

**MINUTES**  
**Town of Fort Myers Beach**  
**Cultural and Environmental Learning**  
**Center Advisory Board “CEL CAB”**  
Town Hall – 6231 Estero Blvd.  
Fort Myers Beach, FL 33931  
Thursday, September 25, 2025

**I. CALL TO ORDER**

The meeting was called to order at 1:00 p.m. by Chair Hill.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Members present: Kerrie Henderson (virtually), Barbara Hill, Cherie Smith, Ellen Vaughan and Becky Werner.

Excused/Absent: Carolyn McKeown

Town Staff: Community Services Director Jeff Hauge and Museum Manager Adam Knight.

Town Council Liaison: Jim Atterholt

CEL CAB Members agreed to allow CEL CAB Member Henderson to participate virtually. Chair Hill remembered Betty Simpson and her years of commitment and service to the community.

**IV. APPROVAL OF MINUTES – August 28, 2025**

**MOTION:** CEL CAB Member Smith moved to approve the minutes, seconded by CEL CAB Member Vaughan.

**VOTE:** The motion carried unanimously.

**V. PUBLIC COMMENT – no public comment.**

**VI. STAFF REPORT**

Manager Knight reviewed the distributed report and noted that visitation and museum merchandise sales dropped slightly in September. He described the events held and stated they were well attended.

Manager Knight revealed that he submitted his resignation and his last day will be October 1, 2025. He accepted a new position in California and thanked CEL CAB for the opportunity. Chair Hill thanked him for his professionalism regarding the programming, insights and best museum practices. Director Hauge thanked Manager Knight for the outreach program and for getting them on the right track with the MAPS program. CEL CAB Members noted they would miss him.

Manager Knight reported that Visitor Services Representative Sandra Britz was in the town hall as of September 1, 2025. The new education coordinator has been fully trained and will attend next month’s meeting to introduce herself, if possible. Manager Knight acknowledged the budget cuts and noted that the second education coordinator position would not be filled. Kayak tours, guided tours, programming and services would be reduced. Funds from the TDC (Tourist

Development Council) would help supplement some cuts. The lack of volunteers continued to be an issue in several areas.

Manager Knight described internal structural damage to some of the joists in the Mound House. Director Hauge noted that K2M Designs will assess the situation soon. The insurance company will be notified.

Manager Knight indicated that former museum director Theresa Schober had the original documents associated with the artifacts and someone will have to contact her to retrieve them. Liaison Atterholt suggested involving the town attorney.

Manager Knight stated that Emily would handle all educational aspects, Breanna would work with the archives and Karina would cover the administrative portion. He noted that he would ask the Friends of the Mound House to raise \$25,000.00 next year.

Director Hauge noted that five proposals were received for the design of Newton Beach Park. He described the complexity of the process. Chair Hill asked that the topic be added to future agendas.

## **VII. MUSEUM ASSESSMENT REPORT POST-ACTION PLAN**

Manager Knight reviewed the report that was forwarded to the members. He listed recommendations to be accomplished, which included a new strategic plan, rewrite the existing collection management plan, explore a staff contracted or volunteer marketing and events coordinator, reclassify the museum's collections as cultural assets instead of financial assets, catalog the artifacts, investigate full-time collections internships, write an integrated pest management plan, recruit new CELCAB and Friends members, engage new people and audiences and new members of the community. Recommendations continued to involve the council, CELCAB and the Friends to regularly visit and meet with the staff at the museum, write and approve a code of ethics, approve an emergency management plan, explore state and federal grants and grants from large organizations, yearly walk-through with the Sheriff, neighborhood services, EMS and fire, purchase a large gas generator and a large industrial pump to install on top of the mound next to the house, explore grants for a virtual classroom setup, develop process for evaluation, make a light meter, change the flow of exhibits and review mission and vision statements.

**MOTION:** CELCAB Member Werner moved to accept Manager Knight's plan for future action on behalf of CELCAB, the town council and staff to be adopted, seconded by CELCAB Member Vaughan.

**VOTE:** The motion carried unanimously.

## **VIII. MEMBER ITEMS AND REPORTS**

CELCAB Member Vaughan stated that she officially resigned her position as President of the Friends of the Mound House.

No items from other members.

**IX. PUBLIC COMMENT** – no comments.

**X. SET NEXT MEETING AGENDA AND DATE** – Thursday, October 23, 2025, at 1:00 p.m.

**XI. ADJOURNMENT**

Chair Hill adjourned the meeting at 2:54 p.m.

Adopted \_\_\_\_\_ with/without changes. Motion by \_\_\_\_\_  
(DATE)

Vote: \_\_\_\_\_ Signature: \_\_\_\_\_

DRAFT