

# VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.

## MEETING OF THE BOARD OF DIRECTORS

April 18, 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 March 21, 2024, pp. 3 - 5
7. Approval of Financial Report as of March 21, 2024 pp. 6 - 8
  - a) March 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) Roadhouse planning discussion pp. 13
  - d) ED Search Report on progress-to-date, candidate interviews and next steps pp. 14
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(?), Nat 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: May 16, 2024

## **Dates to add to your Calendars**

Winter and Special Operations

### **Museum on Egan**

Re-opening celebration April 27, Museum open 9 am to 5 pm  
First cruise ship of season, April 30<sup>th</sup>, Museum open 9 am to 5 pm

### **Museum on Hazelet**

Closed to Public, Open by Appointment Only  
Re-opening celebration April 27, Museum open 9 am to 5 pm  
First cruise ship of season, April 30<sup>th</sup>, Museum open 9 am to 4 pm

## **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**

**March 24, 2024, 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 12:08 pm.  
**Members present:** - Nanci Hill, Michelle Cullen, Martha Barberio, Gary Minish, Linda Guthrie, Richard Dunkin, Dan Gilson, and Karen Allred.  
**Members excused:** - Jim Shirrell  
**Guests:** - Gloria McAlister.  
**Staff present:** - Faith Revell.
- 2. Introduction of Guests:** Mrs. McAlister stated that she was unhappy with the VMHA for not acknowledging the 60<sup>th</sup> Anniversary of the 1964 Alaska Earthquake. The anniversary was not mentioned in the VMHA publication, Inside View, or in any of the events, calendars, or social media from the Museum. Interim Director Faith Revell apologized along with the Board members and explained she would send out an acknowledgment in an e-news blast before the March 27 event. The City of Valdez will hold the dockside memorial on the 27 at Kelsey Dock. In addition, refreshments will be provided by Magpies Catering at the VCVB building between 6 and 7 pm for a reception. The Museum is unable to provide a space for the remembrance as both sites are tied up with the HVAC installation in the Main building.
- 3. Public Business from the Floor:** None.
- 4. Board Educational Moment:** None
- 5. Mission Educational Moment:** The Museum is sponsoring an event, “Cook the Book” on Sunday March 24, from 2-4 pm. The public is encouraged to gather at the Weathered Anchor Event Room and to bring a dish to share from the newly republished Valdez Historical Cookbook. Those not able to bring a dish can pay \$10 fee for the event. The book is for sale for \$24.95.
- 6. Approval of the Minutes for February 15, 2024:**  
**Motion:** Richard Dunkin motioned to approve the minutes, seconded by Nanci Hill.  
**Discussion:** None.  
**Vote:** All members present voted to approve the discussed minutes. None Opposed. Motion carried.
- 7. Approval of Financial Report as of February 15, 2024:**  
**Motion:** Linda Guthrie motioned to approve the financial report, seconded by Nanci Hill.  
**Discussion:** Ms. Revell added that the City of Valdez approved the renewal of the staff health insurance yesterday. This will increase the budget by \$483 per month for the 2 staff currently working. When a

new ED and Assistant are hired the cost will go up further. Jim Shirrell had left a message for the meeting that the financial committee recommends to approve the financial report.

**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:** Nanci Hill motioned to approve recent cash donations for their donor-intended purposes, seconded by Martha Barberio.

**Discussion:** None.

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

### b. Recent member/ donor assignments: 5 total / Donor Thank You cards have been signed and distributed.

### c. Discussion of the Native Gallery committee: Nanci Hill, Faith Revell, and Gary Minish attended the Valdez Native Tribe meeting this month. They reached out to make new contacts, Melinda Smith and Julie Smith, to work on regalia display protocol. Any board members who would like to attend the monthly Gathering Circle are encouraged to RSVP Kerstin Webber. The Native Gallery Committee needs to set a time to meet this month.

### d. Executive committee session to discuss Interim ED salary adjustments:

**Motion:** Richard Dunkin motioned to approve going into the executive committee session, seconded by Michelle Cullen.

**Discussion:** None.

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

## 9. **President's Report:** Gary Minish reported that the Search for the Executive Director is going well. He recognized the need to move forward with the strategic Plan after the new ED is on Board.

## 10. **Staff Reports:** Faith Revell reported as the Interiem ED that the Main Museum is planning an April 27 reopening celebration that will be all day. There will be refreshments, walks, and talks with fresh exhibits /galleries. The 30 of April will bring the first cruise ship of the season at the Kelsey Dock, Carnival Line. The ship is expected to be full and the museum busy.

## 11. **Committee Reports:**

**Finance Committee:** Working on getting ahead for the 2025 budget.

**Fundraising Committee:** The annual appeal letter is sent. Faith Revell, Rich Dunkin, and Nanci Hill met to stuff the envelopes with the letter and flower seed packet for the "Forget me Not" campaign. Michelle Cullen advised the first Roadhouse meeting will be scheduled at the end of April or early May when the museum is open and underway.

**Strategic Planning Committee:** None.

**12. Committee Business from the Floor or Board Member Discussion/Ideas:** Michelle Cullen would like to have signs at both locations that encourage visitors to become members and to explain the value of the reciprocal NARM membership. Karen Allred volunteered to work with Michelle on the sign with Faith Revell's approval.

**13. Executive Committee Session:** 1:04 pm

**14. Return from Executive:** 1:41 pm

**Next Board of Directors Meeting: April 18, 2024 – 12:00 p.m. at the Valdez City Council Chambers**

**15. Adjournment:**

**Motion:** With no further business before the Board, Martha Barberio moved to adjourn the meeting at time 1:42 pm, 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

March 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. With exception, all reports are as of March 31, 2024. SAPRC is as of April 8, 2024.

**Budget vs. Actuals: FY2024** At the time of this report earned revenue, showed at \$269.90 and indicated fledgling growth from last month. It remains a tiny fraction of the year's operating budget set at \$214,764. This small amount should increase significantly with the onset of the Museum's re-opening to the public and the arrival of the first cruise ship to the Port of Valdez on April 30<sup>th</sup>. At that time, we anticipate hundreds of cruisers will visit the Museum, increasing admissions and reflecting on store sales.

**Grants.** The Museum has received the second quarterly COV grant in the amount of \$133,750 and 50% of the year's total of \$535,000 in support. **Foundation grants** increased with the arrival of the United Way Valdez check that goes to Museum education and public programs. It totaled \$2500.

**Donations income** of \$785.00 signals incoming unrestricted gifts to the Museum in 2024. While not large, the amount reflects more than 5x the total of the preceding report. **Fund development** has increased significantly, too. It now stands at \$6105.00 compared to \$1785.00 shown last month.. The 2024 annual appeal campaign is yielding results that impact the fund development totals. To date the appeal has brought in \$2475 of its projected total of \$4000. Memberships, including both renewing and new, have increased during the reporting period and sit at 23% of budget.

**Earned revenue.** \$49.90 in store sales were made last month. These were attributed to the sale of the newly re-published Valdez Historical Cookbook. Store sales revenue will change when we move forward in the year.

**Interest Income.** The Phyllis Irish Memorial Fund's CD yielded a 3% increase and now totals \$70,970.

**Cost of Goods Sold.** Purchases of store inventory stand at \$482.50. These were made in advance of re-opening so that we had stock to sell during shoulder season.

**Total expenses** to date stand at \$173,189. They are currently 22% of the annual total expenditures budget. We are as of March 31st at 25% of the way through the year. So expenses match up well for the first quarter. Notable costs incurred during the year to date are attributed to payroll and utilities.

**Utilities** are tracking in total at 21.8% of what is budgeted for 2024. Electric costs are down and came in at 18.57% of budget, \$6,946 less than projected. That is good news! Heating oil costs stand at 26.66% of budget, slightly higher than what was estimated for the first quarter, but in general, on track for the yearly budget. The cost of utilities is worth monitoring closely as the year unfolds and we see the impact of the implementation of the new HVAC system at the Egan site.

**Personnel expenses** come in at \$102,478 and 20.71% of budget. They should increase in April as we bring seasonal staff on board.

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

**Other expenses of note** are tracking thusly with regards to % of budget vs actual

- IT services, 18.53%
- Collections, 44.43%
- Janitorial, 33.25%
- Supplies, 62%
- Dues/Subscriptions, 39.29%
- Printing and Reproduction, 25.27%
- Rent, 99.17%
- ED Recruitment, 8.5%
- Exhibits, 9.04%

## Statement of Activity Comparison for the first three months of 2024.

At the time of this report net operating revenues shown are at \$104,771 compared to \$58,033 in 2023. Expenditures closed out at \$173,189 compared to last year's total of \$223,124. This variation can be attributed in part to lower personnel expenses and lower utility costs this period, this year. Utilities stand at \$13,572 in the first three months of 2024 compared to \$20,396 in 2023. This is a significant decrease in costs.

Since the Museum has been closed to the public during the 1<sup>st</sup> quarter, those expenses tied to doing business in general are less this year than last. They include general operating supplies, telephone and credit card fees. While relatively small costs, together, they all add up to make a difference.

**Grants:** The COV quarterly grant remains at the same amount as last year and \$133,750. The United Way Valdez foundation grant of \$2500 also remains the same this year as last. Thank you United Way!

**Fund Development:** Fund development (annual appeal, membership and donations) total less this year (\$6105) than last (\$8508) at the same time.

**Admissions and Store Sales:** While the Museum has been closed from December 17 through April, there have been no admission fees. Fees amounted to \$1549 last year between January and early April. The Museum has had very few store sales in 2024. In comparison \$1783 was generated in sales in 2023 from January through April 8.

2024 budget projections for store sales are \$53,189 and \$136,000 for admissions (a combination of both bulk and general admission fees). It will be interesting to see how being closed the first quarter of 2024 impacts final revenues generated through store sales and Museum admission.

## Statement of Financial Position Previous Year Comparison as of March 31st, 2024

As of March 31st, 2024, total liabilities and equity for the Museum stand at \$1,978,769 compared to 2023, where totals amounted to \$1,759,071.

**Bank accounts** total \$525,411 at March's conclusion compared to \$389,738 in 2023.

**Phyllis Irish Fund** is up 3% in 2024 and sits at \$70,970 compared to \$68,901 in 2023.

**The Museum Endowment Fund** posts at \$1,322,350 compared to \$1,244,821 in 2023.

**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**

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**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:** April 10, 2024

Valdez Museum & Historical Archive Association Inc.

Transaction Report March 2024

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	Date	Name	Description	Amount line
<b>Fund Development</b>				
<b>Donations Income</b>				
<b>Unrestricted</b>				
	March 2024	Jim and Pam Shirrell	Donation	<b>\$300.00</b>
	March 2024	Patricia Relay	Donation	<b>\$150.00</b>
	March 2024	Matt Falconieri	Donation	<b>\$100.00</b>
	March 2024	Rhonda Sambo	Donation	<b>\$25.00</b>
	March 2024	Gloria McAlister	Donation	<b>\$10.00</b>
	March 2024	Erica Carr	Donation	<b>\$25.00</b>
	March 2024	Naomi Young	Donation	<b>\$50.00</b>
<b>Total for Unrestricted</b>				<b>\$660.00</b>
<b>Total for Donations Income with sub-accounts</b>				<b>\$660.00</b>
<b>Total for Fund Development with sub-accounts</b>				<b>\$660.00</b>

**Valdez Museum & Historical Archive Association Inc.**

**Item 8b Recent Donor/ Member Assignments**

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**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:** April 10, 2024

**Valdez Museum & Historical Archive Association Inc.**

**March Memberships 2024**

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**MARCH RENEWALS**

<b>Greeting</b>	<b>Level</b>
Jane Haltness	Senior
Patricia Relay	Sustainer
Stan Stephens Cruises	Business
Louise & Katie Parish	Family
Linda Guthrie	Individual
Tim & Cindy Lopez	Contributor
Lester & T C Green	Family

**NEW MEMBERS**

<b>Greeting</b>	<b>Level</b>
NONE	NONE

**Valdez Museum & Historical Archive Association Inc.**

**Item 8C  
Roadhouse Planning**

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**Board Action to Be Taken:**

Kick off the discussion of Roadhouse fundraising plans and framework of the event

**Director/Committee Recommendation:**

NA

**Agenda Item Submitted by:** Michelle Cullen, Secretary, BOD VMHA

**Date:** April 12, 2024

**Valdez Museum & Historical Archive Association Inc.**

**Item 8D**  
**Executive Director Search and Status Report**

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**Board Action to Be Taken:**

Report on and discuss the status of the ED search, candidate interviews, and outline next steps

**Director/Committee Recommendation:**

NA

**Agenda Item Submitted by:** Gary Minish, VMHA BOD President

**Date:** April 12, 2024

# VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

March 2024

The staff are engaged in being nimble, remaining patient and staying positive as we navigate towards the reopening of the Museum and come to the end of the HVAC construction period.

Board and staff continue to work together in the search for a new ED and plan for the Museum's future. We communicate often 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 despite being in the throes of construction. Provide safe and accessible facilities. Encourage and support staff to be both productive and balanced, during a period of significant change.

- **Board Interface:** Write reports, meet with committees and prepare materials for the April meeting
- **Hiring:** Collaborate with BOD on search campaign for ED
  - Collaborate with staff on marketing and hiring Administrative Marketing Coordinator, and seasonal staff.
- **Funding:** Launch 2024 annual appeal campaign in a timely manner
- **Grant writing:** Receive Alyeska 2024 funding
- **Facilities:** Work with COV and on-site construction crew
- **Technology:** Work with ARCTIC IT to meet changing IT and computer needs
- **Outreach:** Build relationships with VNT, visiting cruise ships and Premier Tours

### Board Interface

- Prepared the BOD packet with the assistance from Danny Tapp and circulated it to BOD members in advance of meeting on April 18th.
- Convened with the Board on March 21st for the monthly meeting
- Partnered with BOD on ED Search.
  - Facilitated Zoom interviews with ED candidates and gathering of BOD and Staff
- Kept the BOD informed through regular email accounts, in person and zoom meetings

### Board Committee

- Reformed the Native Gallery Committee with the BOD
- Made presentation to the Valdez Native Tribe on March 18.
- Forwarded draft of the land acknowledgement to the VNT for review and received positive feedback and comments
- Attended third Wednesday gathering circle at the VNT to make a dream catcher

### Finance

- Did not offer monthly meeting with the Finance Committee due to time constraints
- Partnered with Andrea Searles on annual audit. It is still in progress.

## **Fundraising and Grants**

- Launched and mailed the 2024 annual appeal in late March. \$24,750 received thus far.
- Sent thank you notes to Museum supporters and donors

## **Hiring and Personnel**

- Continued the campaign for seasonal hires and a new Administrative Marketing Assistant.
- Planned for participation in two hiring fairs in Valdez in late April.
- Supported the work of the VMHA Search Committee to hire a new executive director

## **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 April 19<sup>th</sup> with some system balancing to occur thereafter
- Made presentation to the COV on status of construction and thanked them for their support

## **Technology**

- A quarterly review of Museum IT functions and needs was made with ARCTICIT in concert with Museum staff. Some old computers will be removed from the system and recycled.
- New business model color printer and ink were generously donated by Providence Clinic and Drs. Cullen and Todd, for use by the Exhibits Dept

## **Re-opening**

- A re-opening celebration along with marketing materials and activities is slated for April 27<sup>th</sup>. Plans are underway

## **Outreach**

- Prepared two e-blasts with coaching from Danny Tapp that went out to 188 subscribers. One sent out in early March and the other in early April
- Helped launch the Museum's latest publication and re-printing of the historical cookbook. This was done in print and through social media, as well as an in-person gathering to "Cook the Book."
- Attended the March 27<sup>th</sup> commemoration of the Good Friday Earthquake at the Kelsey Dock



## F REVELL VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

**Reporting period:** March 13 to April 11, 2024      Total contacts: 132

**Overview:** This reporting period was one of transition and planning for the re-opening of the Museum. It was characterized by juggling a variety of jobs and roles like crazy.

#### **Public Programs and Exhibits**

**The March TNHT** slated to be held at the Consortium Library and that was intended to feature women's history was cancelled due to library closing. They, like the Museum, are in the throes of construction and the installation of a new HVAC system.

#### **Outreach and Collaboration**

**Faith taught two spring break art classes** about birds to a gathering of elementary students and teens. Elementary students crafted clay birds and painted paper examples. Teens made collage bird creations and painted birds composed of a series of dots that borrowed from the Maori tradition of making art. The latter small class was held upstairs at the Library. We were surrounded by books and together quietly working on beautiful projects. It was a lovely afternoon.

**Cruise Ship POCs and Museum interface.** The Museum continues to work in tandem with Premier Tours on POCs for this summer and converse with Chris Herman on all phases of the shore excursion. All previously established Museum guides are returning this summer to give tours for cruise ship passengers and overland travelers. Presently we are in the throes of advertising for seasonal staff to support the effort.

The Museum now has a contact with Carnival Cruise lines, the first ship in port arriving on April 30<sup>th</sup>. Plans are underway to relay to the cruise line what the Museum can offer and welcome hundreds of the passengers to the Museum during the first of the season's port of calls.

#### **Re-opening the Museum**

All staff are planning for a full day celebration on April 27<sup>th</sup>. Festivities will include walks, tours, games, refreshments and time to ask the experts about the new HVAC system. Flyers have been posted, post cards designed and plans afoot to mail these shortly.

#### **Administration, Planning and Institutional Teamwork**

Michelle Cullen contacted the Museum about a potential donation of a new color printer and ink to the Museum. This was truly "providential" since the Exhibits Dept needed one to replace their aging model.

Museum staff have assumed the role of designing print material for forthcoming programs and exhibits in Danny Tapp's absence, and learning software such as Canva, to accomplish this. New banners were designed along with a land acknowledgement that will go on display in the front entrance.

<b>DATE/PROGRAM</b>	<b>E</b>	<b>ED</b>	<b>PP</b>	<b>OR</b>	<b>R</b>	<b>V or IP</b>	<b>#PART</b>	<b>VOL</b>
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**March**

17 Bird art class				x		x	17	
21 BOD meeting	x					x		8
22 Bird art class				x		x	4	
24 Cook the Book			x			x	6	
26 ED search mtng	x					x		7
26 TNHT, cancelled								
29 ED search mtng	x					x		6

**April**

2 COV council presentation	x					x	45	
3 ED search mtng	x					x		7
5 Move from trailer	x					x	2	
8 ED candidate interview	x					x	4	6
9 ED candidate interview	x					x	4	6
11ED candidate interview	x					x	4	6

E, meetings, events	=	59
ED, education	=	0
PP, public programs	=	6
OR, outreach	=	21
R, rentals	=	0
VOL, volunteers	=	46
<b>Total contacts</b>	<b>=</b>	<b>132</b>

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

April 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. We are now in reinstallation mode.

**During Construction (Jan-Apr 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
New labels underway for Native Gallery, AK Railway, Valdez 1900, Richardson Hwy	In Progress
Draft GIA Grant application for (much needed) artifact cases for Native Gallery (Due June 1)	In Progress

**Reinstallation (late March-Apr 2024)**

Thorough dusting of all exhibition walls, floors, inside/outside cases	In Progress
Moving large artifacts, artwork, labels, from Annex to Main	In Progress
Printing new labels for Native Gallery, AK Railway, Valdez 1900, Richardson Highway	In Progress
Unboxing and reinstalling small artifacts and objects	In Progress
Rehanging pictures and label text	In Progress
Repainting where needed	In Progress
Call for volunteers and volunteer management	In Progress
2-D CAD drawings of updated exhibit spaces	In Progress

*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	Complete	In Progress
Drafting text (for labels, Inside View, press releases)	N/A	Complete	Not Started
Visual mockup of exhibit	N/A	In Progress	Not Started
Marketing materials (manage development)	N/A	Complete	Not Started
Coordinate volunteers for install/deinstall	N/A	Apr 16-19	Not Started
Exhibit Installation	N/A	Apr 16-19	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

### *Acquisitions & Research*

- 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.
- Acquisitions (in the mail, not yet arrived): Pickaxe and file of papers from Galena Mine, donation by Charles Simenstad.
- Research requests: Information on 1909 lawsuit between Chief Goodlataw and CR&NW railroad, that involved Valdez lawyer E.E. Ritchie; Information on 1970s lawsuit involving Harborview and patient care.
- Thanks to the USCG for their muscle, a storage closet on the mezzanine is now cleared out and is a safe space to store artworks and objects designated for deaccession process.

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

**Square Online & QBO: Visitor Service & Store Report  
Submitted by Faith Revell, Interim Executive Director**

**March 2024**

**Admissions**

<b>March 2023</b>	<b>March 2024</b>	<b>+/-</b>
Free      ?	Free      0	Free      ?
<i>*Bluestar</i> ?	<i>*Bluestar</i> 0	<i>*Bluestar</i> ?
Paid      ?	Paid      0	Paid      ?
<b>Total      ?</b>	<b>Total      0</b>	<b>Total      ?</b>

**Store Sales**

<b>March 2023</b>	<b>March 2024</b>	<b>+/-</b>
\$753.91	\$49.90	-\$704.01

\* Blue Star included in Free count