Call

Parks Admin Assistant Melissa Cartwright called for an individual roll call with members replying in the following manner:

Clem, here	Crawford, here	Nobles, here	Phillips, here
Riggs, here	Whitaker, here	Woodmansee, no reply	

Let it be noted Nathan Woodmansee arrived at 6:02 pm.

3. Digital Signage for the Museum

Chris Krohn with AMAX Signs and Tony with Watchfire Signs presented digital signage and answered questions from the Trustees.

This item is for informational purposes only.

4. Consent Agenda (A) for November 18, 2025

Trustee Cynthia Phillips motioned to approve Consent Agenda (A) as submitted. Trustee Mayme Crawford seconded.

A) The minutes of November 18, 2025 regular SSCHMTA meeting

Parks Admin Assistant Melissa Cartwright called for the vote recorded as follows:

Clem, aye; Crawford, aye; Nobles, aye; Phillips, aye; Riggs, aye; Whitaker, aye; Woodmansee, aye

The motion carried 7-0-0

5. Accession/De-Accession

No discussion was held or action taken.

6. Operational Fundraising Ideas

Trustee Grady Whitaker stated that he is pursuing the golf tournament idea.

No discussion was held or action taken.

7. Grant Fund

No discussion was held or action taken.

8. GO Bond Roof Drains/Roof Repairs

Josh Quigley reported that the roof drains and repairs are completed.

No action taken.

9. Other GO Bond Punch List Items

Tyrel Rogers announced Eddy Sweet won the interior plaster repair and painting bid. Trustees discussed covering all interior drainpipes with drywall and insulation for sound.

No action taken.

10. Museum Association Report

Sherry Morris shared the museum will offer kids' activities and a walking tour of the downtown historical buildings during Founders Day. She and Ginger will create a procedure/policy for a book signing event to share with the Trustees before scheduling Steve Clem and Connie Cronley.

This item is for informational purposes only.

11. Museum Director Report

Ginger Murphy announced several groups have visited the Art of Giving exhibit. Their Facebook posts continue to draw readers, and Dalton Cason is busy organizing the new storage area.

This item is for informational purposes only.

12. Chair Report

Nathan Woodmansee stated that Ginger and staff can hold the Trust accountable for declining a request so they can continue with daily operations. Nathan is excited for the potential digital signage.

This item is for informational purposes only.

13. Park Director Report

Josh Quigley shared the Case Center recently hosted the annual city employee and senior citizens' luncheons. The Sand Springs busette appeared in both the Sand Springs and Tulsa Christmas Parades. Upcoming events include Winter Blitz on January 2, 2026 at the Case Center and Ancient Trail Trek on February 21, 2026 at the Keystone Ancient Forest.

This item is for informational purposes only.

14. City Manager Report

No report given.

15. Committee Reports

No reports given.

16. Financials

The regular monthly financial reports for November 2025 were provided to the Trustees.

This item is for informational purposes only.

17. Museum Bills

Billing statements were provided to the Trustees.

This item is for informational purposes only.

18. Adjournment

Chair Nathan Woodmansee adjourned the meeting at 7:45pm.

Nathan Woodmansee, Chairperson

Date

MLC
sschmta-minutes

Sand Springs Cultural & Historical Museum
Potential Museum Improvement Projects - Priority Ranking
FY 2023 - FY 2028

DRAFT

Date: Monday, February 14, 2022

Priority	Description of Work
1	West Gallery Roof Leak at Northwest Corner; Plaster Repair
9	North Gallery Renovation - Gallery Lighting
2	Interior Painting - West Gallery Includes plaster repair in Item #1
4	Interior Painting - East Gallery
16	Removal of Existing Boiler & Unused Mechanical Equipment
18	Renovation of portion (2/3) of existing mechanical room for kitchen expansion / café / on site storage
7	Window Treatment - Electric Sun Screen Shades - East & West Gallery
27	Window Treatment - New Curtains - East & West Gallery
5	Window Treatment - Removal & Replacement of UV Window Film
10	Window Treatment - North Gallery
22	Display Case Removal & Replacement - East & West Galleries
23	Display Case Installation - North Gallery
24	Exhibit Equipment - Temporary Wall System for displays, etc.
15	Data & Communication System & Wiring (galleries & building)
14	Equipment - IT Infrastructure (Staff, Volunteer Computers, Printers, Copiers, etc.)
17	North Office / Store Room - HVAC Improvements
26	Digital Signage Board - Event / Exhibit Notifications Board
25	Exterior Landscape Lighting
19	Gift Shop Display Cabinets / Equipment
11	Key Card Entry System / Security System
6	Accessibility Improvements (access from / to north gallery)
21	Remote Addressable Security & Fire Alarm System
8	Remote Addressable Lighting Controls
20	Exterior Signage (Parking in Rear, Accessible Entry on North, etc.)
12	Display Equipment - Picture Rail System (North Gallery)
28	Future North Gallery Expansion
13	Interior Renovation - Upper Level Center Area
3	Elevator Lobby - Exterior Door and Frame

FY 2025
June Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
June 30, 2025**

Assets

Cash in Bank (Bancfirst)	\$	21,047
Cash in Bank (Am Heritage)		2,279
Pooled Cash/Bancfirst		-
Cash Long/Short		1
Petty Cash		750
Accounts Receivables		-
Short Term Investments		69,193
Intergovernmental Receivables		-
Total Assets	\$	93,270

Liabilities

Payroll/Federal Income Tax	\$	(0)
Payroll/FICA & Medicare		0
Payroll/State Withholding Tax		-
Accounts Payable		50
Due to City for P Card Transaction		-
Deferred Rev-Grants		-
Sales Tax Payable		26
Total Liabilities	\$	76

Fund Balances

Encumbrances Reserved	\$	21,965
Reserved		7,755
Unreserved		63,474
Total Fund Balance	\$	93,194
Total Liability & Fund Balance	\$	93,270

**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
June 30, 2025**

	ANNUAL BUDGET	A C T U A L		Y-T-D % EXP	ENCUMB OUTSTAND	REMAIN APPROP
		CURR MONTH	YEAR-TO-DATE			
OPERATING REVENUES:						
Intergovernmental Revenue	\$ 37,500	\$ -	\$ 24,707	0%		\$ 12,793
Memberships	5,000	-	4,278	0%		722
Other Fees	13,200	-	161	0%		13,039
Rental Fees	1,000	-	20	2%		980
Shop Sales	2,500	-	425	17%		2,075
Contributions/Donations	6,000	-	2,548	42%		3,452
Interest Earned	1,000	-	2,195	219%		(1,195)
Other Revenues	1,250	-	0	0%		1,250
Total Revenues	\$ 67,450	\$ -	\$ 34,333	51%	\$ -	\$ 33,117
OPERATING EXPENDITURES:						
Personal Services	\$ 29,700	-	\$ 22,184	0%	-	\$ 7,516
Materials & Supplies	44,925	-	2,544	6%	21,840	20,541
Other Services & Fees	14,320	50	2,712	19%	125	11,483
Total Expenditures	\$ 88,945	\$ 50	\$ 27,440	31%	\$ 21,965	\$ 39,540
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (21,495)	\$ (50)	\$ 6,894			
Beginning Fund Balance	\$ 86,301	\$ 86,301	\$ 86,301			
Ending Fund Balance	\$ 64,806	\$ 86,251	\$ 93,194			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		21,965			
Grants	-		-			
Unreserved	64,806		63,474			
Total Ending Fund Balance	\$ 64,806		\$ 93,194			

FUND 210 General Fund
 BA ELE Obj
 SUB SUB
 DEPT/DIV 6810 Museum/Administration
 DEPT 68
 SUB SUB
 BUDGET CURRENT ACTUAL %EXP BUDGET YEAR-TO-DATE ACTUAL %EXP ENCUMBR. ANNUAL UNENCUMBR. BALANCE BDTG

452	**	**	Culture	8361	1292.88	16	90071	61023.72	68	75	.00	90071	29047.28	68
30	01	Other Services & Fees	271		.00	0	3252	2880.00	89	.00	3252	372.00	89	
30	02	Insurance Premiums	49		.00	0	500	.00	0	.00	500	.00	0	
30	04	Other Fees & Charges	2250		.00	0	18000	18000.00	100	.00	18000	500.00	100	
30	10	Professional Services	852		.00	0	10103	6706.81	66	.00	10103	3396.19	66	
30	11	Personnel Costs Reimb	678		.00	0	8135	8135.00	0	.00	8135	8135.00	0	
30	17	Rentals & Leases	50		.00	0	600	592.20	99	.00	600	7.80	99	
30	23	Postage & Freight	903		.00	0	10836	9940.64	92	.00	10836	895.36	92	
30	24	Utilities- Electric	516		.00	0	6192	3470.68	56	.00	6192	2721.32	56	
30	25	Utilities- Gas	128		.00	0	1492	734.14	49	.00	1492	757.86	49	
30	30	Utilities- Water	999		.00	0	10300	9742.72	95	.00	10300	557.28	95	
30	31	Maint & Svc Contracts	136		.00	0	1610	1512.00	94	.00	1610	98.00	94	
30	**	Other Contracts & Svcs	6832		.00	0	71020	53579.19	75	.00	71020	17440.81	75	
452	**	Culture	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68	
45	**	Cultural/Recreation	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68	
DIV	6810	TOTAL *****	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68	
DEPT	68	TOTAL *****	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68	
FUND	210	TOTAL *****	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68	
GRAND	TOTAL *****	8361		1292.88	16	90071	61023.72	68	.00	90071	29047.28	68		

FY 2026
December Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
December 31, 2025**

Assets

Cash in Bank (Bancfirst)	\$	12,928
Cash in Bank (Am Heritage)		1,696
Pooled Cash/Bancfirst		-
Cash Long/Short		1
Petty Cash		750
Accounts Receivables		-
Short Term Investments		69,193
Intergovernmental Receivables		-
Total Assets	\$	84,569

Liabilities

Payroll/Federal Income Tax	\$	-
Payroll/FICA & Medicare		363
Payroll/State Withholding Tax		41
Accounts Payable		2,515
Due to City for P Card Transaction		
Deferred Rev-Grants		
Sales Tax Payable		55
Total Liabilities	\$	2,974

Fund Balances

Encumbrances Reserved	\$	1,416
Reserved		7,755
Unreserved		68,960
Total Fund Balance	\$	81,595
Total Liability & Fund Balance	\$	81,595

**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
December 31, 2025**

	ANNUAL BUDGET	A C T U A L		Y-T-D % EXP	ENCUMB OUTSTAND	REMAIN APPROP
		CURR MONTH	YEAR-TO-DATE			
OPERATING REVENUES:						
Intergovernmental Revenue	\$ 38,500	\$ 1,383	\$ 18,905	0%		\$ 19,595
Memberships	5,000	30	2,587	0%		2,413
Other Fees	5,200	225	345	0%		4,855
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	1,500	-	739	49%		761
Contributions/Donations	15,000	5,034	5,376	36%		9,624
Interest Earned	2,400	0	1	0%		2,399
Other Fees	-	-	-	0%		-
Other Revenues	1,000	-	0	0%		1,000
Total Revenues	\$ 69,600		\$ 27,954	40%	\$ -	\$ 41,646
OPERATING EXPENDITURES:						
Personal Services	\$ 36,500	1,925	\$ 12,806	0%	-	\$ 23,694
Materials & Supplies	69,189	2,515	25,419	37%	1,416	42,354
Other Services & Fees	12,300	44	1,329	11%		10,971
Total Expenditures	\$ 117,989		\$ 39,554	34%	\$ 1,416	\$ 77,019
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (48,389)	\$ -	\$ (11,600)			
Beginning Fund Balance	\$ 93,194	\$ 93,194	\$ 93,194			
Ending Fund Balance	\$ 44,805	\$ 93,194	\$ 81,594			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		1,416			
Grants	-		-			
Unreserved	44,805		72,423			
Total Ending Fund Balance	\$ 44,805		\$ 81,594			

