

7. Founders Day Updates and Possible Funding Requests for Discussion and/or Action

Trustees will consider approval, denial, amendment or revision to any Founders Day requests for funding from the Trust Authority.

Motion _____ Second _____

8. Budget Adjustment

Trustees will consider approval, denial, amendment or revision to budget adjustment(s) to cover possible fundraising and/or Founders Day expenditures.

Motion _____ Second _____

9. 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 _____

10. 2022 GO Bond Updates – Page 8

City Staff will provide updates on 2022 GO Bond projects.

This item is for informational purposes only.

11. Museum Association Report

A Museum Association Member will provide a report to Trustees.

This item is for informational purposes only.

12. 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.

13. Chair Report

The Chair will provide a report to Trustees.

This item is for informational purposes only.

14. Park Director Report

The Park Director will provide a report to Trustees.

This item is for informational purposes only.

15. City Manager Report

The City Manager will provide a report to Trustees.

This item is for informational purposes only.

16. 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.

17. Financial Reports – Pages 9-12

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

This item is for informational purposes only.

18. Museum Bills – Page 13

Billing statements provided to Trustees.

This item is for informational purposes only.

19. 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 11:30 a.m. on March 13, 2026, by Melissa Cartwright, Parks Administrative Assistant.



Melissa Cartwright, Parks Administrative Assistant

**MINUTES OF REGULAR MEETING
SAND SPRINGS CULTURAL & HISTORICAL MUSEUM TRUST AUTHORITY
Tuesday, February 17, 2026 – 6:00pm
Sand Springs Museum
9 East Broadway – PO Box 1870
Sand Springs, OK 74063**

December 2025 to November 2026

MEMBERS:	Steve Clem	3-0
	Mayme Crawford	3-0
	Debbie Nobles	2-1
	Cynthia Phillips	2-1
	Lisa Riggs	3-0
	Grady W. Whitaker	3-0
	Nathan Woodmansee	3-0

ALSO PRESENT: Ginger Murphy, Museum Director
Sherry Morris, Museum Association
Mike Carter, City Manager
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 February 17, 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 3:45pm on February 12, 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 6:04pm.

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, here	

3. Consent Agenda (A) for January 22, 2026

Lisa Riggs motioned to approve Consent Agenda (A) as submitted. Mayme Crawford seconded.

A) The minutes of January 22, 2026 special 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.

Following Agenda Item 3, Chair Nathan Woodmansee moved to Agenda Item 8 – 2022 GO Bond Updates.

8. 2022 GO Bond Updates

At 6:13pm Josh Quigley invited the Trustees to join him upstairs where Eddie Sweet and crew were working in the west gallery. After meeting Eddie and seeing their progress, Nathan Woodmansee resumed the meeting at 6:20pm.

Tyrel Rogers shared the interior project should be completed by Herbal Affair on April 18, 2026. Josh announced that Chris Krohn with AMAX Signs reported the digital signage quote increased by 4%. The Trustees asked if it was possible to share the sign costs by running community ads along with museum announcements.

This item is for informational purposes only.

Following Agenda Item 8, Chair Nathan Woodmansee moved to Agenda Item 4 – Accession/De-Accession.

4. Accession/De-Accession

No discussion was held or action taken on this matter.

5. Operational Fundraising Ideas

Grady Whitaker said a themed golf tournament is not feasible for Founders Day this year. He discovered there is a \$500 deposit to secure hickory golf clubs for next year's event.

No action taken.

6. Grant Fund

No discussion was held or action taken on this matter.

7. Author/Creator Event Policy

Sherry Morris presented an Author/Creator Event Policy to the Trustees for their review. The discussion led to more questions.

No action taken.

Following Agenda Item 7, Chair Nathan Woodmansee moved to Agenda Item 9 – Museum Association Report.

9. Museum Association Report

Mary Eubanks provided updates on Founders Day. The committee developed a mission statement for Founders Day. The event will be held from 9:00am to 4:00pm, boasting period activities for all ages to enjoy.

This item is for informational purposes only.

10. Museum Director Report

Ginger Murphy shared Larry Chance is working to compile the story of Charles Page for Founders Day. She has gathered business addresses from 1910 to 1980 for part of the walking tour planned on Founders Day. Dalton Cason expressed interest in grant writing for the museum. On his behalf, Ginger asked the Trustees for guidance on grant opportunities.

This item is for informational purposes only.

11. Chair Report

Nathan Woodmansee cited emails that he sent to all Trustees to allow Ginger and staff to carry on with daily operations. However, when all Trustees are included, the email deems a quorum and business is conducted. He apologized to the Trustees for this oversight and stated he will not risk violating the Open Meetings and Records Act any further.

This item is for information purposes only.

Let it be noted that Grady Whitaker left at 7:39pm.

12. Park Director Report

Josh Quigley reported the Ancient Trail Trek will be held at the Keystone Ancient Forest this Saturday, February 21st. Herbal Affair will be on Saturday, April 18th. He provided updates on the sports user groups as well as other GO Bond projects under Parks' umbrella.

This item is for informational purposes only.

13. City Manager Report

Mike Carter announced signage for the Box District honoring Montie Box will be completed prior to Herbal Affair. Chipotle is the newest restaurant in Sheffield Crossing and will be located north of Olive Garden. Forty-first Street from 129th West Avenue to Hwy 97 is currently receiving a mill and overlay. The new Box District street signs are up.

This item is for informational purposes only.

14. Committee Reports

No reports given.

15. Financials

Trustees received the monthly financial report for January 2026.

This item is for informational purposes only.

16. Adjournment

Chair Nathan Woodmansee adjourned the meeting at 7:44pm.

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
February Financials

**Sand Springs Cultural and Historical
Museum Trust Authority
Balance Sheet
For the Period Ending
February 28, 2026**

Assets	
Cash in Bank (Bancfirst)	\$ 5,888
Cash in Bank (Am Heritage)	3,581
Pooled Cash/Bancfirst	-
Cash Long/Short	2
Petty Cash	750
Accounts Receivables	-
Short Term Investments	71,650
Intergovernmental Receivables	-
Total Assets	<u>\$ 81,871</u>
 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	<u>\$ 16</u>
 Fund Balances	
Encumbrances Reserved	\$ 3,639
Reserved	7,755
Unreserved	70,461
Total Fund Balance	<u>\$ 81,855</u>
 Total Liability & Fund Balance	 <u><u>\$ 81,855</u></u>

**Sand Springs Cultural and Historical
Museum Trust Authority
Statement of Revenues and Expenditures
For the Period Ending
February 28, 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	\$ 1,089	\$ 19,994	0%		\$ 18,506
Memberships	5,000	-	2,587	0%		2,413
Other Fees	5,200	-	483	0%		4,717
Rental Fees	1,000	-	-	0%		1,000
Shop Sales	1,500	-	921	61%		579
Contributions/Donations	15,000	50	5,485	37%		9,515
Interest Earned	2,400	0	2,458	102%		(58)
Other Fees	-	-	-	0%		-
Other Revenues	1,000	-	(0)	0%		1,000
Total Revenues	\$ 69,600		\$ 31,928	46%	\$ -	\$ 37,672
OPERATING EXPENDITURES:						
Personal Services	\$ 36,500	1,990	\$ 16,244	0%	-	\$ 20,256
Materials & Supplies	69,189	-	25,419	37%	3,639	40,131
Other Services & Fees	12,300	103	1,603	13%		10,697
Total Expenditures	\$ 117,989		\$ 43,266	37%	\$ 3,639	\$ 71,083
Other Financing Sources (Uses)						
Contributed Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Loss on Disposal of Assets	-	-	-	0%	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Net Income (loss)	\$ (48,389)	\$ -	\$ (11,339)			
Beginning Fund Balance	\$ 93,194	\$ 93,194	\$ 93,194			
Ending Fund Balance	\$ 44,805	\$ 93,194	\$ 81,855			
Reserved:						
Memorials	\$ -		\$ 7,755			
Building Project	-		-			
Encumbrances	-		3,639			
Grants	-		-			
Unreserved	44,805		70,461			
Total Ending Fund Balance	\$ 44,805		\$ 81,855			

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FUND	BA FILE	OBJ	SUB	ACCOUNT DESCRIPTION	DEPT/DIV	MUSEUM/ADMINISTRATION	TO-DATE	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDT
					CURRENT	YEAR	*****				
					BUDGET	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
45				Cultural/Recreation							
452				Culture							
20	01			Materials & Supplies	25	200	.00	0	300	300.00	0
20	04			Office Supplies	48-	186	.00	0	0	.00	0
20	30			Agricultural Supplies	1354	10832	.00	35	2257.13	10224.87	37
20	36			Building Maintenance	41	328	.00	0	500	500.00	0
20	**			Property Maintenance	1372	11546	.00	33	2257.13	11024.87	35
20	**			Materials & Supplies					17050		
30	01			Other Services & Fees	301	2308	3504.00	152	.00	3512	8.00
30	02			Insurance Premiums	41	328	.00	0	500	500.00	0
30	04			Other Fees & Charges	750	6000	9000.00	150	.00	9000	.00
30	10			Professional Services	858	6864	4994.31	173	.00	10305	5310.69
30	11			Personnel Costs Reimb	675	5400	6000.00	111	.00	8100	2100.00
30	17			Rentals & Leases	50	400	277.69	69	.00	600	322.31
30	20			Postage & Freight	0	0	21.19	0	.00	0	21.19-
30	23			Telephone, Communications	1050	8400	6395.19	76	.00	12600	6204.81
30	24			Utilities- Electric	393	3144	1875.75	60	.00	4725	2849.25
30	25			Utilities- Gas	85	680	455.77	67	.00	1030	574.23
30	30			Utilities- Water	905	6670	7202.12	108	.00	10300	143.32
30	31			Maint & Svc Contracts	134	1072	1152.00	108	2954.56	1610	98.00
30	**			Other Contracts & Svcs	5242	41266	40878.02	99	360.00	62282	94
30	**			Other Services & Fees					3314.56	18089.42	71
452	**	**	**	Culture	6614	52812	44646.02	85	5571.69	29114.29	63
45	**	**	**	Cultural/Recreation	6614	52812	44646.02	85	5571.69	29114.29	63
				DIV 6810 TOTAL *****	6614	52812	44646.02	85	5571.69	29114.29	63
				Administration	6614	52812	44646.02	85	5571.69	29114.29	63
				DEPT 68 TOTAL *****	6614	52812	44646.02	85	5571.69	29114.29	63
				Museum	6614	52812	44646.02	85	5571.69	29114.29	63
				FUND 210 TOTAL *****	6614	52812	44646.02	85	5571.69	29114.29	63
				General Fund	6614	52812	44646.02	85	5571.69	29114.29	63
				GRAND TOTAL *****	6614	52812	44646.02	85	5571.69	29114.29	63

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**SAND SPRINGS CULTURAL AND HISTORICAL 03/17/2026
MUSEUM TRUST AUTHORITY BILLS**

810 SSCHMTA

Non-Departmental

002403	SS CULT & HISTORICAL MUSEUM TRUST	3RD QUARTERLY PAYROLL	6,000.00
- Total			6,000.00

Museum

260742	ADVANCE ALARMS INC	KEYPAD CODE CHANGES	15.00
260011	AMAZON CAPITAL SERVICES INC	DISINFECTING WIPES	55.73
260685	AMERICAN BAR ASSOCIATION FUND	EXHIBIT PURCHASE	2,500.00
Administration - Total			2,570.73

SSCHMTA - Total			8,570.73
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Overall - Total			8,570.73
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