

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Tuesday, January 22, 2013, at the Sheldon Museum

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

ATTENDANCE: BOARD – Michael Marks, Lorrie Dudzik, Bob Adkins, Pam Randles, Jim Heaton, Dave Pahl, and Jim Shook: **STAFF** – Jerrie Clarke: **BOARD LIAISON** – None

ADDITIONS TO THE AGENDA: Under New Business – Marketing Information.

- Under Board Discussion: Meeting times

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

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

CORRESPONDENCE/VISITORS: None

STAFF REPORT: AKDOT wants to give SMCC a valve from the old Haines pipeline, but it is huge. Hopefully DOT will put it at the pullout near Wells Bridge. DOT will place it and is trying to get funds for interpretive signage.

- 2011 attendance figures were amended slightly on the staff report.
- New doorbell/intercom system is working well. Several new telephone handsets were ordered so the door can be answered from several different locations.

FINANCIAL REPORT: See Fund Balance Sheet handout in your package. Some categories may change from Permanently Restricted to Temporarily Restricted upon further research.

- Jerrie would like to have a Finance Committee meeting before the Borough budget is due, to consider budgets, CIP Requests, possible ADA grants, etc.

COMMITTEE REPORTS: Eldred Rock Committee reports that all we have done so far is file a letter of intent. USCG response asks how we intend to pay for the project. The Committee has a Jan. 28 meeting scheduled. Partnering has been suggested, but needs to be secured officially. Much pre-planning will be required to make sure this is a profitable venture.

OLD BUSINESS: Election of Officers. The following slate of officers for 2013 was proposed:

President - Jim Heaton
Vice President – Jim Shook
Secretary – Bob Adkins
Treasurer – Michael Marks

M/S Pam & Dave to accept this slate. Six in favor, one opposed. Motion carried.

- Committee Assignments – The Budget Committee was changed to the Finance Committee. Assignments were made to the various committees. Jerrie will e-mail the new list to the Board. Henriette Arenson will be asked to serve on the Finance Committee.

- Board Recruitment – Paula Turner, Cheryl Mullins, and Jan Hill were all suggested. Would be nice to find someone with a nonprofit accounting background.

- Conference Committee – Michael Gates and Dan Henry have been suggested as keynote speakers. Possible tours for conference attendees were discussed. ABEF will host one evening's reception.
- Individual membership benefits in Museums Alaska were discussed.
- Gaming Permit – Michael is the primary Board representative. Appointing an alternate was tabled until our two vacant Board seats are filled.

NEW BUSINESS: Foraker Board Training debriefing – Very informative and valuable, especially since it was directed towards our specific Board. SMCC has now become a member of the Foraker Group.

- Strategic Planning – should be our next step. Jerrie will contact Ann Myren and Cecily Stern to arrange. Session will be held at SMCC, Jerrie will contact Board as soon as details are worked out.
- Marketing – A new, larger ad will be placed in the Visitor's Guide.
- Michael suggested invitation cards to be handed out at random, inviting locals to utilize the museum, and emphasizing free admission for residents.
- A summertime Totem Carving demonstration/workshop was discussed.
- SMCC Totem Pole – Michael, Dave, and Jim volunteered to be a Task Force to explore carving a totem pole for SMCC.

BOARD DISCUSSION: SMCC needs someone to reconcile accounts (*checking, savings, etc.*) each month. Item tabled until new members are present.

- Jerrie will ask the borough mayor to re-appoint Debra Schnabel as the Borough Liaison, as Dave Berry cannot attend daytime meetings.

COMMITTEE MEETINGS: Documents Committee will review Board Policies first. This will be done via e-mail.

- Finance Committee – will meet Tuesday, January 29, 2013 at 10:00 a.m. at SMCC.

NEXT BOARD MEETING: Regular Board Meeting –Wed., Feb. 20, 2013, at 1:00 p.m.

MEETING ADJOURNED at 2:42 p.m.

Respectfully submitted,

Bob Adkins, secretary