

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

November 16, 2023- Meeting Time 12:00 pm

Valdez City Council Chambers– 212 Chenega Ave. & Zoom

Mission Statement

The Valdez Museum preserves, presents, and interprets the heritage and culture of Valdez, the Copper River Basin, and Prince William Sound, Alaska.

1. Call to Order/Roll Call
2. Introduction of Guests
3. Public Business from the Floor
4. Board Education Moment (10 minutes)
5. Mission Educational Moment (10 minutes)
6. Approval of the Minutes for October 19, 2023, pp. 3
7. Approval of Financial Report as of November 7, 2023, pp. 6
 - a) October Financial Statements
8. New Business
 - a) Accept Recent Cash Donation for their donor-intended purposes pp. 8
 - b) Recent member/donor assignments pp. 10
 - c) Discussion of Heating and HVAC system and impact on Museum operations
 - d) Discussion of annual members' party
 - e) Executive session to discuss staff bonuses and cost of living increases
9. President's Report
10. Staff Reports pp. 15
11. Committees
 - a) Committee Reports— (15 minutes)
Finance (Jim), Collections (Rich), Board Development (Gary) **Fundraising (Michelle / Donna)** Membership (Michelle), **Strategic Planning (Gary)**, Advocacy (?), Building (?), Native Gallery (?)Endowment (Inactive) By-Laws Committee and ED Search Committee
12. Committee Business from the Floor or Board Member Discussion/Ideas
13. Executive Committee session

Next Meeting: January 18, 2024– 12:00 p.m.

14. Adjournment

Upcoming Committee Meetings

ED Search Committee

Finance Committee –2023 and 2024 Operating Budget updates

Dates to add to your Calendars

Winter Operations

Museum on Egan
Open Tuesday through Thursday
Noon to 5 pm
Friday and Saturday 9:00 am – 5:00 pm
Closed for lunch from 1-2 pm Saturday

Museum on Hazelet
Closed to Public, Open by Appointment Only

Realism to Abstraction

Open at Museum on Egan through December 16

Construction Closings

Museum on Egan closed to public beginning December 17 with
Museum store open through December 23

Core Purpose

Preserve Regional Culture

Core Values

Honor the Past, Legacy, Heritage

Education

(Knowledge)

Integrity, Authenticity

Community

(Relevance, stewardship, surrounding towns and village part of our local community)

Entertainment

(Fun, engagement)

Meeting Agreements

W.A.I.T. - Why Am I Talking, Why Am I Not Talking

Shared airtime

Practice active listening

Focus on ideas, not people.

Use “I” statements

Assume positive intent.

What’s learned here leaves here.

Embrace discomfort.

Shared responsibility for a good meeting

Raise hands.

Be present and on time.



**MINUTES
VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION
INC.**

**MEETING OF THE BOARD OF DIRECTORS
October 19, 2023 - 12:00 pm**

Valdez City Council Chambers– 212 Chenega Ave. & Zoom

1. **Call to Order/Roll Call:** Gary Minish called the meeting to order at 12:09 pm
Members present: - Gary Minish, Katie Carr, Donna Lane, Nanci Hill, Jim Shirrell, and Richard Dunkin.
Members excused: - None.
Guests: - None.
Staff present: - Faith Revell, and Danielle Tapp
2. **Introduction of Guests:** None.
3. **Public Business from the Floor:** None.
4. **Board Educational Moment:** Faith Revell shared information about advocacy for the Valdez Museum and encouraged members of the Board to learn the Valdez Museum's mission statement. She also shared that the Valdez Museum & Historical Archive is not considered a Community Service Organization. The Museum and the City of Valdez work in tandem. Richard Dunkin suggested that new VMHA corporate members should be given broad information about the Museum and its correlation to the COV to properly represent the Museum, to which Jim Shirrell agreed. Katie Carr recommended that the Museum schedule 15-minute time frames with the clerk's department to report on quarterly happenings. Gary Minish suggested presenting a balance sheet based on the operational budget. Ms. Revell stated that she would research the topic further.
5. **Mission Educational Moment:** None.
6. **Approval of the Minutes for September 21, 2023:**
Motion: Donna Lane motioned to approve September 21, 2023, minutes, seconded by Nanci Hill.
Discussion: Katie Carr suggested that the Board transition to verbal consent agreements on the minutes and financial reports due to the fact it does not officially need a motion. The BOD agreed.
Motion: All members present agreed to approve the discussed minutes. None Opposed. Motion Approved.
7. **Approval of Financial Report as of September 30, 2023:**
Discussion: All members present agreed to approve the financial report. Faith Revell shared that it could prove challenging to predict the yearend budget totals due to the fact there may be a new Executive Director and the Museum will be closing for the upcoming 4th quarter of 2023 and 1st quarter of 2024.

8. New Business

a. **Accept Recent Cash Donations for their donor-intended purposes:**

Motion: Richard Dunkin motioned to approve recent cash donations for their donor-intended purposes, seconded by Donna Lane

Discussion: None.

Vote: All members present voted to approve the discussed recent cash donation. None Opposed. Motion carried.

b. **Recent member/ donor assignments:** Eleven Member/ Donor Thank You cards are waiting to be signed by members of the Board in Danielle Tapp's office.

c. **Approve Q3 2023 Museum Operating adjustments linked to Museums Alaska \$5741.25 restricted funds for VMHA fine arts storage dividers:**

Motion: Katie Carr motioned to approve Q3 2023 Museum Operating adjustments, seconded by Nanci Hill.

Discussion: Richard Dunkin inquired when the project will begin. Faith Revell reported that it will take place in 2024.

Vote: All members present voted to approve the Q3 2023 Museum Operating adjustments. None Opposed. Motion carried.

d. **Discussion of strategy and timeline for hiring new ED:**

Discussion: Gary Minish reported that there was a meeting where they were able to attend a Foraker presentation that detailed information about ways they could assist the Valdez Museum with the search and onboarding process of the new ED. Mr. Minish reported that it would be between \$30,000 – \$50,000 for Foraker to do this service. Faith Revell voiced her disapproval of spending that much money and encouraged the Board to first enlist the services of Museums Alaska for free on recruitment materials. She requested to get the current job description out as soon as possible. Gary Minish and Katie Carr suggested that they would like to wait until their follow-up meeting on Monday, October 23 with Foraker.

e. **Discussion of Heating and HVAC system and impact on Museum operations:**

Discussion: Faith Revell reported that the HVAC system construction will be taking place from January 1st – March 31st. The entire Egan location will have to be closed to the public and staff during that period. There was a meeting with the Orion construction crew where items were identified that would need to be secured and relocated. Ms. Revell anticipates that the Museum will need to be closed for a portion of December due to de-installation processes. Discussion remains on where staff will work. There are options like the annex location, working from home, renting an office space, or possibly working in a “trailer” that would be on the Museum grounds. Ms. Revell is working with Arctic IT to work out what needs to be done concerning technological availability for staff. She also predicted that there would be volunteers and summer staff who would be willing to help with this project.

f. Discussion of annual members' party:

Discussion: Faith Revell suggested that there continue to be an annual member's party one week earlier on December 14th or 15th. Members of the Board agreed that this would be acceptable due to the fact the museum will be closing in late December.

9. President's Report: None.

10. Staff Reports: None.

11. Committee Reports:

Finance Committee: Jim Shirrell reported that he will be in Valdez in early November. He requested that the Finance Committee needed to meet with Faith Revell to discuss where the budget is currently. Faith Revell reported that Martha Barberio requested to present quarterly reports.

Fundraising Committee: Donna Lane reported that she and Michelle Cullen have updated and maintained the Roadhouse mailing list. Anyone can add to the list if needed. Ms. Lane requested that in future years Roadhouse be moved to a different date to not compete with other fundraisers/programs around Valdez. Ms. Revell shares that the 2023 Doghouse Roadhouse was very successful. She shared some suggestions from people who attended that there be more socializing, and less time spent bidding on phones. Some felt that stopping the live auction for the dessert dash made it lose momentum.

12. Committee Business from the Floor or Board Member Discussion/Ideas: None.

<p>Next Board of Directors Meeting: November 16, 2023 – 12:00 p.m. at the Valdez City Council Chambers</p>

13. Adjournment:

Motion: With no further business before the Board, Donna Lane moved to adjourn the meeting at time 1:41, seconded by Richard Dunkin

Discussion: None.

Vote: All members present voted to adjourn, none opposed. Motion Carried.

Signed _____ Date _____
Michelle Cullen, Secretary, VMHA

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Financial Report Submitted by Faith Revell, Interim Executive Director

As of *November 7, 2023

Summary: For your review, I have provided three statements: Budget v. Actual for 2023, Statement of Activities Previous Year Comparison as of November 7, 2023, and Statement of Financial Position Previous Year Comparison as of November, 2023

*This date was chosen so that all reports that follow jibe and the most recent data is made available.

Budget vs. Actuals: FY2023 At the time of this report earned revenue is up 1% and situated at 104% of the year's operating budget. This incremental increase is indicative of the dramatic shift from peak season high revenue earnings to the fourth quarter of the year, during which revenue plummets and expenses begin to outweigh gains. This shift is tied to the exit of cruise ships to Valdez and lessening of through-the door-admissions and store sales.

Grants are still tracking at 99% of the budget. The VMHA has recently received news of awards from CVEACF in the amount of \$1600 and a yet undisclosed figure from Gold Rush Days. Still to be submitted this year is a funding request from United Way. In recent years we have received \$2500 in funding. The application is due December 15th. Notification from the Alaska State Council on the Arts, ASCA, on our application and request for \$3000 is pending.

Fund development has risen from 33% to 80% of what is budgeted, up from last month significantly. The increase can be attributed to the Roadhouse fundraiser.

Earned revenue shows a very small increase and stands at 104% of budget. Store sales have increased and are now at 71% of what was estimated for the year.

Overall expenses have increased for this period and will grow. Personnel costs will increase as we tap seasonal staff to help with the transition of goods and artifacts to the annex and prepare for the closing of the Egan site come January. Utility costs will rise as winter and colder weather arrives. The good news is that total expenditure is approximately 78% of the budget and we are 85% of the way through the year.

Statement of Activity Comparison At the time of this report net revenues shown are at \$168,020 compared to \$94,364 in 2022. Total expenditures report at \$612,516. These are lower by 6.57% compared to 2022. Some reduced expenses to date compared to last year can be attributed to lower amounts spent on utilities and personnel.

Grants: Grant revenues show a minor increase of 2% from the reporting period this year compared to last and stand at \$543,241.

Earned Revenue: Earned revenue stands at \$204,824 this year compared to \$179,224 in last. Total revenue is \$804,164 with an increase of 2.83 % compared to 2022 during the same reporting period. The total cost of goods sold remains lower than last year by \$8000+. A portion of this money will be used to purchase store inventory this year for next years' sales. Keeping the store stocked during peak season has been challenging and this will be helpful in mitigating the situation. 2023 budget numbers for store sales were linked with the anticipated arrival of the large NCL cruise ship and robust purchasing. And that didn't happen.

Fund Development: The area has gained showing approximately 80% of the amount reported in 2022. Currently, fund development stands at \$56,974 an increase over last month, but still lower than last year when it totaled \$71,229 during the same period. Funds generated from Roadhouse added to the growth of this budget area.

Here are how some areas are tracking compared to last year:

- Insurance costs are higher this year by \$6000
- Fundraising costs are significantly lower, but more will appear as the year closes
- IT costs are less in 2023
- Collections supplies are lower, but that will change with a year-end project in the works
- Janitorial services are on a par with 2022
- Electricity is almost \$9,000 less than last year; fuel oil is slightly higher in cost
- Salaries, wages, and health insurance are tracking lower in 2023 than 2022, down 6%
- Credit card fees are 26% lower. This is tied to sales, so it may change with the holidays.
- Exhibit expenses are lower to date by one half, but will change as the year progresses

On the revenue side:

- Donations are down 50%
- Museum fees tied to summer visitation are up 37%

Net operating revenue is \$168,020 compared to \$94,364 from January through November 7, 2022.

Statement of Financial Position Previous Year Comparison as of November 7, 2023

Compared to last year, total equity and liabilities combined are up 12.28% at \$1,850,434. In 2022 during the same period, they amounted to \$1,648,032.

Equity: Due to the findings in the 2021 audit, I am reporting monthly on the equity balance. Chaz Lyons indicated that it should not fluctuate from month to month. Equity should stay the same. The opening equity Balance is \$11,429.62. There has been no change from last month.

See attached Financial Statements for reference.

Valdez Museum & Historical Archive Association Inc.

Item 8a Accept Recent Cash Donations

Description:

The Board of Directors should review and approve donations received. The attached list shows cash donations received since the last board meeting. The list also shows if there is a donor-imposed restriction to the gift (i.e. for a special project). When the board approves these gifts, it also approves using them for the donor's purposes. If the board does not intend to use the gift for the donor's purpose, the board should not accept the gift.

Board Action to Be Taken:

Accept cash donations for their donor-intended purposes.

Director/Committee Recommendation:

The Executive Director recommends approving all the donations shown.

Agenda Item Submitted by Faith Revell, Executive Director

Date: November 9, 2023

Valdez Museum & Historical Archive Association Inc.

Transaction Report October 2023

	Date	Name	Description	Amount line
Fund Development				
Donations Income				
Unrestricted				
	10/01/2023	Nikki Newcome	Donation	\$500.00
	10/09/2023	Katharine Grubb	Donation	\$25.00
Total for Unrestricted				\$525.00
Total for Donations Income with sub-accounts				\$525.00
Total for Fund Development with sub-accounts				\$525.00

Valdez Museum & Historical Archive Association Inc.

Item 8b Recent Donor/ Member Assignments

Description:

Each month, the Board of Directors makes an effort to contact and thank people who have recently joined, upgraded, renewed or made significant financial donations to our organization. By doing this, we hope that associate members and donors feel appreciated, have an opportunity to ask questions of the board members, and become more connected to our organization.

Board Action to Be Taken:

Volunteer to contact one or more of the people on the attached list.

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Faith Revell, Interim Executive Director

Date: November 9, 2023

Valdez Museum & Historical Archive Association Inc.

October Memberships 2023

OCTOBER RENEWALS

Greeting	Level
Erik + Julie Haltness	Sustainer
Chuck + Dolores Gard	Ninety - Eighter
Gary Minish	Sustainer

OCTOBER NEW MEMBERSHIPS

Greeting	Level
Katherine Huber	Individual
Katherine Carr	Family

Valdez Museum & Historical Archive Association Inc.

- a) **Item 8E Discussion of Heating and HVAC system and impact on Museum operations**
-

Description: Information sharing with regards to the nature and impact of the installation of a new heating and HVAC system in Q1 of 2024 at the Museum's Egan site

Board Action to Be Taken:

Discuss the impact of the new H and HVAC system at the Egan site on Museum operations, closures and budget in 2023 and 2024

Agenda Item Submitted by: Faith Revell, Interim Executive Director.

Date: November 9, 2023

Valdez Museum & Historical Archive Association Inc.

Item 8F Discussion of Annual Members' Party

Description:

The Board of Directors will discuss the annual members party traditionally held in December.

Board Action to Be Taken:

Discuss the timing, nature and commitment to a members' party in 2023

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Faith Revell, Executive Director

Date: November 9, 2023

Item 8 C: Executive session to discuss staff bonuses and cost of living increases

Description:

In 2007 the Board approved an annual bonus to staff. Each year the Board will look at the carry forward amount and decide if they would like to restrict an additional amount to staff bonuses. The personnel wage line includes additional funds for bonuses

Board Action to Be Taken:

Approval to go into Executive Session to discuss staff bonuses and cost of living increases.

Director/Committee Recommendation:

None

Agenda Item Submitted by: Faith Revell, Interim Executive Director

Date: November 9, 2023

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Executive Director's Report Submitted by Faith Revell, Interim Executive Director

October 2023

We are working together.

The staff and Board continue to present as a team. We communicate often, listen actively, imagine strategies for success and work towards a common goal.

Program of Work for the Reporting Period:

- Oversee staff and operations; support smooth running facilities
- Write reports for and prepare Board materials for the October BOD
- Study the 2023 and 2024 budgets and report on the former and advise on the latter
- Make presentations to the COV council
- Support all aspects of the Museum's fundraising efforts
- Apply for grants that support Museum exhibits and programs
- Prepare for staff annual reviews
- Prepare for the Museum's closing and transition of materials

Board

- With assistance from Danny Tapp, Faith prepared all requisite documents needed for the October Board meeting, circulated them to members and attended the gathering on the 19th
- Faith consulted with the finance committee on the 2023 and 2024 budget in preparation for COV council presentation that focused upon an increase in the 2024 budget allocation. Then, twice, reported to the COV on yearend revenues and expenses
- Worked with Board president and consultants on 990 taxes in preparation for submittal by November 15

Finance

- Operations and corresponding financials are on track. (see finance report)

Fundraising

- Doghouse Roadhouse proved to be a highly successful event netting \$25,000 this year. It was a huge team effort.
- Thank you notes have been sent to nearly all RH contributors
- RH totals logged in GiveSmart have been entered into QuickBooks and the budget reports that follow

Grants

- Gold Rush Days application for \$1000 in funding was submitted and notification received of an award. We are awaiting a check in a yet-to-be disclosed amount.
- CVEACF notified the Museum of an award of \$1600 for exhibitions and programs

Facilities

Re: Heating and HVAC system

- Coordinated preparations for the closing of the Museum and removal of items to temporary storage. Worked in tandem with Museum staff and COV Brad Sontag to field questions, plan strategy and set timeline. Staff meet weekly on H and HVAC.
- Two connexes are on site for temporary storage
- Work site trailer to house staff during the Museum's closing is scheduled to arrive this week
- Packing supplies will be ordered by week's end

Other:

- Front door to VMHA was adjusted by Stan Porritt when it no longer closed properly. It works now!

Personnel

- Personnel to help with the move are scheduled. These are composed of seasonal VMHA workers and some volunteers.
- Core staff, including curators, marketing coordinator, visitor services manager and collections assistant are present and working hard in their respective areas and on the upcoming move
- Faith prepared all documents for staff annual reviews. These documents include multi-page self-evaluation forms, job descriptions and work plans. All staff will meet with the ED the week of November 13.

F REVELL VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Curator of Education & Public Programs' Report Submitted by Faith Revell, Curator of Education & Public Programs October 2023

Reporting period: October 12 through November 8, 2023

Total contacts: 542

Overview: Staff and Board created a memorable Roadhouse fundraiser. High school students learned about plants. Artists visited the Museum to paint and pour.

Education

Valdez High School students in grade 9 gathered at the library to learn about the healing power of Alaskan plants. Work stations with activities were designed by the Museum educator in tandem with the teachings about plants found in the Chugachmiut heritage kit on the subject. Alaska Native elders and experts joined the group to share first-hand about traditional practice. Students made home-made Yarrow salve, drank high bush cranberry juice and engaged in a variety of hands-on experiences. It was a terrific opportunity to learn and connect with community members and knowledge keepers. The Museum has been using this heritage kit and sharing knowledge about plants for ten years.

An impromptu group of Fab Friday participants in grades 2 through 4 visited the Museum after school to explore, engage in scavenger hunts, color birds and more. Several stopped by my office to talk and offered to help me out with creating documents. Others were fascinated when I opened the ED closet for them to do a behind-the-scenes tour. They stayed a couple of hours and were delightful company.

Public Programs and Exhibits

Faith led a small group **workshop on painting and pouring** on Saturday morning, the 4th of November. Participants had lots of fun. This is the kick off of fall art classes with more to come. A calendar of fall and holiday events has been created and will show up on soon to be designed flyers. Marketing tools are in the works.

Outreach and Collaboration

The Museum participated in **Business Halloween** and handed out candy to hundreds of wildly dressed characters. Emma and Naomi dressed up for the occasion and sat out front of the Museum to welcome the little monsters and candy gobblers.

Administration, Planning and Institutional Teamwork

Faith wrote articles for the last **issue of the Inside View** for the year. They included a director's message, calendar of events, volunteer note and wrap up of what we did last summer and what is coming up this fall. A special edition of the IV will come out later with news about the Museum closure and our plans.

Gold Rush Days and CVEACF both notified the Museum of awards. We are awaiting receipt of monies.

Roadhouse

Faith in concert with BOD, staff and volunteers worked together on all phases of RH to make it a hugely successful fundraiser. Faith stepped in as live auctioneer with the much appreciated help from Dr. John Cullen.

<u>DATE/PROGRAM</u>	<u>E</u>	<u>ED</u>	<u>PP</u>	<u>OR</u>	<u>R</u>	<u>V or IP</u>	<u>#PART</u>	<u>VOL</u>
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October

12 Roadhouse mtng	x					x	4	6
13 Roadhouse installation	x						x	4
14 Roadhouse event				x			x	117
16 COV budget wksess	x						x	25
17 PWSC class field trip		x					x	9
19 VMHA BOD mtng	x					x	x	2
20 Free Museum Day			x					0
23 COV budget sess	x						x	25
26 Plant lore mtng	x						x	4
27 ED Search mtng	x						x	7
31 Bus Halloween				x			x	200
31 Finance com mtng	x					x		3

November

1 990 tax report mtng	x					x		1
1 Fab Friday field trip				x				9
2 and 3 VHS plant study		x					x	86
3 ED Search mtng	x					x		7
4 Paint pour wkshp			x				x	4

E, meetings, events	=	64
ED, education	=	104
PP, public programs	=	4
OR, outreach	=	317
R, rentals	=	0
VOL, volunteers	=	53
Total contacts	=	542

Explanation of CATEGORIES: x

E, museum events, meetings; ED, education: PP, public program; R, rental; RO, outreach, includes cruise ship guided tours; V, virtual; IP, in person.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Communications & Marketing Report Submitted by Danielle Tapp, Administrative Marketing Coordinator October / November 2023

Marketing and Communications

- **Website:**
 - General site: Promoted Doghouse Roadhouse, Realism to Abstraction: Views of Alaska, and Art workshop.
 - Landing page: Maintain banner images- related to all October / November Events. (Realism to Abstraction: Views of Alaska, Doghouse Roadhouse press release, Paint and Pour workshop)
 - Board portal: Updated with new Board member information and October reports.
 - News Tab: Promoted *Paint and Pour Workshop*, and *Doghouse Roadhouse* press release.
 - Square Online: Maintaining the appearance of the Square online shop and adding new images and descriptions to existing inventory. Also updated the front page to switch to a different featured artist.
 - Website goal: Keep our website attractive and current and promote it as a primary source of information about the Museum.
- **Roadhouse:** Clarified GiveSmart reports with the Museum Services Manger. Assisted customers on museums hours to pick up their items from the annex location.
- **Mail Chimp:** Distributed a *November 2023 enews*.
- **Press Releases:** *Doghouse Roadhouse recap*
- **Facebook:** Promoted “Realism to Abstraction: Views of Alaska” by creating banners and reminder posts, posted about Veterans Day, Paint and Pour Workshop, Halloween, and a recap of Doghouse Roadhouse.
- **Twitter:** Promoted “Realism to Abstraction: Views of Alaska” by creating banners and reminder posts, posted about Veterans Day, Paint and Pour Workshop, Halloween, and a recap of Doghouse Roadhouse.
- **Instagram:** Promoted “Realism to Abstraction: Views of Alaska” by creating banners and reminder posts, posted about Veterans Day, Paint and Pour Workshop, Halloween, and a recap of Doghouse Roadhouse.
- **Inside View Magazine:** Beginning schedule for Q4 magazine content.
- **Outreach:** Community interaction, post events and announcements on KCHU Billboard and KVAK, and outreach for museum events and monthly meetings.
- **Advertising:** KCHU Billboard, E-News ad, VMHA website, KVAK radio, delivering flyers, and social media for museum events.
- **QuickBooks:** Distributed monthly October financial reports to the Interim Executive Director.
- **Square:** Maintaining the Square online store by adding pictures and descriptions to inventory.

Public Relations

- Greet, inform, and welcome visitors to the Museum, oversee facility rentals, and serve as a community liaison.

Administrative Support

- General office duties, proofreading and edit documents, print membership badges, update affinity list, compile monthly board packets, assist with mailing, order stationery and other office supplies. Assist with new staff.

Visitor Services

- Work at the front counter, introduce visitors to the Museum, assist visitors and answer questions, conduct Museum Store sales, and monitor museum activity throughout the day.

Board Support

- Attend regular and special VMHA Board meetings, record and transcribe minutes, print minutes for signing by Board Secretary, keep Board Minutes file up to date, prepare membership Thank You notes, send email reminders for card pick-ups.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Collections & Exhibitions Report

Submitted by Caren S. Oberg, Curator of Collections & Exhibitions

October-November 2023

HVAC PROJECT

The HVAC project has a high impact on Egan Commons and Permanent Exhibitions and will be a primary focus of my work for the next 3-6 months. The chart below shows the major tasks with regards to Collections and the Exhibitions, only. More information about the HVAC project may be found in the Board Packet.

Pre-Construction	
Inventory (By Nov 17)	
Photos/video of all exhibitions	Complete
Inventory of all artifacts	In Progress
Inventory of all photographs	In Progress
Inventory of all labels	In Progress
Inventory of all props	In Progress
Updating PPWeb re inventories	In Progress
Identify artifacts requiring special expertise/advice	In Progress
Artifact Preparation and Packing (by Dec 31)	
Determine locations to store artifacts	In Progress
Prepare Annex for short-term storage	In Progress
Identify preservation/packing materials needed	In Progress
Materials Ordered/Received	In Progress/Not Started
Determine Artifact packing calendar	In Progress
Contact volunteers for Artifact packing	In Progress
Wrap large/organic artifacts for Annex storage	Not Started
Box artifacts	Not Started
Box photographs	Not Started
Box labels and props	Not Started
Work with contractors re protecting immovable artifacts (Hitchinbrook Lens, Pinzon Bar, etc.)	In Progress

COLLECTIONS

HVAC project takes priority over the other collections-based work originally planned for Q4 2023. However, there is some work which will be done before end of year – specifically (a) letters to donors of objects in 2023, (b) accessions entries of said objects into PastPerfect, (c) the wrapping and boxing of those objects and (d) placement into compact storage.

EXHIBITIONS

Permanent Exhibition Management

- See HVAC Project above

Temporary Exhibition Management

- *Realism to Abstraction: Views of Alaska* is currently on exhibit. The exhibition will close on December 16, rather than January 6 due to HVAC project.
- While in Juneau, I met with Kaax Tséen, the artist for Echoes of Tlingit exhibition slated for June-Sept 2024.

	Rarefied Light 2022 (Apr - Sept 2023)	Realism to Abstract (Sept 2023-Dec 2023)	The Melt (Apr-Jun 2024)	Echoes of Tlingit... (Jun-Sept 2024)
Contracts	Complete	Complete	Complete	In Progress
Budget Planning/Grant Writing	Complete	Complete	Complete	Complete
Curating (working with artists to form the exhibition themes, ideas, and decisions about pieces)	Complete	Complete	In Progress	In Progress
Drafting text (for labels, Inside View, press releases)	Complete	Complete	Not Started	Not Started
Visual mockup of exhibit	Complete	Complete	Not Started	Not Started
Marketing materials (manage development)	Complete	Complete	Not Started	Not Started
Label Production	Complete	Complete	Not Started	Not Started
Coordinate volunteers for install/deinstall	Complete	Complete	Not Started	Not Started
Exhibit Installation	Complete	Complete	Not Started	Not Started
Exhibit deinstallation	Complete	Not Started	Not Started	Not Started
Exhibit shipping preparations (from artist to Museum)	Complete	Complete	Not Started	Not Started
Exhibit shipping preparations (from Museum to artist)	Complete	Not Started	Not Started	Not Started
Coordinate shipping of sold artwork	Complete	Not Started	Not Started	Not Started

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Visitor Service & Store Report
Submitted by Danny Tapp, Administrative Marketing Coordinator**

October 2023

Admissions

October 2022		October 2023		+/-	
Free	80	Free	11	Free	-69
<i>*Bluestar</i>	0	<i>*Bluestar</i>	0	<i>*Bluestar</i>	0
Paid	51	Paid	76	Paid	+25
Total	131	Total	87	Total	-44

Store Sales

October 2022	October 2023	+/-
\$1,138.75	\$1,059.20	-\$79.55

* Blue Star included in Free count

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Visitor Service & Store Report
Submitted by Danny Tapp, Administrative Marketing Coordinator**

January 1 – December 31, 2022
-
January 1 – October 31, 2023

Admissions

2022		YTD 2023		+/-
Free	2,132	Free	1,438	Free -694
<i>*Bluestar</i>	742	<i>*Bluestar</i>	707	<i>*Bluestar</i> -35
Paid	6,797	Paid	9,242	Paid +2445
Total	8,929	Total	10,680	Total +1,751

Store Sales

2022	YTD 2023	+/-
\$63,470.89	\$44,076.64	-\$19,394.25

* Blue Star included in Free count