

**SHELDON MUSEUM AND CULTURAL CENTER, INC.**  
**Board of Trustees Meeting Minutes**  
**January 13, 2016 at 3:30 p.m. at the Sheldon Museum**

**CALL TO ORDER:** 3:50 p.m. by Acting Board President Jim Shook

**ATTENDANCE:**

**Board:** Jim Shook, Acting Board President  
Michael Marks, Treasurer and Acting Secretary for this meeting  
Lorraine Dudzik  
Diana Kelm  
Kelleen Adams  
Gregg Richmond

**Staff:** Helen Alten

**Borough Liaison:** George Campbell not present, a recommendation was made to request a new Borough representative due to the fact that Mr. Campbell has not attended any Board meeting since appointed the Borough Liaison.

**Guests:** None

**ADDITIONS TO AGENDA:** Request to add two new items under Business, Preparation for Tourist Season and Annual Meeting for Members.

**APPROVAL OF AGENDA:** M/S Michael Marks/Gregg Richmond a motion to approve agenda with the addition of the two items mentioned above - approved unanimously.

**APPROVAL OF MINUTES:** M/S Michael Marks/Diana Kelm made a motion to approve minutes of last meeting - approved unanimously.

**STAFF/BOARD REPORTS**

**Presidents Report:**

- Acting President reported that Sealaska was asked to provide assistance in transferring the AIA collection to the Sheldon Museum but no funds available for assistance.
- Sealaska is interested in digital copies of tape recordings by Carl Heinmiller but at this time it is predicted it will take several years to process the AIA donation.
- Spoke with Sheldon family about the name change process and will post a letter in the CVN requesting submissions for a name change to the general public and request they submit ideas prior to the Feb. Board meeting
- A donor would like to donate a collection of Mildred Sparks baskets if the Sparks Family approved and the Sparks Family approved the donation.

**Treasurer's Report:**

- Treasurer reported funds were transferred to the Alaska Community Giving Foundation to set up the Museum Endowment Fund. Two accounts were set up a permanent account for \$139,000 and a transferable account for \$54,000. Interest will build for four years prior to the ability to draw on earned interest.
- The Sheldon Museum continues to provide economic development in Haines through its purchasing of art from local artists and employing professionals to install the Archive Storage Area.

**Director Report:**

- New Intern Amy Lowery is doing an excellent job working in the Archives. Kelleen Adams suggested a car could be donated for Amy's use if she can provide a valid driver's license and auto insurance.
- Upcoming events include 2016 Brown Bag Lunch Series, Children's Read-a-Loud, donation of a Gil Smith painting and shortly the MRV Architects shall provide their update of Museum re-design.

#### **HOUSEKEEPING:**

- Elect Officers - M/S Lorraine Dudzik/Kelleen Adams to elect Jim Shook as President - approved unanimously. M/S Michael Marks/Gregg Richmond to elect Kelleen Adams as Vice President - approved unanimously. M/S Gregg Richmond/Diana Kelm to request Michael Marks and Anastasia Wiley switch roles Mr. Marks to be Secretary and Mrs. Wiley to be Treasurer if Mrs. Wiley approves - approved unanimously.
- Committee Assignments - It was determined that this should be placed on the next agenda when more Board Members can be present.

#### **Business**

- Resolution to approved loan of Sharon Svenson artwork to the Rasmuson Foundation for 15 months. M/S Michael Marks/Gregg Richmond to approve loan of artwork - approved unanimously.
- Champ Fly In Jan. 27-29, 2016. M/S Michael Marks/Gregg Richmond to approve the Director to attend with an approved budget of \$1,000 or less - approved unanimously.
- Square System for Store. M/S Michael Marks/Kelleen Adams to purchase the system for \$700 or less - approved unanimously.
- Ethics of purchasing artwork from Board members. Meeting arranged for Jan. 19, 2016 at 5:00 p.m. to discuss further.
- New Board member. M/S Michael Marks/Kelleen Adams to approve Tim Ackerman as a new Board member - approved unanimously. Secretary to submit minutes and letter of recommendation to Mayor for final approval.
- Board Job Descriptions to be reviewed at the next board meeting.
- Director Evaluation shall begin after requesting staff evaluation form from Borough.
- Letter requesting suggestions for name change. M/S Michael Marks/Kelleen Adams to approve the letter as written for the CVN and provide 30 days for the public to respond - approved unanimously.
- Preparation for tourist season. Request a special session to collect ideas on how the museum can maximize its appeal to tourists to increase admission sales. Meeting date set for Feb. 15, 2016 at 4:00 p.m. at the museum.
- Annual members meeting set for March 24, 2016 from 5:00 p.m.-7:00 p.m..

**NEXT BOARD MEETING: February 17, 2016 at 3:30 p.m.**

**MEETING ADJOURNED: 6:25 p.m.**

Respectfully submitted,  
Michael Marks, Treasurer