

**SHELDON MUSEUM AND CULTURAL CENTER, INC.  
Board of Trustees Meeting  
July 31, 2014 at 9:00 a.m. at the Sheldon Museum**

**CALL TO ORDER**

Additions to agenda  
Approval of agenda

**Approval of Minutes:**

- June 19, 2014

**Staff/Board Reports:**

- Museum Director
  - Introduce new School Superintendent  
Ginger Jewell
- President's Report

**Old Business:**

- Remove Jerry from financial accounts
- State Fair
- Fundraising
  - Totem Walk
  - Board Donations
  - Memberships
- Eldred Rock
- Board Position
- Collections Position
- New Pathways
- AASLH Collections Management Workshop
- Marketing/Street Signs

**New Business/Report on Activities & Programs:**

- Photo Reproductions: new price sheet to approve

**Board Comments/Discussion**

**Next Board meeting date:** August \_\_\_\_, 2014 at \_\_\_\_.

**Adjourn**

**BOARD MEMBERS:**

Jim Heaton- President (2015)  
Jim Shook- Vice President (2016)  
Bob Adkins- Secretary (2014)  
Michael Marks/Lorrie Dudzik-Treasurer (2014)  
Dave Pahl (2015)  
Anastasia Wiley (2016)  
Jan Hill (2016)  
John Hagen (2015)  
Open Seat

**MUSEUM STAFF**

Helen Alten - Director  
Blythe Carter – Operations Coordinator  
Nancy Nash - Museum Assistant (Summer)  
Wendy Bergstrand – Bookkeeper  
Jay Proetto – Museum Aide  
Mike Wilson - Custodian

**Coming Up**

SEAKFair: July 31–Aug.3 “*Unleash Your Inner Fair!*”

*Six-Week Spotlights*

*Maor Cohen:* July 18-August 29

*Alexandra Feit:* September 5 – October 11

*New Pathways Virtual Workshops:*

Sept. 16, Sept. 30, Oct. 21, 2014

*AASLH meeting (St. Paul, MN):* Sept 17-20

*Museums Alaska (Seward, AK):* October 1 – 4

*Doll Fair Exhibit:* October 18-31

*New Pathways Virtual Workshops:*

Dec. 16, 2014 and Jan. 6, Jan. 20, 2015

Mar. 3, Mar. 24, Apr. 14, 2015

*New Pathways Anchorage Workshops:*

February 26, 2015 and May 7, 2015

*AASLH Collections Management Workshop, May 2015*

**MUSEUM FINANCES & RESOURCES**

FY 15 Operating Budget \$310,346.00

YTD Income: \$14,946.13 (without salary \$)

YTD Expenses: \$6,584.57 (without salaries)

Building and lot owned by Haines Borough

Staff financed primarily by Haines Borough

JULY						
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		
AUGUST						
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**  
**Thursday, June 19, 2014, 10:00 a.m. at the Sheldon Museum**

**CALL TO ORDER:** 10:05 a.m. by Board President Jim Heaton

**ATTENDANCE:** BOARD: Jim Heaton, Jim Shook, Michael Marks, Lorrie Dudzik, John Hagen, Jan Hill and Dave Pahl. STAFF: Helen Alten & Blythe Carter. BOROUGH LIAISON: Absent GUESTS: None

**ADDITIONS TO THE AGENDA:** Slogan & Rack Cards (Lorrie), Intern Trip to Skagway (Dave) and New Collection Category (Jim Shook)

**APPROVAL OF AGENDA:** M/S Jim Shook & Lorrie to approve agenda - approved unanimously

**APPROVAL OF MINUTES:** M/S Jan & John to approve minutes of last meeting - approved unanimously.

**STAFF REPORT:** A complete Staff Report was included in the Board's packet. Helen stressed:

- Donation of Eldred Rock Log Books with additional materials and the Eldred Rock model
- New Staff which includes Wendy Bergstrand-Museum Bookkeeper and Jay Proetto-Museum Aide
- Yacht with multibillionaire and family coming July 17. They will get a special tour of museum
- Excellent attendance last cruise ship day due to volunteer at dock with dollar off coupons and hawking Museum Pass

**OLD BUSINESS:**

- Discussion on purchasing Heidi Robichaud walrus axe for \$2,000. Board members shared that museum funds could be better spent on several new exhibits plus the fact that a grant for \$29,000 was submitted for the purchase of one of Heidi's works from the Rasmussen Art Acquisition Fund. Research selling the axe in the gift shop.
- History Day winners request for a donation to help pay for trip to Wash., D.C.. A motion was made to match up to \$500 the amount that the Historical Society donates. M/S Lorrie & Dave - approved unanimously
- Board Seat: Lorrie and Michael shall pursue Lorrie seeking the vacant board seat and Michael taking over the seat that was previously shared by both.
- 4th of July float: Jim Heaton has secured a trailer for the float and will bring to the museum this upcoming weekend. It will feature the parade Grand Marshals and gold nugget candy will be tossed from float. Board members will pitch in to help develop the float.
- State Fair: Will do the store and old photographs with frames available. Will sponsor the children's soap bubble area.
- Fundraising: The membership program was reviewed and it was suggested to change the guest passes for the last three categories to 4-6-10 guest passes respectively. M/S Dave & Michael - approved unanimously

Totem Pole 5K Walk/Run was re-scheduled to August 23, 2014

**NEW BUSINESS:**

- Lorrie shared that rack cards don't have the museum slogan and the walking distance to museum states .5 miles and could be mistaken for 5 miles should be listed as 1/2 mile. When new rack cards are printed those changes will be made.
- New Pathways grant requires three museum related people to attend three workshops in Anchorage it will include Helen, Anastasia and will see if Nancy Nash can attend. All expenses paid by grant. Request all board members to attend the virtual seminars.
- Helen recently taught a Collection Management Course though the AASLH in another state and recommended that she teach one in Haines it would require 15 participants. A motion was made to pursue this project. M/S Dave & Michael - approved unanimously
- Collection's Position will have the job description and post the job by the end of the month.
- It was discussed that the Museum needs a marketing plan and will continue to discuss this in the future. Helen will look into a large banner for the side of the museum and other ideas.

- Museum Intern trip to Skagway. A motion was made to allocate up to \$100 to pay for a trip to Skagway for the intern. M/S Dave & Michael - approved unanimously
- New Collection Category. Jim suggested the need to seek items from the movie “White Fang” to form the White Fang Collection before they disappear. It was recommended to send out a letter to residents to see if they want to donate any items they have from the movie. Jim donated the first item to the collection which was a Movie Clapper Board.

**NEXT BOARD MEETING: Thursday, July 24, 2014 at 10:00 a.m.**

**MEETING ADJOURNED:** at 11:50 p.m.

Respectfully submitted,

**Michael Marks**, Acting Secretary

## **Sheldon Museum and Cultural Center**

Director's Report: May 2014

Visitor count: 1799 visitors (307 more than last year)

Volunteer hours: 272.25 (56.25 less than last year)

### Collections Project:

The collections project initiated in February is complete except for printing inventory forms for the tops of each box. The intern, Alyssa Magnone, completed accessioning found in collections and staff collected items and placed them in storage. Cindy Jones (CJ), volunteered to finish the project, and reorganized storage areas, making space by consolidating the material held in trust for the Chilkoot Tribe. The collection storage areas have work surfaces and a clean, organized appearance, allowing staff to move forwards in collections work in those spaces. There are still about 40 lineal feet of boxes full of archival materials that need to be sorted and cataloged. This work will be ongoing for the next few years. Nancy Nash is cataloging uncataloged photographs that were uncovered during the collections project. Photos are being scanned, and descriptions, search terms and names are entered into the museum database for each image. She is currently working on an album created by a commanding officer of Fort Seward in the late 1920s.

### New Donations:

- Movie clapboard for White Fang (donated by Jim Shook)
- Rudder from a small wood boat, thought by the donor to be from a Clara Nevada lifeboat.

### Archives:

- Owners of Fort Seward Lodge asked for historic photos and a history of the building, the former army "post exchange." We found images for every decade from 1905 through the 1980's.
- An archaeologist researched a native allotment.
- Author researched John Muir and Caroline Willard (wife of the first Presbyterian missionary in Haines).

### Camps

The Haines Science Camp has been a successful partnership for both organizations. We have enjoyed having children at the museum every day. They have used the Fish Camp exhibit, the upstairs gallery and the staff kitchen. The children are comfortable and respectful in the museum. The museum provides hot cocoa on cold, rainy days. The camp meets in the back yard of the museum and walks to Tlingit Park as needed. The backyard shed is used for camp supplies and activities. The children play more active games in the museum's back yard. These four camps were held in June:

- June 2-6, 2014: Discover the Natural History of Haines (1<sup>st</sup> through 3<sup>rd</sup> Grade)
- June 9-13, 2014: Bald Eagle Adventure Camp (4<sup>th</sup> – 6<sup>th</sup> Grade)

- June 16-20, 2014: The Ocean and the Whales Camp (1<sup>st</sup> through 3<sup>rd</sup> Grade)
- June 23-27, 2014: Discover the Natural History of Haines (4<sup>th</sup> through 6<sup>th</sup> Grade)

### Exhibits and Related Programming

- John Hagen, Jr.'s "Chilkat Beach in Monochrome: Landscape Studies in Black & White" opened on May 30 and closes July 12. It has been popular with visitors and locals during the month of June.
- Julie Folta and Diane Sly created a Fish Camp in our children's area. This highly interactive exhibit has been quite successful at bringing children in and holding their interest. In fact, many children don't want to stop playing in it.
- Mailed three large boxes of puppets from the March puppet exhibit, "Strung Up and Reconfigured" to their owners in France, Sitka and Woodinville, WA.
- Alyssa Magnone began work on multi-plex panels for the upstairs exhibit. She photographed each of the old panels, which were created in the 1980s and feature early photocopies and pasted elements, and started redesigning, in the computer, new panels to print out on our banner printer. These panels may also be used in the Gross Building windows. The first panels being redone are the Clara Nevada and Eldred Rock panels.
- Began cataloging the contents of each permanent exhibit, working on determining what items are owned by the museum and which items are loaned to the museum.
- Jim Heaton has been carving the totem pole outside of the museum on Wednesdays. We plan to erect it on August 23 as part of a fundraiser for the museum.
- The old Alaska Marine Highway System exhibit in the Gross Building windows is failing and two of the panels fell down. There have been numerous complaints by residents. The family member with keys to the building was on vacation much of June. It will be remedied in July.
- Banner "Cruising to Haines" installed at the Cruise Ship dock June 4.
- Blythe Carter designed a banner for the Main Street side of the museum. It will be used on our July 4<sup>th</sup> float and then installed on the building. Banner printed was paid for by the Marks Family Foundation.

### Fundraising

- Completed Rasmussen Foundation and Museum's Alaska's Art Acquisition Fund proposal for purchasing the Heidi Robichaud scrimshawed mammoth tusk, "Eye of the Creator."
- Received the Alaska State Museum's Grant-In-Aid for an intern during the 2015 summer season.
- One of 10 arts organizations accepted into New Pathways Alaska for leadership training in innovative solutions. Two staff (Helen Alten and Nancy Nash) and one board member (Anastasia Wiley) attended the first meeting in Anchorage on June 27, 2014.

## Board

- Voted to have a float in the July 4<sup>th</sup> parade, but not to have activities in Tlingit Park.
- Voted to keep our State Fair booth similar to last year.
- Passed the museum membership proposal presented by staff. Staff is working on membership cards and a brochure. Some of the memberships will be eligible for free entrance to hundreds of North American museums.

## Facility

Corey Wall from MRV Architects met with the director to analyze how the museum structure is used and create a plan for improving use and accessibility.

## Upcoming Activities

August 23, 2014: Totem Trot – a 5 K fun run/walk fundraiser for the Sheldon Museum followed by a totem pole raising at the museum.

Two Six Week Spotlight exhibits will fill the Haakinen Gallery until mid-October:

- Maor Cohen: Arcylic Paintings: July 18 - August 30, 2014
- Alexandra Feit: Wax Paintings: September 5 - October 18, 2014

Upcoming Haines Science Camps:

- July 14-18, 2014: Sustainability Camp (7<sup>th</sup> through 8<sup>th</sup> Grade)
- July 21-25, 2014: How Glaciers Carved the Mountains (7<sup>th</sup> through 8<sup>th</sup> Grade)
- July 28-Aug. 1, 2014: Art is All Around Us Nature Art Camp (1<sup>st</sup> through 3<sup>rd</sup> Grade)
- Aug. 4-8, 2014: Sustainability Camp (4<sup>th</sup> through 6<sup>th</sup> Grade)
- Aug. 11-15, 2014: Naturalist Camp (7<sup>th</sup> through 8<sup>th</sup> Grade)

The American Association for State and Local History (AASLH) has agreed to teach their annual Collections Management Workshop at the Sheldon Museum in May 2015. Eleven students from museums around Alaska have tentatively agreed to attend.

## **Chapter 2.100**

# **SHELDON MUSEUM AND CULTURAL CENTER**

Sections:

[2.100.010](#) The Sheldon Museum and Cultural Center, Inc.

[2.100.020](#) Museum board of trustees.

[2.100.030](#) Organization of the board of trustees.

[2.100.040](#) Board vacancies – Filling vacancies.

[2.100.050](#) Duties and responsibilities of museum board of trustees.

### **2.100.010 The Sheldon Museum and Cultural Center, Inc.**

The Sheldon Museum and Cultural Center, Inc., including a building owned and staffed by the Haines Borough as the repository of the collections and articles on loan or acquired and owned in public trust by the Sheldon Museum and Cultural Center, Inc. and its other assets, is operated and administered in its entirety by a board of trustees.

### **2.100.020 Museum board of trustees.**

The museum board of trustees shall consist of nine members who shall serve staggered terms of three years. Board members shall not receive compensation for services rendered as trustees. The museum director is an ex officio member of the board.

### **2.100.030 Organization of the board of trustees.**

A. The board shall elect from its members a president, a vice-president, a secretary and a treasurer, who shall hold their offices for one year.

B. The board shall operate under the bylaws of the Sheldon Museum and Cultural Center, Inc.

C. Board meetings shall be held as often as required. An annual business meeting shall be held during the month of January. Once approved by the board, a copy of the board meeting minutes and annual report shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets.

### **2.100.040 Board vacancies – Filling vacancies.**

A member's position on the board shall be deemed vacated if the member fails to attend three consecutive meetings without being excused by the board.

All appointments to the board shall be made according to the provisions of HBC [2.60.055](#). (Ord. 14-01-363 § 8)

### **2.100.050 Duties and responsibilities of museum board of trustees.**

The museum board of trustees shall:

- A. Have general responsibility for and authority over all of the physical, fiscal and human resources of the museum (including collections, buildings, grounds and staff), within the limits of funds appropriated by the borough assembly and available from other sources;
- B. Submit to the borough manager a detailed and itemized estimate of probable revenues and expenditures for the next fiscal year;
- C. Make rules and regulations for the administration and control of the museum;
- D. Have authority to allocate borough-appropriated funds for museum staffing within the scope of the collective bargaining agreement with the Local 71 Union;
- E. When the position of museum director is vacant and has been properly advertised, review all applications received. The museum board of trustees shall make a recommendation for hire to the mayor. The mayor shall review the board's recommendation for hire and request confirmation by the borough assembly. The museum director, serving at the direction of the board of trustees, will have the administrative responsibilities of the operation and maintenance of the museum and management of the collection. The director shall work with the Haines Borough manager regarding staff and building matters. (Ord. 05-01-093)