

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

March 21, 2024- 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 February 15, 2024, pp. 3
 7. Approval of Financial Report as of February 15, 2024 pp. 6
 - a) February Financial Statements
 8. New Business
 - a) Accept Recent Cash Donation for their donor-intended purposes pp. 9
 - b) Recent member/donor assignments pp. 11
 - c) Native Gallery Committee discussion on building community and VNT connections
 - d) Executive committee session to report on ED (Executive Director) Search and review candidates
 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
 14. Adjournment
- Upcoming Committee Meetings**
ED Search Committee, Finance Committee

Next Meeting: April 18, 2024

Dates to add to your Calendars

Winter Operations

Museum on Egan

Closed to the public through March 31st, 2024, due to construction

Museum on Hazelet

Closed to Public, Open by Appointment Only

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 is 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
February 15, 2024 - 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 12:03 pm.
Members present: - Nanci Hill, Michelle Cullen, Martha Barberio, Gary Minish, Linda Guthrie, Richard Dunkin, Dan Gilson and Jim Shirrell.
Members excused: - Karen Allred
Guests: - **Trinity Faith Harris**
Staff present: - Faith Revell, Danny Tapp, and Caren Oberg.
- 2. Introduction of Guests:** Trinity Faith Harris the new Executive Director of the VCVB attended as a guest.
- 3. Public Business from the Floor:** None.
- 4. Board Educational Moment:** Faith Revell shared information about what an executive session entails in Robert's Rules of Order. Invitations to the executive session are made in advance, that include members only with some exceptions when creating the attendance list. Any business conducted within an executive session is confidential and known to only the members of the board. Roberts's rules of order allow discussion and voting during executive sessions. Motions can be made inside the executive session. Someone needs to move to end ES and return to the open meeting with a discussion or vote.
- 5. Mission Educational Moment:** Caren Oberg, Curator of Collection & Exhibitions shared information regarding the Native American Graves Protection and Repatriation Act (NAGPRA). She shared that many museums as of recently have dismantled their native galleries. That is because significant revisions were made to NAGPRA policy at the beginning of the year with potential repercussions to follow. New NAGPRA policy has stated that human remains, funerary objects, and objects of cultural patrimony (objects that may be passed down from generation to generation) cannot be on display in exhibitions without permission of the Native tribe or descendants. The policy also states that museums who believe or know they have such items in their collections must reach out to tribes, rather than waiting for tribes to make the initial contact. There is a 5-year timeline to complete the work stated in the new policy. Mrs. Oberg states that she is excited about the opportunity to gather more information for collection items.
- 6. Approval of the Minutes for January 18, 2024:**
Motion: Richard Dunkin motioned to approve the minutes, seconded by Martha Barberio.
Discussion: None.

Vote: All members present voted to approve the discussed minutes. None Opposed. Motion carried.

7. Approval of Financial Report as of January 31, 2023:

Motion: Martha Barberio motioned to approve the financial report, seconded by Michelle Cullen.

Discussion: None

Vote: All members present voted to approve the discussed financial report. None Opposed. Motion carried.

8. New Business

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

Motion: Martha Barberio motioned to approve recent cash donations for their donor-intended purposes, seconded by Richard Dunkin.

Discussion: None.

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

b. **Recent member/ donor assignments:** 7 total / Donor Thank You cards have been signed and distributed.

c. **Discussion of new ED search:** Michelle Cullen stated that there are currently 6 total applicants in the director search email. She believed that 3 of them were potential candidates. Danny Tapp shared where each JD was posted online. Martha Barberio shared that she is working on a grid for scoring applicants for the hiring process.

d. **Discussion of the Native Gallery committee need to form and its impact:** Faith Revell shared that with the new information from NAGPRA, the VMHA needs to do things better and give voice to Alaska Natives when displaying traditional items at the Museum.. Implementing a Native Gallery committee is important to connect with more Alaska Native people to identify objects and tell their stories. To make changes in an honorable fashion, members of the native gallery committee along with members of the Alaska Native community need to be a part of that informed discussion. It is important to begin to brainstorm how to form the body to be more involved. Linda Guthrie, Rich Dunkin, and Gary Minish agreed to join the Native Gallery committee.

e. **Executive committee session to discuss Interim ED salary adjustments:**

Motion: Richard Dunkin motioned to approve going into the executive committee session, seconded by Dan Gilson.

Discussion: None.

Vote: All members present voted to approve going into the executive committee session, None Opposed. Motion carried.

9. President's Report: None.

10. Staff Reports: Danny Tapp has reported that she will be resigning from her post. Her last day of work will be on March 1, 2024. Faith Revell shared images of the ongoing construction at the

VMHA, and she emphasized that it is not safe for the public to walk around the building at the moment. She also mentioned that the construction process will be featured in an upcoming edition of Inside View magazine. Martha Barberio informed the group that the city of Valdez has proposed that the VMHA participate in the GFE event scheduled for March 27th. Faith Revell responded that neither of the current locations are suitable for hosting the event, but she will explore the possibility of opening a portion of the annex location on that day. Ms. Revell also reported that she is working on a Museums Alaska grant to rehouse the fine arts collection. The VMHA is also developing a disaster and emergency plan. Martha Barberio suggested getting in touch with Aaron Baczuk from the COV, who may be able to assist in crafting the EAP. Ms. Revell expressed her desire to take steps toward making the VMHA an accredited museum. On the program side of things, there are two upcoming TNHT events, and more copies of the Valdez Cookbook have been ordered. To promote sales, a “Cook The Book” event will be held where individuals may cook and share recipes from the book.

11. Committee Reports:

Finance Committee: Jim Shirrell reported that in the previous finance meeting, there was a discussion on creating a second account that identified a fund for future development planning and projects. The goal of this was to justify the large funds available as a result of end-of-the-year planning to secure grants and funding.

Fundraising Committee: None.

Strategic Planning Committee: None.

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

13. Executive Committee Session: 1:47 pm

14. Return from Executive: 1:56 pm

Next Board of Directors Meeting: March 21, 2024 – 12:00 p.m. at the Valdez City Council Chambers

15. Adjournment:

Motion: With no further business before the Board, Richard Dunkin moved to adjourn the meeting at time 1:57 pm, seconded by Martha Barberio.

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**

February 2024

Summary: For your review, I have provided three statements: Budget v. Actual for 2024, Statement of Activities Previous Year Comparison, and Statement of Financial Position Previous Year Comparison, all as of February 29, 2024.

Budget vs. Actuals: FY2024 At the time of this report earned revenue remains the same as last month (\$60) and a tiny fraction of the year's operating budget set at \$214,764. This small amount was anticipated with the Egan site closing and the Museum's inability to easily generate revenue in the first quarter as a result.

Grants. To date the COV quarterly grant in the amount of \$133,750 and received in January is the only grant listed in the budget vs actual report for the period. The total yearly budget for grants is \$549,500. **Foundation grants**, some of which were received in early March (United Way Valdez and Alyeska), are not posted in this report, but will be in evidence in next month's.

Donations income of \$150 signals the beginning of incoming annual gifts to the Museum in 2024. The total annual donations budget is \$16,750. **Fund development** has increased to \$1785.00, nearly doubling what was shown last month.. The 2024 annual appeal campaign slated to launch the third week of March should yield results that further impact the fund development totals. The appeal has been designed to bring in \$4000 to the Museum.

Earned revenue. There are currently no store sales to note. This will all change when the Museum reopens to the public and we move forward in the year.

Interest Income. The Phyllis Irish Memorial Fund CD stands at \$68,901.50.

Cost of Goods Sold. The Museum reprinted the popular Alaska Historical Cookbook which is now on sale. It will hopefully generate both widespread interest and revenue.

Total expenses to date stand at \$133,678. They are currently 17% of the annual total expenditures and we are at 16.9% of the way through the year. Notable

costs incurred during the year to date are attributed to payroll, utilities and liability insurance. **Utilities** are tracking in total at 16.7% of what is budgeted for 2024. Electric costs did not increase dramatically during construction and came in at 12.61% of budget. Heating oil costs are higher than estimated and stand at 22.83% of budget. Water is slightly higher than anticipated, but a very small amount. Its yearly budget is only \$280.00. Utilities have lowered and could continue to go down with the implementation of the new HVAC system.

Personnel expenses come in at \$75,690 and 15.3% of budget. They should decrease in March due to the absence of the Administrative Marketing Assistant, then increase in April when we are anticipating bringing seasonal staff and others on board.

ED Recruitment. \$874 has been spent on ED recruitment thus far. It has a budget of \$10,000.

Statement of Activity Comparison for the first two months of 2024.

At the time of this report net operating revenues shown are at \$16,787 compared to \$-10,342 in 2023. Expenditures closed out at \$118,299 compared to last year's total of \$147,543. This variation can be attributed in part to lower personnel expenses and lower utility costs this period, this year. Utilities stand at \$9618 in the first two months of 2024 compared to \$14,591 in 2023. This is a significant decrease in costs.

Grants: The COV quarterly grant remains at the same amount as last year and \$133,750.

Fund Development: Fund development (annual appeal, membership and donations) total less this year than last at the same time, but will grow as 2024 unfolds.

Admissions and Store Sales: While the Museum is closed there are no admission fees. There were very few in 2023. They amounted to \$356.00. There have been no store sales in 2024. \$704.00 was generated in store sales in 2023 during the first two months of the year. Purchases of books and gallery items comprised the lion's share of the store revenue for the period.

Statement of Financial Position Previous Year Comparison as of February 29th, 2024

As of February 29th, 2024, total liabilities and equity for the Museum stands at \$1,798,265 compared to 2023, where totals amounted to \$1,615,168.

Bank accounts total \$427,027 at February's conclusion compared to \$300,002 in 2023.

Phyllis Irish Fund is up incrementally in 2024 and sits at \$68,901 compared to \$68,729 in 2023.

The Museum Endowment Fund posts at \$1,244,821 compared to \$1,192,182 in 2023 during the same reporting period. This is an increase of 4.42% from one year to the next.

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: March 21, 2024

Valdez Museum & Historical Archive Association

Inc. Transaction Report February 2024

	Date	Name	Description	Amount line
Fund Development				
Donations Income				
Unrestricted	Feb 2024	Michelle Cullen	Donation	\$100.00
	Feb 2024	Martha Barberio	Donation	\$25.00
Total for Unrestricted				\$125.00
Total for Donations Income with sub-accounts				\$125.00
Total for Fund Development with sub-accounts				\$125.00

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: March 21, 2023

Valdez Museum & Historical Archive Association Inc.

February Memberships 2024

FEBRUARY RENEWALS

Greeting	Level
Steve & Donna Newcomer	Contributor
Allen County Public Library	Individual
Martha Barberio	Individual
John & Gloria Gilson	Family

FEBRUARY NEW MEMBERSHIPS

Greeting	Level
Daniel & Tracy Gilson	Family

Valdez Museum & Historical Archive Association Inc.

Item 8C

**Native Gallery Committee Discussion on Building Community and
Connecting with the Valdez Native Tribe (VNT)**

Board Action to Be Taken:

Discuss the work of the Native Gallery Committee, report on the presentation to the VNT and discuss next steps in the effort to build community and collaborate with Alaska Natives

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Gary Minish, VMHA Board President

Date: March 12, 2024

Valdez Museum & Historical Archive Association Inc.

Item 8D
Executive Session to Report on and
Review Executive Director Candidates

Board Action to Be Taken:

Search Committee Executives report to the full Board on the status of the Executive Director search and BOD reviews selected candidates. Discussion includes the process and selection criteria, timeline and next steps.

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Gary Minish, VMHA BOD President

Date: March 12, 2024

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

February 2024

Staying the course

The staff and Board continue to work together successfully to get things done. We communicate often and clearly and collaborate on joint committees and projects to move the Museum forward.

Program of Work for the Reporting Period:

Staff and operations: Oversee Museum operations to ensure smooth running operations, safe and accessible facilities and a productive, albeit smaller than usual staff, during a period of significant change.

- Board Interface: Write reports, meet with committees and prepare materials for the March meeting
- Hiring: Begin search campaign for ED, Administrative Marketing Coordinator, and seasonal staff
- Personnel: Transition staff members who resigned their Museum posts
- Funding: Prepare all 2024 annual appeal materials for campaign launch
- Grant writing: Apply to Alyeska 2024 funding
- Facilities: Work with COV and on-site construction crew
- Technology: Work with ARCTIC IT to meet changing IT and computer needs of staff
- Outreach: Build relationships with community stakeholders and visiting cruise ships

Board

- Prepared the BOD packet with the assistance from Danny Tapp and circulated it to BOD members in advance of meeting on March 21st.
- Convened with the Board on February 15th for the monthly meeting
- Met with the BOD and ED search committee to review candidates
- Kept the BOD informed through regular email accounts, in person and zoom meetings

Finance

- Met with the Finance Committee for monthly review.
- Supported Andrea Searles work on the annual audit

Fundraising and Grants

- Prepared to mail the annual appeal out in late March to the Museum affinity list of approximately 450 people
- Sent thank you notes to Museum supporters and donors
- In March, wrote Alyeska Cybergrant for \$1500 to support the summer exhibition: *Artistry of the Alaskan First Peoples*, and received a corporate gift in the full amount.
- Also in March, received notice of a \$2500 donation from United Way Valdez that will support Museum programs and educational initiatives

Hiring and Personnel

- With assistance from Danny Tapp, prepared job descriptions and flyers to support a hiring campaign for the Administrative Marketing Assistant, summer tour guides and seasonal staff. Posted these on local and state sites, on the Museum website and social media
- Supported the work of the VMHA Search Committee to hire a new executive director
- Successfully transitioned Danny Tapp's employment retirement at the Museum and learned in a series of daily training sessions with Danny, many aspects of AMA job
 - Took on the responsibility of implementing these duties temporarily.
 - BOD packet assembly and distribution
 - BOD meeting technology set up and recording practices
 - Membership support
 - Website design and content updates
 - Design and production of marketing materials and printed items using CANVA

Facilities

Collaborations with COV and Contractors

- The Museum continues to have a good working relationship with contractors and COV project manager, Brad Sontag
- Construction completion is targeted for the end of March
- Plans are underway for a phased return to some areas of the building and an all out installation beginning in early April
- Research is underway to purchase items that will help to streamline storage upon return to the Egan site, make the building more welcoming and improve the visitor experience.

Technology

- A quarterly review of Museum IT functions and needs was made with ARCTICIT in concert with Museum staff
- Two new computers are slated to be installed at the annex
- Several old computers will be removed from ARCTICIT Care, gathered up and transported to Anchorage for recycling

Outreach

- The BOD formed a Native Gallery Committee, met to discuss how to connect with and seek consul from Alaska Natives on Museum exhibitions and interpretation of Indigenous collections
- A presentation to the Valdez Native Tribe by the BOD and staff is scheduled for March 18.

Re-opening

- A re-opening celebration is slated for April 27th. It will be replete with a new exhibit, guided tours, gallery walks, games, refreshments and more

Of note:

Museum staff have done a truly remarkable job during the construction phase at the Egan site. Despite having limited access to offices, collections, technology and all those materials that each depends upon to do their job, staff have remained calm and resolute. They continue to stay the course and tackle any projects set before them. And imagine in the mix, how to improve what the Museum has offered in the past. They remain committed, congenial and focused. What a resilient and wonderful group!

F REVELL VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Curator of Education & Public Programs' Report Submitted by Faith Revell, Curator of Education & Public Programs February 2024

Reporting period: February 2 through March 12, 2024 Total contacts: 64

Overview: Fewer public educational programs were offered during the reporting period than usual due to the Egan site being under construction. Behind the scenes work was tackled along with designing for publication and planning ahead.

Public Programs and Exhibits

February TNHT took place at the Consortium Library and focused on Black history. Two stories were shared with participants. The first originated from the Library of Congress and featured the work of Thelma Doswell, teacher and genealogist, who worked tirelessly to research and document the history of the Blackwell family over the centuries and create a massive drawing of a tree replete with hundreds of names. The other story came from the National Museum of African American History and Culture and focused upon the Atlanta Washerwoman Strike of 1881.

Both accounts prompted those gathered to join the dialogue and share stories of their own, oftentimes connecting to the history of Valdez and outlying region. One participant told about rainy “wash days” at Ellamar, when community members arrived with gallons of gasoline to fill the fuel powered washing machine in town.

Outreach and Collaboration

The Museum has an ongoing partnership with the Valdez Consortium Library as a place to deliver 1st quarter programs in the absence of programming space at the Egan site. Furthermore, Faith will teach two spring break art classes in collaboration with the Library. One class is geared to elementary students and the other, teens. The design of each class has been completed.

Cruise Ship POCs and Museum interface. The Museum is working in tandem with Premier Tours on POCs for this summer. The VMAH offers guided tours, an Old Town talk round the model and ticketed admissions to both Museum sites. We have received and placed in our calendar all shore and overland excursions, so staff is in the know. Currently, we are hiring seasonal staff to support the effort.

All established Museum guides are returning this summer to give tours for cruise ship passengers and overland travelers. They have been assigned tours according to a detailed schedule with more than 130 tours anticipated. The Museum is actively seeking additional guides for the season, all of whom will be trained to do the job.

40 POCs are scheduled for this summer. The first to arrive on April 30th is Carnival. This is a large capacity ship with more than 2000 on board. It is filling up fast and a significant contingent will be ushered in to town and the Museum during its time in port.

Administration, Planning and Institutional Teamwork

\$2500 in funds from Valdez United Way was received. These restricted monies go towards public programs and education. The initial ask combined a multi-page request for funds in late 2023 paired with an in-person presentation in January. Thank you United Way Valdez!

An Alyeska corporate gift in the amount of \$1500 to support the summer exhibition was applied for in March and notification of the award received within two weeks thereafter. Thank you Alyeska! Both Alyeska and UWV have been long time supporters of the Museum’s program of work.

Museum staff are jointly working on an Emergency Action Plan. Our existing plan requires revision and updating. This is one of the key documents that museum’s require if applying for a MAP assessment in future.

In Danny’s absence—she resigned as of March 1st--Museum staff have taken on the role of designing print material for forthcoming programs and exhibits, and learning the software to accomplish this.

DATE/PROGRAM E ED PP OR R V or IP #PARTVOL

February

12 Construction mtng	x						x	5	
13 Finance com mtng	x						x		3
15 BOD mtng	x						x	x	9
20 COV mtng	x						x	x	25
26 Collections com mtng	x						x	x	3
27 TNHT			x					x	8

March

5 Native Gallery com mtng	x						x	2	5
6 ARCTIC IT mtng	x						x	1	

E, meetings, events	=	36
ED, education	=	0
PP, public programs	=	8
OR, outreach	=	0
R, rentals	=	0
VOL, volunteers	=	20
Total contacts	=	64

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.

Collections & Exhibitions Report

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

March 2024

I. EXHIBITIONS

Permanent Exhibition Management

HVAC PROJECT

The HVAC project has a high impact on Egan Commons and Permanent Exhibitions and the contractors are doing a fantastic job working with and around the Museum.

During Construction (Jan-Mar 2024)

Once daily check in at Main building	In Progress
Develop calendar for reinstall	In Progress
Update loan paperwork for loans in Permanent Exhibits	In Progress
Determine small adjustments to Permanent Exhibits	In Progress
New labels underway for Native Gallery, AK Railway, Valdez 1900 and Richardson Highway	
Native Gallery Committee – Assisting as I am needed	
Draft GIA Grant application for (much needed) artifact cases for Native Gallery	In Progress
Record and edit bi-weekly 10-20 sec videos for social media "Curating During Construction". The data showed that these videos were not viewed by enough people to warrant the 10-12 hours it requires for me to produce, given other priorities.	Stopped

Temporary Exhibition Management

- The spring exhibition, opening April 19, *Emerging from the Melt* is an opportunity to show works of art from the Valdez Museum & Historical Archive visual arts collection. This exhibition can be developed due to a MuseumsAlaska grant received in 2023, allowing better access to our visual arts collection. This exhibit will highlight works of art that may have been shown five years ago, ten years ago or have never been displayed and discuss why we collect what we collect.

	No Q1 Exhibit - HVAC	The Melt (Apr-Jun 2024)	Echoes of Tlingit (Jun-Sept 2024)
Contracts	N/A	Complete	Complete
Budget Planning/Grant Writing	N/A	Complete	Complete
Curating (working with artists to form the exhibition themes, ideas, and decisions about pieces)	N/A	In Progress	In Progress
Drafting text (for labels, Inside View, press releases)	N/A	In Progress	Not Started
Visual mockup of exhibit	N/A	In Progress	Not Started
Marketing materials (manage development)	N/A	In Progress	Not Started
Coordinate volunteers for install/deinstall	N/A	Not Started	Not Started
Exhibit Installation	N/A	Not Started	Not Started
Exhibit deinstallation	N/A	Not Started	Not Started
Exhibit shipping preparations	N/A	N/A	Not Started
Coordinate shipping of sold artwork	N/A	N/A	Not Started

II. COLLECTIONS

Fine Arts Collection Rehousing Project – 50% complete, on schedule

- This project is 50% complete. All items have been removed from bins 3-6, conditioning reports filled in, the bars are slotted into the bins, and the artwork replaced.
- As planned, the rehousing project is on hold until Q4 because the Annex theater is used as a staging area for other exhibitions and post-HVAC reinstall

NAGPRA Policy (Native American Graves Protection and Reparations Act, 1990)

- Presented Board Education Moment at February Board Meeting
- The Collections Committee met to further learn about and discuss the impact of the new policies.
- Viewed the NPS February webinar on repatriation of human remains and funerary objects
- Attended March 8 webinar hosted by MuseumsAlaska titled *Reframing Indigenous Community Collections Stewardship*
- Will view MPS March 15 webinar on repatriation of cultural items

Research

- There has been a small increase in the number of archive requests. Topics include a photo request of the Chena in Valdez on March 27, 1964; details about the closing of Harborview in 1997 and images of pins produced by Harborview residents; Cameron family pictures; information on Thompson Pass *before* 1898, and Lillian Moore papers.

- I am reviewing the Archive Fee Schedule currently on the website. That document is from 2013, is complicated to read, and no longer accurately reflects the archival requests we receive.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Communications & Marketing Report Submitted by Danielle Tapp, Administrative Marketing Coordinator February 2024

Marketing and Communications

- **Website:**
 - General site: Promoted current hours, TNHT, construction, and events related to February / March events.
 - Landing page: Maintain banner images- February / March events.
 - Board portal: Updated with February reports.
 - News Tab: Promoted open career opportunities.
 - Square Online: Transferred ownership to VMHA business manager.
 - Website goal: Keep our website attractive and current and promote it as a primary source of information about the Museum.
- **Roadhouse:**
- **Mail Chimp:** Distributed a March 2024 E-news
- **Press Releases:** none
- **Facebook:** Promoted TNHT for March, Career opportunities, and Pick.Click.Give.
- **Twitter:** Promoted TNHT for March, Career opportunities, and Pick.Click.Give.
- **Instagram:** Promoted TNHT for March, Career opportunities, and Pick.Click.Give.
- **Inside View Magazine:** Ordered IV 24 Q 1 from Minute Man press.
- **Outreach:** Community interaction, post events and announcements on KCHU Billboard and KVAK, and outreach for museum events and monthly meetings.
- **Advertising:** E-News ad, VMHA website, and social media for museum events.
- **QuickBooks:** Distributed monthly February financial reports to the Interim Executive Director.

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.

Training in preparation for absence

- Trained Interim Executive Director on tasks the Administrative Marketing Coordinator preforms.
- Trained Business Manager on Square Mobile operations

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Square Online & QBO: Visitor Service & Store Report
Submitted by Danny Tapp, Administrative Marketing Coordinator**

February 2024

Admissions

February 2023		February 2024		+/-	
Free	2	Free	0	Free	-2
<i>*Bluestar</i>	0	<i>*Bluestar</i>	0	<i>*Bluestar</i>	0
Paid	73	Paid	0	Paid	-73
Total	75	Total	0	Total	-75

Store Sales

February 2023	February 2024	+/-
\$425.37	\$0	-\$425.37

* Blue Star included in Free count