

**SHELDON MUSEUM AND CULTURAL CENTER, INC**  
**Board of Trustees Meeting Minutes**  
**Tuesday, Dec. 11, 2012, at the Sheldon Museum**

**CALL TO ORDER:** 1:05 p.m. by Acting Board President Jim Shook

**ATTENDANCE: BOARD** – Michael Marks, Lorrie Dudzik, Anastasia Wiley, Bob Adkins, Dave Pahl, and Jim Shook: **STAFF** – Jerrie Clarke, Blythe Carter: **BOARD LIAISON** – Debra Schnabel **VISITORS** – Jim Heaton (*prospective Board Member*)

**ADDITIONS TO THE AGENDA:** Under Old Business – Gifts to departing Board Members; Under New Business – Advertising to locals

**APPROVAL OF AGENDA:** M/S Michael & Dave, approved as amended.

**APPROVAL OF MINUTES:** M/S Michael & Anastasia – approved unanimously

**CORRESPONDENCE:** None

**STAFF REPORT:** Weekly Friday reports are a good addition.

- Thank you notes from school group were sent to Scott for his Wednesday Walks.
- Erich Von Stauffenburg files are being added to SMCC's archives. These contain a huge amount of information.
- Both local bazaars netted approx. \$50 more than last year.
- **January 15<sup>th</sup> is the date for our Board Training. This will be held in the HBPL, and is SMCC Board specific. Time is 1:00 p.m.**
- Question was asked about our ability to actually do the Eldred Rock Project. Several other agencies (ie. AK Marine Exchange) have expressed interest in helping. All SMCC has done so far is file a letter of intent. This project will be HUGE, although there appears to be a potential for large profits also.
- Covering the pull-down door in the lobby will not impair the function of the door.

**FINANCIAL REPORT:** Jerrie gave the Board a report in a new simplified format. It was noted that it includes all of FY12, but only half of FY13, so figures are not directly comparable. Profit and Loss Sheet and Balance Sheet were both discussed.

- Our present endowment savings account balance (approx. \$133k) is only earning about \$30/yr in interest.
- M/S Michael & Bob to invest \$82k (Historical Society endowment) in the Alaska Community Fund. Approved.

**COMMITTEE REPORTS:** Governance Committee has been dissolved. The committee couldn't find a problem to deal with. SMCC is a component unit of the Borough, which is working well. Dave disagreed, and thinks there is still confusion in the relationship, ie. Regarding maintenance and staff salaries. Consensus is that if a problem arises, the Board will deal with it, but any problems will probably arise from the Borough, not from the Board.

**OLD BUSINESS:** Jim is taking care of potential donor letters.

- A local family has expressed a willingness to rent our vacant lot for the price of local property taxes, if the taxes are imposed.
- MA/AHS Conference (Sept. 25-28, 2013) – Previous conference binders have just arrived. Jerrie will construct a time line during down time over Christmas. CJ Jones has volunteered to serve on any committee. The entire SMCC Board will be on the Conference Committee. Jerrie is already contacting venues, Klukwan, etc. Anastasia suggested a possible archeological field trip to Chilkoot during the conference.
- Blythe will choose gifts and cards from our gift shop for departing Board members. Cost will be covered from our \$500 discretionary fund.

**NEW BUSINESS:** Jim Heaton has volunteered to serve on the SMCC Board. We still have one open position. Jan Hill was suggested. Anastasia will contact her.

- M/S Bob & Anastasia to use Ripin Funds to allow Kris and Stacie to catch up with collections and get them in order. Approved unanimously.

- M/S Lorrie & Dave to postpone election of officers until the January meeting.

Unanimous

- M/S Dave & Lorrie that the Personnel Committee should be a committee of the whole, as people's jobs and sensitive material may be involved. Unanimous

- Discussion about advertising free admission to locals. Final result is that Staff will do more advertising during the off season, and a bulk mailing will go out shortly in conjunction with another museum subject.

**BOARD DISCUSSION:** Informal discussion will take place after adjournment so secretary could also participate.

**COMMITTEE MEETINGS:** Most documents are relatively unchanging, except the Strategic Plan, which should be reviewed constantly. This should be a committee of the whole.

**NEXT BOARD MEETING: BOARD TRAINING JAN. 15, 2013, 1:00 p.m. at HBPL**

- Regular Board Meeting -Tuesday, January 22, 2013, at 1: p.m.

**MEETING ADJOURNED** at 3:00 p.m.

Respectfully submitted,

*Bob Adkins*, secretary