

7. Author/Maker Event Protocol – Discussion, Recommendation/Adoption of Policy

Trustees will consider approval, denial, amendment or revision to the proposed Author/Maker Event Protocol.

Motion_____ Second_____

8. 2022 GO Bond Updates – Page 7

City Staff will provide updates on 2022 GO Bond projects.

This item is for informational purposes only.

9. Museum Association Report

A Museum Association Member will provide a report to Trustees.

This item is for informational purposes only.

10. 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.

11. Chair Report

The Chair will provide a report to Trustees.

This item is for informational purposes only.

12. Park Director Report

The Park Director will provide a report to Trustees.

This item is for informational purposes only.

13. City Manager Report

The City Manager will provide a report to Trustees.

This item is for informational purposes only.

14. 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.

15. Financial Reports – Pages 8-12

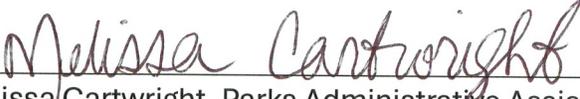
The regular monthly Financial Reports are provided to Trustees for their review and information.

This item is for informational purposes only.

16. 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 3:45 p.m. on February 12, 2026, by Melissa Cartwright, Parks Administrative Assistant.



Melissa Cartwright, Parks Administrative Assistant

MINUTES OF SPECIAL MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY
Thursday, January 22, 2026 – 6:00pm
Sand Springs Museum
9 East Broadway – PO Box 1870
Sand Springs, OK 74063

December 2025 to November 2026

MEMBERS: Steve Clem 2-0
 Mayme Crawford 2-0 arrived @ 6:09pm
 Lisa Riggs 2-0
 Grady W. Whitaker 2-0
 Nathan Woodmansee 2-0

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

ABSENT: Debbie Nobles 1-1
 Cynthia Phillips 1-1

The Sand Springs Cultural & Historical Museum Trust Authority met in regular session on January 22, 2026, 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 1:15pm on January 14, 2026, 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

Chair Nathan Woodmansee 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, no reply Nobles, no reply Phillips, no reply
Riggs, here Whitaker, here Woodmansee, here

3. Consent Agenda (A) for December 16, 2025

Steve Clem motioned to approve Consent Agenda (A) as submitted. Lisa Riggs seconded.

A) The minutes of December 16, 2025 regular SSCHMTA meeting

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

Clem, aye; Riggs, aye; Whitaker, aye; Woodmansee, aye

The motion carried 4-0-0.

4. Accession/De-Accession

Ginger Murphy shared that a stack of newspapers was in an upstairs desk drawer. She will ask Larry Chance to assist Steve Clem and Nathan Woodmansee to determine what to keep/discard. Steve Clem motioned to approve receiving the newspapers. Lisa Riggs seconded.

Let it be noted that Mayme Crawford arrived at 6:09pm

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

Clem, aye; Crawford, abstain; Riggs, aye; Whitaker, aye; Woodmansee, aye.

The motion carried 4-0-1.

5. Operational Fundraising Ideas

Steve Clem suggested an annual fundraiser at the museum. Trustees discussed a silent auction or a joint fundraiser with the Sand Springs Community Theater. Ginger Murphy and Sherry Morris are working on an event policy.

No action taken.

6. Grant Fund

No discussion held or action taken on this matter.

7. 2022 GO Bond Updates

Josh Quigley reported that Tyrel Rogers will meet with interior contractor Eddy Sweet tomorrow. After the interior work, there will be approximately \$30,000 left in GO Bond funds. Tyrel distributed copies of Green Country Dry Wall's \$6,550 estimate for the soffit work. Grady Whitaker recommended soffit features for easy access. Tyrel also gave the Trustees a list of local AMAX and Watchfire digital signs to view.

No action taken.

8. Museum Association Report

Sherry Morris and Ginger Murphy continue to work on a book signing event policy including marketing for the museum. To relieve Ginger, an online application process via Google forms will allow Ginger to send a link to interested parties to submit their proposed event. Ginger will receive an email when an application is available for review. The golf tournament planned for Founder's Day on June 6, 2026 may be a fundraiser for the museum. Grady Whitaker will reach out to Jason Charles with Sand Springs Home to coordinate planning efforts.

This item is for informational purposes only.

9. Museum Director Report

Ginger Murphy announced Larry Chance is digitizing audio recordings from tape, etc. Larry's computer needs replaced, and the City's IT department may have one available. Dalton Cason is interested in grant writing for the museum.

This item is for informational purposes only.

10. Chair Report

Nathan Woodmansee received a graduate student's inquiry regarding museum access.

This item is for informational purposes only.

11. Park Director Report

Josh Quigley reported park maintenance helped Ginger move furniture on January 16th. Red Cross parked a trailer at Case Community Center in preparation for incoming winter weather. Josh verified that Ginger is the museum's point of contact for weather events.

This item is for informational purposes only.

12. City Manager Report

No report given.

13. Committee Reports

No reports given.

14. Financials

Trustees received the final monthly financial report for June 2025 and the regular monthly financial report for December 2025.

This item is for informational purposes only.

15. Adjournment

Chair Nathan Woodmansee adjourned the meeting at 7:22pm.

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 2026
January Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
January 31, 2026**

Assets

Cash in Bank (Bancfirst)	\$	4,749
Cash in Bank (Am Heritage)		5,674
Pooled Cash/Bancfirst		-
Cash Long/Short		2
Petty Cash		750
Accounts Receivables		-
Short Term Investments		71,650
Intergovernmental Receivables		-
Total Assets	\$	82,826

Liabilities

Payroll/Federal Income Tax	\$	0
Payroll/FICA & Medicare		0
Payroll/State Withholding Tax		-
Accounts Payable		-
Due to City for P Card Transaction		
Deferred Rev-Grants		
Sales Tax Payable		16
Total Liabilities	\$	16

Fund Balances

Encumbrances Reserved	\$	3,639
Reserved		7,755
Unreserved		71,415
Total Fund Balance	\$	82,810
Total Liability & Fund Balance	\$	82,810

**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
January 31, 2026**

	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	\$ -	\$ 18,905	0%		\$ 19,595
Memberships	5,000	-	2,587	0%		2,413
Other Fees	5,200	138	483	0%		4,717
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	1,500	181	921	61%		579
Contributions/Donations	15,000	59	5,435	36%		9,565
Interest Earned	2,400	2,457	2,457	102%		(57)
Other Fees	-	-	-	0%		-
Other Revenues	1,000	(0)	(0)	0%		1,000
Total Revenues	\$ 69,600		\$ 30,788	44%	\$ -	\$ 38,812
OPERATING EXPENDITURES:						
Personal Services	\$ 36,500	1,448	\$ 14,254	0%	-	\$ 22,246
Materials & Supplies	69,189	-	25,419	37%	3,639	40,131
Other Services & Fees	12,300	171	1,500	12%		10,800
Total Expenditures	\$ 117,989		\$ 41,173	35%	\$ 3,639	\$ 73,177
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (48,389)	\$ -	\$ (10,384)			
Beginning Fund Balance	\$ 93,194	\$ 93,194	\$ 93,194			
Ending Fund Balance	\$ 44,805	\$ 93,194	\$ 82,810			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		3,639			
Grants	-		-			
Unreserved	44,805		71,415			
Total Ending Fund Balance	\$ 44,805		\$ 82,810			

**Sand Springs Cultural and Historical
 Museum Trust Authority
 Investments
 For Period Ending
 January 31, 2026**

<u>INVEST NBR</u>	<u>BANK</u>	<u>TYPE</u>	<u>DATE OF PURCHASE</u>	<u>DATE OF MATURITY</u>	<u>% RATE</u>	<u>AMOUNT</u>
88800009921	American Heritage	CD	09/16/2025	09/16/2026	3.00	71,650.02
Total Investments						<u>\$ 71,650.02</u>

FUND	BA	ELF	OBJ	SUB	GENERAL FUND	ACCOUNT	DESCRIPTION	DEPT/DIV	MUSEUM/ADMINISTRATION	CURRENT	ACTUAL	%EXP	BUDGET	YEAR-TO-DATE	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%BDGT
45	20	01			Cultural/Recreation	25	Materials & Supplies	0	0	0	0	0	175	0	0	0	0	300	300.00	0
	20	04			Cultural/Recreation	48-	Office Supplies	0	0	0	0	0	234	0	0	0	0	0	0	0
	20	30			Cultural/Recreation	1354	Agricultural Supplies	150.00-	11-	9478	3742.02	40	287	0	0	0	1672.13	16250	10835.85	33
	20	36			Cultural/Recreation	41	Building Maintenance	0	0	0	0	0	0	0	0	0	0	500	500.00	0
	20	**			Cultural/Recreation	1372	Property Maintenance	150.00-	11-	10174	3742.02	37	0	0	0	0	1672.13	17050	11635.85	32
	30	01			Cultural/Recreation	301	Other Services & Fees	0	0	2007	3504.00	175	0	0	0	0	0	3512	8.00	100
	30	02			Cultural/Recreation	41	Insurance Premiums	0	0	287	9000.00	0	0	0	0	0	0	500	500.00	0
	30	04			Cultural/Recreation	750	Other Fees & Charges	0	0	5250	9000.00	171	0	0	0	0	0	9000	0.00	100
	30	10			Cultural/Recreation	858	Professional Services	0	0	6006	3905.06	65	0	0	0	0	0	10305	6399.94	38
	30	11			Cultural/Recreation	675	Personnel Costs Reimb	0	0	4725	6000.00	127	0	0	0	0	0	8100	2100.00	74
	30	17			Cultural/Recreation	50	Rentals & Leases	0	0	350	277.69	79	0	0	0	0	0	600	322.31	46
	30	20			Cultural/Recreation	0	Postage & Freight	0	0	0	21.19	0	0	0	0	0	0	0	21.19-	0
	30	23			Cultural/Recreation	1050	Telephone, Communications	6	6	7350	5753.65	78	0	0	0	0	0	12600	6846.35	46
	30	24			Cultural/Recreation	393	Utilities- Gas	693.88	108	2751	1875.75	88	0	0	0	0	0	4725	2849.25	40
	30	25			Cultural/Recreation	85	Utilities- Water	44.83	53	595	455.77	77	0	0	0	0	0	1030	574.23	44
	30	30			Cultural/Recreation	905	Maint & Svc Contracts	1963.78	217	5765	6967.12	121	0	0	0	0	0	10300	143.32	99
	30	31			Cultural/Recreation	134	Other Contracts & Svcs	90.00	67	938	1062.00	113	0	0	0	0	0	1610	98.00	94
	30	**			Cultural/Recreation	5242	Other Services & Fees	3216.26	61	36024	38822.23	108	0	0	0	0	0	62282	19820.21	68
452	**	**			Culture	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
45	**	**			Cultural/Recreation	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
					TOTAL *****	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
					Administration	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
					Museum	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
FUND 210					General Fund	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60
GRAND					TOTAL *****	6614		3066.26	46	46198	42564.25	92	0	0	0	0	0	79332	31456.06	60