



**Lancaster Medical Heritage Museum
Board Meeting
January 21, 2025, 3:00 PM – 4:30 PM**

Executive Director: Ms. Kim Jovinelli

- **Board Members:** Barton Halpern, MD, (Board President), Vacant, (Board VP), Gerald Rothacker, MD, (Board Treasurer), Shawn Gallagher, PhD (Head of Education Committee), Mr. Carl Manelius (Head of Collections Committee), Nikitas Zervanos, MD, (Head of Internships), Mrs. Kristy Askey (Head of Marketing), Alan Peterson, MD, (Head of Publications), Robert Hallinger, Esq. (Legal Consultant), Susan Eckert, MEd, (Past President), Louise Stevenson, PhD., (Secretary of the Board), Keith Tussing (Fundraiser), Lyn Dolan, DDS, Elizabeth Thompson, RN, Hilary Aquino, PhD., Jon Schrock, MD, I. Stanley Porter, MD, Richard Williams, MD, Frederick Saunders, MD, William Bakken, MD, Manjeet Kaur, MD, Joan Boben, RN, Angie Stephenson, CFP, Heather Tennes, Thomas Saunders, DPM, Joseph Byorick, MBA, Robert Aichele, Robert Aichele, DO, Kenneth Lin, MD,
- **Present:** Ms. Kim Jovinelli, Barton Halpern, MD, Gerald Rothacker, MD, Mr. Carl Manelius, Shawn Gallagher, PhD., Robert Hallinger, Esq., Louise Stevenson, PhD., William Bakken, MD, Manjeet Kaur, MD, Jon Schrock, MD, Kenneth Lin, MD, Robert Aichele, DO, Frederick Saunders, MD, Hilary Aquino, PhD., Angie Stephenson, CFP, Elizabeth Thompson, RN, Mrs. Kristy Askey, Alan Peterson, MD, and Nikitas Zervanos, MD
- **Guest:** None
- **Note Taker:** Barbara Flory
- **Total Meeting Time:** 1hr 35min

	Discussion / Analysis	Actions / Follow-Up
Call to Order	<ul style="list-style-type: none"> Dr. Barton Halpern called the meeting to order at 3:04 PM 	N/A
Review/Approval of 09/19/2024 minutes	<ul style="list-style-type: none"> The Board Meeting minutes from 09/19/2024 were reviewed. A motion for approval was made and seconded. All members present were in agreement, and the minute were approved. 	09/19/2024 Board meeting minutes approved.
Agenda		
Old Business	<ul style="list-style-type: none"> None. 	N/A
Barton Halpern, M.D., Board President		
New Business – Organizational Report	<ul style="list-style-type: none"> Vote on New Board Members and Officer Changes: There are several officer changes and new Board members which will be voted on today. All changes have been previously discussed among the Board members, resume's shared and reviewed, and formal notification of voting was issued 10 days in advance. Dr. Shawn Gallagher for Vice President - Dr. Joseph Irwin stepped down from his role as Vice President of the LMHM Board, as well as the Wellspan representative at the end of 2024. He will not assume the role of Board President in 2026 when Dr. Halpern's term expires. Dr. Shawn Gallagher was nominated to assume the Vice President to President role. Dr. Halpern made a motion to approve, was seconded by Dr. Zervanos, and all were in favor. Dr. Gallagher now assumes the role of Vice President. A new Board representative for Wellspan is needed. Please provide Dr. Halpern with the names and contact information of any potential candidates. 	
	<ul style="list-style-type: none"> Angie Stephenson, CFP for Treasurer: Current Treasurer, Dr. Gerald Rothacker, is stepping down from this role. Ms. Stephenson was nominated to assume the Treasurer role. Dr. Rothacker made a motion to approve, was seconded by Mr. Hallinger, and all were in favor. Ms. Stephenson now assumes the role of Treasurer. 	

	<ul style="list-style-type: none"> • Ms. Kim McDevitt - New Board Member: Ms. Kim McDevitt has been nominated for LMHM Board membership. Dr. Zervanos made a motion to approve, was seconded by Mr. Hallinger, and all were in favor. Ms. McDevitt now assumes a Board member role. It is noted that while she plans to be an active member, she does not wish to lead any committees at this time. 	
	<ul style="list-style-type: none"> • Head of Marketing Vacated by Mrs. Kristy Askey: Mrs. Kristy Askey has resigned her role as the Head of Marketing, and this position is currently vacant. Anyone who has a recommendation for this role should contact Dr. Halpern. 	
	<ul style="list-style-type: none"> • LGH Funding: LMHM is currently two years into a five-year rent-free lease of museum space from Lancaster General Hospital. The floor space has grown by 50% from that granted in the original lease and is now approximately 8,000 square feet. In addition, there was a verbal commitment from LGH CEO, Mr. John Herman, for an initial financial gift of \$100,000, with an additional gift of \$50,000 per year for the following four years. There are three more years left on the four-year \$50k commitment. That payment has not been received in the current fiscal year, and there is concern that this funding may not be provided. LGH has requested documentation of initial agreement, as well as a museum budget. Dr. Halpern was able to provide documentation of funding related communications, though there is no written agreement. Dr. Halpern notes that regardless of whether the funding is received now and in the next two years, securing alternate funding is essential and time sensitive. This will be discussed in depth at a special meeting in March 2025. 	<p>Continue working with LGH to secure the currently due \$50k payment.</p> <p>Develop a long-term, sustainable funding plan for future years.</p>
	<ul style="list-style-type: none"> • Newsletter: Despite ongoing attempts, routine production of a newsletter has not been established. Ms. Jovinelli previously proposed producing a monthly one-page electronic newsletter. It is suggested that a monthly topic be selected. Ms. Jovinelli and Dr. Peterson are currently working on the first edition, with a focus on writing. Please send newsletter articles and suggestions to Ms. Jovinelli on a continuing basis. There was discussion about potentially producing an additional longer paper newsletter, which would include a request for donations. This would be produced once or twice a year in the Spring and/or Fall. 	<p>Provide Ms. Jovinelli with information and articles for the monthly electronic newsletter.</p>

	<ul style="list-style-type: none"> ● Retreat: On March 1, 2025, LMHM Board members will hold a planning retreat beginning at 9:00 AM, with lunch will be available at noon. Discussion topics will include: <ul style="list-style-type: none"> □ Strategic Planning – Led by Ms. Eckert and Ms. Jovinelli □ Grants and General Funding – Changes to request process □ Member Regulations and Policies □ Volunteer Development □ Committee Updates 	Attend 01/01/25 meeting.
	<ul style="list-style-type: none"> ● Website: Website updates are still needed, with many of the exhibit spaces still listed a “Coming Soon.” A college intern starting next week will be working on website updates and additions. If more work more extensive that the intern’s ability is required, a quote will be obtained. Further expansion and upgrades will depend on funding outcomes. 	Update website and obtain quote if needed.
	<ul style="list-style-type: none"> ● Project Management Software: To facilitate better organization, Ms. Jovinelli has identified project management software packages which range in cost from \$0 - \$100. A formal request was made to approve such a purchase up to \$100, and all were in favor. 	Purchase project management software.
	<ul style="list-style-type: none"> ● Exhibits: Recent and current exhibit updates include: <ul style="list-style-type: none"> □ The new OR exhibit now has an operating table lamp. □ The imaging section has new Plexiglas and plaque. □ The iron lung has been moved to the pandemic section and has a new poster. □ The Family Medicine exhibit is still in progress and the walls have new paint. □ The Dr. Holmes Morton and Marietta Vaccine Farm exhibits will be separate. □ New cabinets will create separate sections for the Pediatric and OB exhibits. □ The Hands-On exhibit was moved to the former 830 square foot storeroom space, with a new rug installed. This area will be dedicated to Dr. Larry Carroll, and one of the pedestals will be used to provide information. □ Microscopes – Dr. Halpern would like a total of three microscopes: one each for the microscope, Hands-On, and Imaging sections. Dr. Zervanos obtained one and Dr. Gallagher has dissecting scope which he will donate. Dr. Halpern will purchase the third microscope to create an educational experience. It was noted that more interactive experiences are needed. □ Premodern Medicine posters are up in the hallway, but the display is not yet completed. 	<ul style="list-style-type: none"> ● Create Dr. Larry Carroll dedication. ● Obtain 3rd microscope ● Complete exhibit updates in progress. ● Provide exhibit stories and summaries for the QR code-linked narration and pedestals

	<p>Dr. Gallegher and Dr. Dolan will continue to work on this section.</p> <ul style="list-style-type: none"> □ The ophthalmology sections are still in progress, with items receive from Dr. Glen Miller. Dr. Halpern and Dr. Gallagher will also be adding a section for artificial eyes. □ The quackery section is being moved by Ms. Jovinelli. ● QR Codes – Please provide Dr. Gallagher with an approximately two-minute written story relating to your exhibits. The narrated version will be linked to the exhibit via a QR code. ● Pedestals – Exhibit summaries should also be provided to Ms. Jovinelli to appear on the 11” x 17” pedestals. 	respectively. .
	<ul style="list-style-type: none"> ● Grants: Dr. Halpern met with the LMHM grant writer, Mr. Keith Tussing. No grants were received last year, and proposals are currently being prepared for 2025. These proposals are to Wilmington Trust, GSK Corporate Funding, Cargill (owner of Wilbur Chocolate), Institute of Museum & Library Services, Glaucoma Research Foundation, and the Fig Tree Advisory Fund. <p>As Mr. Tussing does not have experience with either medicine or museums, Board members and the Executive Director will become more involved in the application process to help with the wording. This will be further discussed during the March 1, 2025 retreat, and a follow up grant planning meeting on March 11, 2025 from 2:00 PM – 3:30 PM.</p>	Discuss grant application process at March retreat and follow up meeting.
Ms. Kim Jovinelli, Executive Director		
Museum Update	<ul style="list-style-type: none"> ● Volunteers and Museum Closure Days: To help avoid closing the museum when she is away, Ms. Jovinelli will develop a formal plan for recruiting volunteers to help cover those days. This will include formal training sessions, so volunteers are more comfortable and prepared to provide coverage. Ms. Jovinelli will send out a survey to identify potential dates for training sessions. 	<ul style="list-style-type: none"> ● Ms. Jovinelli set up volunteer training sessions.
	<ul style="list-style-type: none"> ● Collaboration with Ms. Kim McDevitt: Ms. McDevitt and Ms. Jovinelli will be working on different projects, with particular focus on fundraising. Discussion included a potential annual giving match campaign, if the \$50k LGH funding is received., as well as exhibit sponsorships. 	As noted
	<ul style="list-style-type: none"> ● LMHM Store: As the sales tax issue remains unresolved, the museum gift shop will reopen with the items labeled with “suggested donations” rather than a retail price. This will be done a trial basis, and it is suggested that polo shirts be added to the available items. 	As noted

Gerald Rothacker, MD, Treasurer

Treasurer's Update

- **Financial Update:** Dr. Rothacker provided a 2024 calendar year update as shown below.

N/A

- **Profit & Loss:** Shown without the \$50k from LGH, there is a \$34,530 deficit. The Fulton balance includes the Extra Give funds.

N/A

A	B	C
706 Museum Materials		2,827.92
708 Museum Exhibit Maint Cost		3,164.16
709 Bank Charges & Fees		205.00
710 Insurance		4,392.31
712 Employer Payroll Tax Expense		4,027.97
720 PayPal Fees		94.63
721 Contractors		10,968.75
722 Dues & subscriptions		1,440.78
723 Postage		283.08
725 Utilities		600.00
728 Meals & Entertainment		342.37
729 Arts and Crafts Fair Expenses		202.43
731 Program/Meeting Expense		1,061.43
733 Taxes & Licenses		380.75
750 Salaries & Wages		50,683.98
Total Expenditures	\$	91,788.21
Net Operating Revenue	-\$	43,174.90
Other Revenue		
550 Interest Income		22.91
551 Dividend Revenue		2,394.65
801 Change in Investment Value		6,227.72
Total Other Revenue	\$	8,645.28
Net Other Revenue	\$	8,645.28
Net Revenue	-\$	34,529.62
Fulton Checking Account		\$12,780
Fidelity Investment		\$81,961
Thursday, Jan 16, 2025 06:07:13 AM GMT-8 - Cash Basis		

- **Extra Give Results – 2024:**

2024 ExtraGive Results:	
Donations - 49	
Donors - 48	
Memorial Donations - 6	
New Donors - 4	
Donors who are Board Members - 10	
Donors who are GRUMPS - 17, 35%	
Total Intended Donation amount - \$7,952	
Donation amounts -	
\$10 - 3	
\$20 - 1	
\$25 - 6	
\$50 - 11	
\$100 - 13	
\$150 - 3	
\$200 - 4	
\$250 - 3	
\$400 - 1	
\$500 - 1	
\$1,000 - 3	Board Members

- **Worker's Comp Insurance:** Upon appeal, the \$1,000 premium increase was reduced to \$50.

Am Trust WC Insurance	
4/29/24	\$527 Premium Paid
July	\$1,000 Additional Premium
August	Appeal and Audit
October	Appeal and Audit
November	Continuing Audit
December	Continuing Audit
1/6/2025	\$50 Additional Premium Paid

	<ul style="list-style-type: none">Budget:<table><tr><th>Account</th><th>Actuals 2023</th><th>Budget Total 2024</th><th>Budget Total 2025</th><th>Column1</th></tr><tr><td>Meals and Entertainment</td><td>\$87.41</td><td>\$500</td><td>\$500</td><td>Used for any private mu</td></tr><tr><td>Advertising & Marketing</td><td>\$3,221.95</td><td>\$5,000.00</td><td>\$6,000.00</td><td></td></tr><tr><td>Bank Charges & Fees</td><td>\$62.00</td><td>\$75.00</td><td>\$205.00</td><td></td></tr><tr><td>Contractors</td><td>\$30,123.07</td><td>\$35,000.00</td><td>\$20,000.00</td><td>Interns and temporary p</td></tr><tr><td>Dues & subscriptions</td><td>\$513.89</td><td>\$700.00</td><td>\$1,500.00</td><td></td></tr><tr><td>Employee Training</td><td>\$1,903.48</td><td>\$2,000.00</td><td>\$1,000.00</td><td></td></tr><tr><td>Employer Payroll Tax Expense</td><td>\$5,482.75</td><td>\$6,000.00</td><td>\$4,500.00</td><td></td></tr><tr><td>Insurance</td><td>\$4,525.00</td><td>\$5,000.00</td><td>\$6,000.00</td><td>These expenses are risin</td></tr><tr><td>Legal & Accounting Services</td><td>\$939.80</td><td>\$1,000.00</td><td>\$5,000.00</td><td>We will require an audit</td></tr><tr><td>Museum Materials</td><td>\$4,731.37</td><td>\$5,000.00</td><td>\$10,000.00</td><td>In the process of buildin</td></tr><tr><td>Museum Exhibit Maintenance Costs</td><td></td><td></td><td>\$3,000.00</td><td></td></tr><tr><td>Office Supplies & Software</td><td>\$900.80</td><td>\$1,000.00</td><td>\$3,000.00</td><td></td></tr><tr><td>Postage</td><td>\$18.03</td><td>\$200.00</td><td>\$300.00</td><td></td></tr><tr><td>Program/Meeting Expense</td><td>\$2,034.23</td><td>\$3,000.00</td><td>\$3,000.00</td><td>Public Programming anc</td></tr><tr><td>Salaries & Wages</td><td>\$49,910.49</td><td>\$50,000.00</td><td>\$50,000.00</td><td></td></tr><tr><td>Taxes & Licenses</td><td>\$266.70</td><td>\$300.00</td><td>\$300.00</td><td></td></tr><tr><td>Uncategorized Expense</td><td>\$101.63</td><td>\$500.00</td><td>\$500.00</td><td></td></tr><tr><td>Utilities</td><td>\$575.00</td><td>\$600.00</td><td>\$650.00</td><td>Boost Mobile. added a t</td></tr><tr><td>Total for Expenses</td><td>\$105,397.60</td><td>\$115,875.00</td><td>\$115,455.00</td><td></td></tr></table>	Account	Actuals 2023	Budget Total 2024	Budget Total 2025	Column1	Meals and Entertainment	\$87.41	\$500	\$500	Used for any private mu	Advertising & Marketing	\$3,221.95	\$5,000.00	\$6,000.00		Bank Charges & Fees	\$62.00	\$75.00	\$205.00		Contractors	\$30,123.07	\$35,000.00	\$20,000.00	Interns and temporary p	Dues & subscriptions	\$513.89	\$700.00	\$1,500.00		Employee Training	\$1,903.48	\$2,000.00	\$1,000.00		Employer Payroll Tax Expense	\$5,482.75	\$6,000.00	\$4,500.00		Insurance	\$4,525.00	\$5,000.00	\$6,000.00	These expenses are risin	Legal & Accounting Services	\$939.80	\$1,000.00	\$5,000.00	We will require an audit	Museum Materials	\$4,731.37	\$5,000.00	\$10,000.00	In the process of buildin	Museum Exhibit Maintenance Costs			\$3,000.00		Office Supplies & Software	\$900.80	\$1,000.00	\$3,000.00		Postage	\$18.03	\$200.00	\$300.00		Program/Meeting Expense	\$2,034.23	\$3,000.00	\$3,000.00	Public Programming anc	Salaries & Wages	\$49,910.49	\$50,000.00	\$50,000.00		Taxes & Licenses	\$266.70	\$300.00	\$300.00		Uncategorized Expense	\$101.63	\$500.00	\$500.00		Utilities	\$575.00	\$600.00	\$650.00	Boost Mobile. added a t	Total for Expenses	\$105,397.60	\$115,875.00	\$115,455.00		
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	<ul style="list-style-type: none">Targeted Donation Requests: Dr. Rothacker discussed plans to follow up with past individual donors. Samples of the spreadsheet showing donor names, amounts, and donation year from 2021 through 2024 was demonstrated. Dr. Rothacker will contact past donors who have been inactive in recent years, thank them for their support, and ask if they would be interested in providing continued support.	Follow up with past donors - Dr. Rothacker																																																																																																				
	<ul style="list-style-type: none">New Financial Team:<table><tr><td>Angie Stephenson</td><td>Treasurer</td></tr><tr><td>Stephanie Lloyd</td><td>Bookkeeper</td></tr><tr><td>Kim Jovinelli</td><td>Executive Director</td></tr><tr><td>Jerry Rothacker</td><td>Advisor</td></tr></table>	Angie Stephenson	Treasurer	Stephanie Lloyd	Bookkeeper	Kim Jovinelli	Executive Director	Jerry Rothacker	Advisor																																																																																													
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	<ul style="list-style-type: none">Donation Routing: The question of whether donation checks should be mailed to the Treasurer or the museum, was raised. Dr. Rothacker will discuss this with the new team to determine the preferred process.	ID mailing preference-Dr. Rothacker																																																																																																				

Additional Issues Remaining		
	<ul style="list-style-type: none"> The items listed below were identified as opportunities for improvement and discussed by the group. <ul style="list-style-type: none"> <input type="checkbox"/> Museum memberships <input type="checkbox"/> Board engagement – Will be addressed at the retreat <input type="checkbox"/> Volunteers – Requires formal plan, with specific assignment options (desk attendant, library, docent, etc.) available. Actions such as donor thank you notes can also be done by volunteers. Dr. Kaur suggested advertising for younger volunteers. Ms. Jovinelli noted that for liability reasons they must at least 18 years old. Dr. Zervanos proposed making an exception to the age requirement for high school seniors. <input type="checkbox"/> Minutes should incorporate action plans <input type="checkbox"/> Broader advertising at LGH via window clings, JLGH, publishing employee access to the museum, etc. 	
Dr. Alan Peterson, Head of Publications		
Publication Updates	<ul style="list-style-type: none"> Newsletter: Dr. Peterson is working with Ms. Jovinelli on the next newsletter, which will feature writing, publishing, and books. There are number of books by physicians with local ties available, and Dr. Peterson will provide related information to be included in the newsletter. Authors include Dr. Rebecca McAteer and Dr. Lyn Dolan. 	Complete newsletter as noted-Peterson/Jovinelli
Mr. Carl Manelius, Head of Collections		
Collections Updates	<ul style="list-style-type: none"> Artifacts: There are currently no new exhibits or artifact donations. We continue to receive offers of outside donations and are anticipating a donation of urological equipment from Dr. Jon Bartges. Tim Eck also offered to donate portable diabetes kits, but they have not yet arrived. 	Follow up on offered donations – Mr. Manelius
	<ul style="list-style-type: none"> Buchanan/Dr. Carpenter Letters: The LGH Medical Staff Office is in possession of letters exchanged between President Buchanan and Dr. Carpenter. It was previously suggested that these letters be placed in the museum, but the request was denied. Mr. Manelius is working on a plan to obtain high resolution copies of the letters instead. 	Obtain letter copies – Mr. Manelius

	<ul style="list-style-type: none"> ● Marietta Vaccine Farm – Mr. Manelius is still working with Serena Miller to obtain some of the vaccine farm artifact. Deb Young will help with the related exhibit when items are available. 	Obtain artifacts – Mr. Manelius
	<ul style="list-style-type: none"> ● Mutter Museum: Mutter Museum representatives visited the LMHM in August of 2024. There was a November 20, 2024, follow-up Zoom meeting with Mutter Museum executives. Drs. Halpern, Zervanos, and Gallagher, Mr. Manelius, and Ms. Jovinelli represented the LMHM at this meeting. It is felt that both meetings were successful, with progress made regarding potential collaborations. Mr. Manelius will follow up with Mutter leaders, Dr. Dan Dempsey and Ms. Kate Quinn, soon. <p>We will also request Mutter brochures to display at LMHM, and our brochures are currently displayed there. It was suggested that collaborating with Mutter on “road show exhibits” is also a desirable option.</p>	Follow up with Mutter leaders – Mr. Manelius
Marketing Committee		
Marketing Update	<ul style="list-style-type: none"> ● As previously noted, there is current marketing representative. Ms. Jovinelli stated that the social media platforms are doing well. There are no additional updates. 	Recruit Marketing Leader - Everyone
Dr. Shawn Gallagher, Head of Education Committee		
Education Update	<ul style="list-style-type: none"> ● Interns: <ul style="list-style-type: none"> □ Adam’s project on Lancaster medical missionaries can be considered completed at this time. However, if anyone has any suggested additions, please contact Dr. Gallagher. □ F&M student, Nielli Whithead, was recently interviewed and retained to work on LMHM website updates. □ It is possible that some Millersville University students may complete projects for credit rather than payment, though the time available would be limited to the school semesters. □ Dominic and Lilly are still working on their projects. Dr. Hilary Aquino submitted Lily’s herbal medicine efficacy paper to a research conference. The museum Board suggested providing travel funding to the student, and all agreed. □ Ms. Jovinelli sent intern recruiting information to the Millersville anthropology and history 	<ul style="list-style-type: none"> ● Provide travel funding for intern. ● Follow up on Millersville intern recruiting – Dr. Gallagher

	departments. She has not received any responses, and Dr. Gallagher will follow up.											
Other Business												
	<div>2025 Board and Executive Committee meeting are:</div> <table><tr><td><u>Executive Committee</u></td><td><u>Board of Directors</u></td></tr><tr><td>March 4th, 2025 @ 3pm</td><td>May 6th, 2025 @3pm</td></tr><tr><td>April 8th, 2025 @ 3pm</td><td>October 7th, 2025 @3pm</td></tr><tr><td>September 9, 2025 @ 3 pm</td><td></td></tr><tr><td>November 4th, 2025 @ 3pm</td><td></td></tr></table>	<u>Executive Committee</u>	<u>Board of Directors</u>	March 4th, 2025 @ 3pm	May 6th, 2025 @3pm	April 8th, 2025 @ 3pm	October 7th, 2025 @3pm	September 9, 2025 @ 3 pm		November 4th, 2025 @ 3pm		
<u>Executive Committee</u>	<u>Board of Directors</u>											
March 4th, 2025 @ 3pm	May 6th, 2025 @3pm											
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September 9, 2025 @ 3 pm												
November 4th, 2025 @ 3pm												
Conclusion												
Next Board Meeting	<ul style="list-style-type: none">LMHM Board Meeting – 05/06/2025 @ 3:00 PM	N/A										
Adjournment	A motion for adjournment was made at 4:39 PM with all in agreement.	N/A										