

SHELDON MUSEUM AND CULTURAL CENTER, INC.
Board of Trustees Meeting
September 5, 2013 at 1:00 PM at the Sheldon Museum

CALL TO ORDER

Additions to agenda

Approval of agenda

Approval of Minutes:

- August 19, 2013

MA/AHS Conference

- Registrations: 136
- Sponsors: 10, 2 @ In-kind
- Exhibitors: 7
- Advertisers: 9
- Board Help with collecting Sponsorships/Advertisers
- Volunteers
- SMCC Speaker
- Ferry Transportation?

New Business/Report on activities & Programs:

- Start Over Director Hiring Process
- Sheldon Museum Membership

Board Comments/Discussion

Next Board meeting date: September _____, 2013 at _____.

Adjourn

BOARD MEMBERS:

Jim Heaton- President (2015)
 Jim Shook- Vice President (2013)
 Bob Adkins- Secretary (2014)
 Michael Marks Treasurer
 / Lorrie Dudzik (2014)
 Pam Randles (2014)
 Dave Pahl (2015)
 Anastasia Wiley (2013)
 Jan Hill (2013)
 John Hagen (2015)
 Dave Berry – Assembly Liaison

MUSEUM STAFF

Christina Baskaya – Interim Director
 Blythe Carter - Operations Manager
 Open - Collections/Exhibits Coordinator
 Scott Pearce - Education Coordinator
 Nancy Nash - Museum Assistant
 Kris Reeves - Museum Assistant
 Mike Wilson - Janitor
 Intern – Felix Mussik

Coming Up

Tim Shields exhibit 8/2-9/7
 Museums Alaska/Alaska Historical Society
 Joint Annual Conference 9/25-9/28

MUSEUM FINANCES & RESOURCES

Operating Budget \$244,319.57
 YTD Expenses \$11,186.89
 Endowment: CVHS \$82,630.32, SMCC
 \$50,495.86, Education \$2,229.16.
 Building and lot owned by Borough, staff
 financed mostly by Borough

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Monday, August 19, 2013, 1:00 p.m. at the Sheldon Museum

CALL TO ORDER: 1:25 p.m. by Board President Jim Heaton

ATTENDANCE: BOARD – Jim Heaton, Michael Marks, Jim Shook, via telephone Jan Hill, and Dave Pahl

STAFF - Christina Baskaya, Blythe Carter and Kris Reeves

BOROUGH LIAISON - Not present

ADDITIONS TO THE AGENDA: None

APPROVAL OF AGENDA: M/S Michael & Jim S. - approved unanimously

APPROVAL OF MINUTES: M/S Michael & Jim S. - approved unanimously

STAFF REPORT:

- Sheldon Museum Fair Booth - 2012 sales were \$2,686.25 and this year's sales reflected a reduction for a total of \$1,622.77. It was suggested that next year the Staff and Board think of some new approaches such as incorporate the use of a microphone to announce hourly drawings and to include a roulette wheel game to attract additional attention like what is done at the State Farm Booth.
- Conference Update - Over 70 participants have signed up so far during the Early Registration Period which ends August 30, 2013. On Tuesday, August 20th the Museum staff will meet to discuss the job duties for the Conference and how best to organize staff and volunteers to complete all the required tasks. Transporting participants must be done using licensed and insured businesses. It was noted that during the last conference the Museum had 9 employees and currently the staff is 5 employees. Jerrie is coming to volunteer during the Conference. Opening and closing remarks need to be filled by some individual and it was requested that Board Members consider this task or suggest someone. Four meeting rooms on Thursday and Friday need one computer for each room and there is a request to find additional computers from the community. It was suggested that there will also be a need for a slide projector/s. The Museum staff and Jim S. will make sure their slide projectors will be in working order for this task. Three fee orientated tours have been organized for Saturday, September 28th. They include Chilkoot sites, Klukwan and a walking tour of the Fort and Haines City. Jim S. offered to provide free tours of the Amway Cabin. Staff is still working on food arrangements for all events that require them. The ABEF is sponsoring their Opening Reception and the Hammer Museum will sponsor their Roving Reception. Overall the conference still requires additional sponsorships as well as advertisers for the program book. It was suggested that staff contact the Chamber of Commerce to ask its members about advertising in the program book. Michael will ask the TAB and Jim S. will talk to Delta Western, Dawson Construction and Turner Construction. Captains Choice has donated some rooms for the speakers. Chilkoot Indian Arts will sponsor a breakfast. Jan will ask Klukwan if they would be interested in being a sponsor.

All Board Members were asked to help in the securing of additional sponsors. The play, Clara Nevada, will not be performed during the conference.

FINANCIAL REPORT:

- Reviewed by Board and Staff.

OLD BUSINESS:

- Shed Cleaning - Dave has cleaned up the shed and has separated items that could be sold at a garage sale. Next step is for Staff and Board to see if the items warrant a garage sale and if so we need to organize a garage sale. The Clara Nevada props take up a lot of space in the shed and considering that they have not been used for ten years they should be moved to a new location such as the Chilkat Center Scene Shop. It was noted that if there are any items in storage that would be of use to the Borough they should be contacted. Dave suggested that if Felix has any spare time he could scrape paint on the shed. Michael mentioned that the extra carpet from the Museum has been installed at the Chilkat Center.

NEW BUSINESS:

- Director Hiring Process - Jim H. shall contact the Borough in order for them to begin the posting of the new Director position.
- Port Chilkoot Property Tax - \$211 is the annual tax and Jim S. will contact the Miner Family to see if they are willing to pay the tax in order to store supplies on the property.
- Grant-in-Aid 2014 Summer Internship - The Museum received a grant of \$3,800 in which to hire intern/s. It was suggested that staff research the next deadline for this grant and to see if the Museum would be eligible again in 2015.
- Membership - Blythe would like to implement a Membership program in time for the Museums Alaska Conference. Different membership categories and associated perks need to be determined. Michael will look into what other Museum's are doing and provide the information to Blythe to review.

NEXT BOARD MEETING: Thursday, September 5, 2013 at 1:00 p.m.

MEETING ADJOURNED: at 2:33 p.m.