



Platteville Museum Board Agenda:

Wednesday, August 19, 2026, 4:45 PM at The Mining & Rollo Jamison Museums

Voting Members: (Quorum requires a minimum of 4 voting members)

Larry Bowden
Dick Davies (President)
Eugene Tesdahl
Joanne Wilson
Superintendent of Schools
Representative: Garrett Jones
(Secretary)
Common Council Rep.: Tony McFall
Friends Representative: Deb Jenny

Board Liaison

Caz R. Muske, City Manager/Interim Museum Director

Jamison Trustees:

- Clare Bank (formerly State National Bank): Deb McWilliams
- City Council: Tony Mcfall
- Board of Education of Platteville School District: Matt Zielinski

I. Call to Order

- Approval of minutes:
 - June 29th Museum Board Meeting (Work Session #1)
 - July 16th Museum Board Meeting (Work Session #2)

II. Collections Monthly Report (Christina Grev)

- Collections Policy
 - Platteville Fire Department Request
- Collections Report
 - a) Items catalogued
 - b) Special Projects

III. Director's Monthly Report (Caz Muske)

- Museum Specialist Administration Job Description
- Museum Director Job Description
- Requests from the 200th Bicentennial Anniversary Committee:
 - The Miners Ball (partnership with Friends-Friends Event)
 - Heritage Day (date 4th and 3rd City/Museum Event)

IV. Friends of the Mining & Rollo Jamison Museums/Subcommittees Report (Deb Jenny)

V. Old Business

- Attendance Updates
- Strategic Plan Updates

VI. New Business

VII. Adjournment

Next meeting: Wednesday, September 16, 2026, 4:45 PM at The Mining & Rollo Jamison Museums.



Joint Board Alignment and Collaboration Session MINUTES

June 29, 2026

Call to order at 4:37 by Dick Davies

Bob Woodward:

- Explained this is an opportunity for the two groups to get together and talk about how things are going at the Mining and Rollo Jamison Museums.

INTRODUCTIONS:

Chad Wilson, HR Manager for the City of Platteville
Caz Muske, City Manager
Duane Deyoung, Treasurer of the Friends of the MRJM
Mark Haas, Friends Board
Eileen Nickels, Friends Board
Hap Daus, Friends Board, VP
Deb Jenny, Friends Board President
Aaron Pluemer, Friends Board
Joanne Wilson, Museum Board
Gene Tesdahl, Museum Board, Platteville Historic Reenactment subcommittee
Tony McFall, Council Rep for the Museum Board
Dee Wolfe, Secretary of Friends Board
Dick Davies, President of the Museum Board
Garrett Jones, Museum Board Secretary could not attend

VISIONING

- **SUCSESSES:** Heritage Days on fourth of July, Miner's Ball Fundraiser, Collaborations between the museums and UW-Platteville students, new exhibits and displays, Endowment is now positive, the financial growth of the friends group balance sheet has grown, improvement plans of the physical plant have grown, functioning train, noteworthy grants earned, new logo, increased field trips, younger people involved in Driftless history, and expanded cataloging.
- **OPPORTUNITIES:** Fully fund both the Museum Specialist and Executive Director, there is an opportunity to improve communication, field trip funding is strong, Hire Marketing Position vacant for three years, fully fund museum educator position, improve marketing for Driftless Regional tourism.
- **STRENGTHS:** Engaged volunteers in this room and talented staff are strengths, commitment of all involved to educate all visitors to these institutions, varied programming, Platteville is a city that is growing, remain a city that values museums, all visitors leave with positive experience, continue to fulfill mission, unique site, vast collection,
- **FIVE-YEAR VISION:** Continuity of primary positions, Increase Retention of Museum Staff, become Driftless visitation center, gain more involvement from younger people in programming and on boards, Campus improvement plan and strengthen physical plant, Continue to help stabilize museum funding, get Platteville to see the Mining and Rollo Jamison Museums as a necessity like the public library, police and fire department, offering more groups to host events at the museums, growing philanthropy

STRATEGIC PLAN: This strategic plan (2025-2029) created by the museum board and the friends board made comments and suggestions and was adopted by the common council. This is an active plan that guides day-to-day operations at the Mining and Rollo Jamison Museums.

- Role of the MUSEUM BOARD: Follow the strategic plan, fulfill the mission, and expand visitation.
- Role of the FRIENDS OF THE MINING AND ROLLO JAMISON MUSEUMS: Serve as the friendraising/fundraising arm of these museums, provide volunteers, support special events including: plant sale, miners' ball, Platteville Historical Re-enactment, and Heritage Day. Continue to collaborate with the Museum Board to support the museums.

STRUCTURE: The Mining and Rollo Jamison Museums or Museum Department is under the city manager who reports to common council. The executive director is a direct report to the city manager and attends common council meetings. The museum board serves in an advisory capacity to ensure that the museum director follows the mission of the museums and provides educational and cultural opportunities for visitors. The Friends Board provides development funds to support museum staff and programming.

IMPROVEMENT: Continue to follow the three phases of physical plan improvements, strengthen support for staff, improve communication between all groups, clarify expectations for the next executive museum director.

EXPECTATIONS: The Friends of the Museums expect more support from the city of Platteville for fundraising, marketing, and bookkeeping (managing budgets).

NEXT STEPS:

REVIEW OF JOB ADS: A review of job descriptions for EXECUTIVE DIRECTOR and MUSEUM SPECIALIST positions is still needed.

CLARIFY and RE-EXAMINE EXPECTATIONS:

EXECUTIVE DIRECTOR, CITY MANAGER, MUSEUM BOARD, and FRIENDS BOARD

INTERIM PERIOD: Managing the museum will be a struggle until the new executive director is hired.

Adjournment at 6:25 p.m.



**CITY OF PLATTEVILLE JOINT BOARD ALIGNMENT and
COLLABORATION
Friends of the Mining and Rollo Jamison Museums and the Platteville
Museum Board
Thursday, July 16, 2026, 4:30-5:30 PM
Mound City Bank Motor Branch**

Facilitator: Bob Woodward

PRESENT:

Caz Muske, City Manager, City of Platteville
Matt Zelinski, Friends Board
Eileen Nickels, Friends Board
Hap Daus, Friends Board, VP
Deb Jenny, Friends Board President
Gene Tesdahl, Museum Board,
Tony McFall, Council Rep for the Museum Board
Dick Davies, President of the Museum Board

- I. **Call to Order:** Dick Davies called the meeting to order at 4:30pm.
- II. Clarify the City's hiring intentions. A formal search for the executive director will follow an interim. A search for museum specialist will also happen in 2026. The Friends are already working to hire their own bookkeeper and manage their own accounting.
- III. Review the City's interim management plan: Caz Muske is currently the head of the museums. An interim museum specialist will be coming from the geology museum in Madison as an interim director.

IV. Clarify organizational roles.

- a. The Museum Director reports to the Platteville City Manager (who, in turn, reports to the common council), and the City Manager is solely responsible for determining the Director's job description and whether the Director is meeting job expectations.
- b. The primary roles of the Museum Board are supporting the City Manager, the Museums, and the Museum Director by:
 - i. Developing and monitoring the strategic plan of the museum.
 - ii. Developing and monitoring the operational plans of the museum.
 - iii. Developing and monitoring the budget and performance of the museum.
- c. The primary role of the Friends of the Mining and Rollo Jamison Museums Board is to support the museum by:
 - i. Providing input to the museum board on the Museum's strategic and operational plans.
 - ii. Raising money for the benefit of the museum, using its status as a 501(c)3 non-profit entity to which tax-deductible donations can be given by donors.
 - iii. Use the funds raised for the purposes state to donors and share how that money is being used.

V. Clarify organizational relationships and expectations.

- a. The relationship between the Museum board and the Friends board:
 - i. Communication, sharing information, status
 - ii. Collaboration
 - iii. Cooperation

VI. Review the Museum Director and Administrative Assistant job descriptions.

- a. EXECUTIVE DIRECTOR: The city's intention is to fill the executive director position soon, first through an interim and then as a permanent hire.
- b. MUSEUM SPECIALIST: 20-hour a week employee that is tasked with more responsibilities than can reasonably be accomplished in 20 hours each week. A more reasonable expectation would be 5 key

responsibilities rather than 10 key responsibilities. This job description could be further edited by members of the Friends and the Museum Board along with the city manager.

VII. NEXT STEPS:

- a. Job descriptions will be further refined prior to the next meeting. Interested parties should email Caz Muske citymanager@platteville.org

VIII. Tony McFall moved to adjourn at 5:30pm. Gene Tesdahl seconded.

Submitted by Christina Grev, Museum Specialist – Collections Manager

Totals:

Items cataloged this month: **101**

Items cataloged this year: **757** total

Total items cataloged in PastPerfect: **16,418**

Project Updates:

- Relocated artifacts from under the Rock School stairs
 - This is an ongoing project to remove artifacts from non-climate-controlled areas
- Relocated small objects in 2SE into a new storage cabinet to make space for RS artifacts
- Updated signage in the East Display and Hallway
- Retrieved artifacts that were on loan to Southwest Health
 - They have given us seven free display cases

Education Updates:

- Young Pioneers Mini Camp had 10 students
- Scheduled first school field trip for the fall