

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

July 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: May 16, 2024 (amended version), and June 20, 2024, pp. 3 - 7
7. Approval of Financial Report as of June 20, 2024 pp. 8 -11
 - a) June Financial Statements
8. New Business
 - a) Accept Recent Cash Donation for their donor-intended purposes pp12-13
 - b) Recent member/donor assignments pp. 14 -15
 - c) ED Search report on progress-to-date and next steps 16
 - d) Roadhouse event planning and progress-to-date discussion 17
 - e) Executive Committee session to review Personnel Policy changes regarding paid holidays for Museum staff and paid health care benefits for permanent part-time staff pp 18
9. President's Report
10. Staff Reports pp. 19 - 24
11. Committees
 - a) Committee Reports— (15 minutes)
Finance (Jim), Collections (Rich), Board Development (Gary) Fundraising (Michelle)
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, Fundraising Committee

Next Meeting: August 15, 2024

Dates to add to your Calendars

Museum on Egan and Museum on Hazelet

Summer Hours

9 am to 5 pm, Sunday through Monday

Artistry of the Alaskan First Peoples opens June 28, 2024 – September 21st

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
May 16, 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 12:11 pm.
Members present: - Michelle Cullen, Gary Minish, Linda Guthrie, Richard Dunkin, and Karen Allred.
Members excused: - Martha Barberio, Nanci Hill, Jim Shirrell, Dan Gilson
Guests: - Faith Harris, Executive Director of VCVB.
Staff present: - Faith Revell.
2. **Introduction of Guests:** Faith Harris of the VCVB attended to share summer tourists happenings and offer support to the Museum’s collaboration with the cruise ship industry.
3. **Public Business from the Floor:** None.
4. **Board Educational Moment:** The directors were asked how the Executive Director could better present and inform the VMHA BOD on the financial state of the Museum. A discussion ensued with big picture questions the BOD had about the finances.
5. **Mission Educational Moment:** Ms. Revell presented an update on the joint project with the City of Valdez and VMHA to create high quality signs at Old Town. There are 18 new interpretive signs with QR codes that illustrate a guided walking tour of the OLD Valdez Town site.
6. **Approval of the Minutes for April 18, 2024:**
Motion: Richard Dunkin motioned to approve the minutes, seconded by Karen Allred.
Discussion: Lind Guthrie stated for the record that she only imagined a coffee shop in a new museum and not a café during the last month’s Board Education Moment.
Vote: Four members present voted to approve the discussed minutes. Linda Guthrie Opposed. Motion carried.
7. **Approval of Financial Report as of April 18, 2024:**
Motion: Michelle Cullen motioned to approve the financial report, seconded by Gary Minish.
Discussion: Ms. Revell added that the annual appeal income continues to grow. The Alaska State Arts Council grant was received and the proceeds will be used for upcoming exhibit expenses.
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: Richard Dunkin motioned to approve recent cash donations for their donor-intended purposes, seconded by Linda Guthrie.

Discussion: None.

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

- b. **Recent member/ donor assignments:** 13 total / Donor Thank You cards have been signed and distributed.
- c. **Cruise ship POCs impact on Museum operations and budget: The arrival of 28 cruise ships to the Port of Valdez for shore excursions positively impacts the Museum's budget. Premier Tours works with most of the cruise ships, but not all, to provide bulk admission to the Museum sites and tours. Volunteers are requested for old town exhibit tours on June 15 and May 22.**
- d. **Executive committee session to discuss ED search progress to date and next steps: The executive position has been re-opened on Museum related websites. The remaining two top candidates were sent a letter asking them to be patient while we review any new candidates. The committee will meet next Tuesday, May 21 to go over a shorter interview question set and initial look at a contract to offer to candidates.**

9. **President's Report:** None

10. **Staff Reports:**

11. **Committee Reports:**

Finance Committee: None. Fundraising Committee: Roadhouse will meet next Thursday May 23, 5 pm at the Egan Commons. **Strategic Planning Committee: None. Native Gallery.** none.

12. **Committee Business from the Floor or Board Member Discussion/Ideas:** \

Next Board of Directors Meeting: June 20, 2024 – 12:00 p.m. at the Valdez City Council Chambers
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13. **Adjournment:**

Motion: With no further business before the Board, Linda Guthrie moved to adjourn the meeting at time 1:50 pm, seconded by Karen Allred.

Discussion: None.

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

Signed _____ Date _____
Michelle Cullen, Secretary, VMHA



MINUTES VALDEZ MUSEUM & HISTORICAL ARCHIVE
ASSOCIATION INC.

MEETING OF THE BOARD OF DIRECTORS
June 20, 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 12:18 pm.
Members present: - Michelle Cullen, Martha Barberio, Gary Minish, Linda Guthrie, Dan Gilson, Jim Shirrell, and Karen Allred.
Members excused: Nanci Hill, Richard Dunkin
Guests: - Faith Harris, Executive Director of VCVB. Madison Davis Auditor from Newhouse and Vogler.
Staff present: - Faith Revell and Caren Oberg.
- 2. Introduction of Guests:** Faith Harris of the VCVB was here to listen to our meeting. Madison Davis, Auditor from Newhouse and Vogler, will make a presentation later in the meeting of the audit findings and recommendations.
- 3. Public Business from the Floor:** None.
- 4. Board Educational Moment:** Ms. Revell shared Joan Garry on What makes a Great Executive Director, TED Talk, <https://www.joangarry.com/great-executive-director/>
Mission Educational Moment: Caren Oberg talks about closing our exhibit, *Emerging from the Melt*, and the new exhibit, *Artistry of the Alaskan First Peoples: Echoes of Tlingit, Eyak, and Sugpiaq Culture in Sculptured Heritage*. This exhibit will highlight Tlingit artist Kaax Tséen's models of Alaska Native dugout canoes. He will be here in person to give a talk Friday at the opening and workshop on Saturday June 29. The exhibit opens June 28.
- 5. Approval of the Minutes for May 16, 2024:**
Motion: Martha Barbareo motioned to approve the minutes as amended with a record of Linda Guthrie's vote not to approve the minutes. Seconded by Dan Gilson.
Discussion: Linda Guthrie clarified that she did not approve the minutes in May.
Vote: All members present voted to approve the discussed May minutes as amended. None Opposed. Motion carried.
- 6. Approval of Financial Report as of May 16, 2024:**
Motion: Jim Shirell motioned to approve the financial report, seconded by Gary Minish.
Discussion: Ms. Revell added that the income from store sales is less than the previous year and noted it could be due in part to the HVAC construction and Museum's ensuing closure. Revell suggested the need to potentially modify the 2025 budget to project lower sales. Karen Allred suggested we try to reduce our credit card fees of 11% by encouraging cash and allowing purchasers to volunteer to pay the credit fee. Credit card fee reduction could be taken up by the finance committee.
Vote: All members present voted to approve the financial report. None Opposed. Motion carried.

7. 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 Karen Allred.

Discussion: None.

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

b. Recent member/ donor assignments: Two dual renewals and one new membership.

c) Audit presentation by Madison Davis, discussion, and approval of final report pp. 13.

Motion: Martha Barberio moves to approve audit seconded by Dan Gilson.

Discussion: Ms. Davis explained revenue variances and expenditures and minor corrections that were made. No fraudulent activity was detected.

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

d) Museum collections deaccession report by Caren Oberg.

Motion: Martha motioned to approve deaccession of all items, seconded by Linda Guthrie.

Discussion: 3 Items are presented for de-accessioning (wire gauges from past exhibit, poster from Alyeska that was from a dated exhibit, and two bronze plaques commemorating Fort Liscom centennial and some photos.) These old exhibit items, if deaccessioned, would no longer be part of our collection. The deaccession process is as follows: The collections committee proposes items to be deaccessioned. Then the Board needs to approve the collections committee recommended items. Next the recommended items are taken to the City Council to be voted on. This occurs twice a year. Next the items are put up for public notice for 30 days. If the public does not object, the deaccessioned items are offered to the original donor, or schools or other museums, or discarded if appropriate.

The Motion to deaccession the items did not pass and will be rediscussed at the next meeting with more information on each item and the ability to vote on one at a time.

e) Executive committee session to discuss ED search progress and next steps: Martha Barberio asked for Board input on the process for our newest ED candidate that had a zoom interview last week. The Board was asked, “Do we send the questions prepared by the staff to be emailed, or to be answered in person in a zoom meeting?” If we like the answers to the questions, then we can invite them to come to Valdez for an in-person interview before a contract or job offer is given. The pros and cons for written verses zoom interview were discussed and the committee will take the Board’s input before they set on a course of action.

f) Roadhouse Report: Karen Allred will send a written report to the Board members. The committee met last week and decided on the theme “Roadhouse.”

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

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

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

June 2024

Summary: This report reflects the financial position of the Museum. It addresses key aspects of the following: Budget v. Actual for 2024; Statement of Activities Previous Year Comparison; and Statement of Financial Position Previous Year Comparison. All reports were run on July 11, 2024 for a clear and evident comparison.

Budget vs. Actuals: FY2024

Budget vs. Actuals compares totals for the full year, from January through December. **Gross profit** to date is \$507,287 and 58% of the overall budgeted amount. **Total expenditures** as of July 11 stand at \$331,145 and 43% of the annual budget. The **Net operating revenue** is \$176,142. It is positioned 65% higher than the annual projected total.

As of July 11, 2024 **earned revenue**, stands at \$94,943 and 44% of the budget. The operating budget for earned revenue in 2024 is \$214,765. We still have considerable ways to go to meet annual projections.

Last month's report noted that earned revenue stood at \$29,852 and 14% of budget. The amount reported in July reflects a significant increase. The rise continues to reflect peak season totals that are directly linked to the arrival of cruise ships to Valdez, and include increased fees from general and bulk admissions along with presenter and guide fees.

Here is how revenue-to-date generated through admissions and tours breaks down:

- Bulk admissions, \$24,906 in 2024, 54% of budget
- General admissions, \$37,440, 42% of budget
- Presenter and guide income, \$13,450, 67% of budget
- Total museum fees to date, \$76,848, 48% of budget

Earned revenue from store sales for the year has increased significantly in July and totals \$13,035. Last month store revenue stood at \$4405 for the year. That said, sales are currently only at 25% of budget with two and one half months remaining in peak season. In general, when staff are asked about sales, they note they are fewer and that shoppers tend to purchase items that cost between \$5 and \$20. A review of store sales from previous years compared to those of this year, will inform what if any changes need to be made to 2025 budget projections..

Total cost of Goods Sold is \$9081 as of the month of July. Current totals are 30% of budget. New product for the store includes locally-sourced plant-based salves from Sound Crafts and copper and glass-enamel jewelry by Jenny Sheldon. We value the opportunity to support local entrepreneurs in the Museum's store.

Budget vs. Actuals: FY2024 continued

Grants. There were no changes in foundation grants as of this month. They remain at \$2500 and reflect funds received from Valdez United Way. Other grants that are used to support changing exhibits and related programs for the fall of 2024 and spring of 2025 will be applied for later in the year, many due August 31st. Historically, these funds total approximately \$5000.

COV third quarter grant has been received. As of the third quarter it totals \$401,250. The budget for the year is \$535,000.

Donations income shows a tiny increase in the month of July and currently stands at \$2275.00 compared to last month's total of \$2235.00. We remain at 13+% of budget. Like **Donations** income, **Fund development** has increased very slightly and now stands at \$10,990. The 2024 annual appeal year-to-date total is \$3690.00, just a few dollars short of its goal of \$4000. **Memberships**, including both renewing and new, have increased to 40% of budget.

Fund development will grow as a result of the Museum's annual raffle and with the arrival of the Roadhouse event in the fall.

Expenditures

The highest expenses incurred to date are tied to personnel and utilities. These are, however, tracking lower than projected for the year.

Personnel expenses come in at \$202,514 compared to last month at \$163,940. As of the end of June expenses are 41% of budget. Personnel expenses will show an increase in July with the hire of an Administrative Marketing Coordinator. All Museum positions are currently staffed, save a lead attendant and executive director.

ED Recruitment. \$4484 of the budgeted \$10,000 allotted for ED recruitment has been spent. Additional expenses will occur in August when the Museum brings one ED candidate to Valdez for an in-person interview.

Utilities are tracking in total at 39% of what is budgeted for 2024. Electric costs came in at 32% of budget and as of this report, sit at \$11,912.00. Heating oil costs sit at \$12,394.00 and 50% of budget. We will continue to monitor the cost of utilities closely to determine the impact of the new HVAC system at the Egan site.

The HVAC system

The new HVAC system employs two dehumidifiers that are not functionally acceptably in the building. They are much too loud and affect operations and the visitors experience. This has been reported to the COV and project manager, Brad Sontag. He is working with Orion to resolve the matter and suggests that it will require moving both units along with their corresponding ductwork to a new location. This will likely occur either after hours during the summer months or later in the fall when operations are less robust. The cost of making these changes is born out by the COV and not the Museum.

Statement of Activity Comparison for the first half of 2023 and 2024

This report compares totals for the year-to-date, July 11, 2024.

At the time of this report net operating revenues shown are at \$176,142.00 compared to \$114,849.00 in 2023. Expenditures closed out at \$331,145 in 2024 compared to last year's total of \$410,588. This variation can be attributed in large part to lower personnel expenses and lower utility costs in 2024. Utilities stand at \$24,514 as of July 11th of this year compared to \$34,037 in 2023.

Grants: The COV quarterly grant totals \$408,350, with three quarters of grant monies received to date, and one quarter remaining during which we will see the final funding from the COV.

Foundation Grants reflect receipt of United Way Valdez funds totaling \$2500 this year, the same amount received in 2023. **State of Alaska grants** (ASCA) along with others from CVEACF and Gold Rush Days, will be applied for later in the year, as noted earlier in the report.

Fund Development: Fund development (annual appeal, membership and donations) totals \$10,991 at the end of July, significantly less than noted in 2023 during the same reporting period when it amounted to nearly twice as much, and totaled \$20,209.

Admissions: General admission fees sit at \$37,440 compared to \$46,982 in 2023, in essence \$10,000 less than last year's totals. The Museum got a slow start to welcoming visitors in 2024 due to its closure during construction. General admissions numbers have been slow to increase. These are important to track as the year unfolds and 2025 budget planning is underway.

Here is how some key expenses compare this year to last:

- Personnel, \$202,514 (2024) compared to \$258,822 (2023)
- Audit, \$16,400 (2024) compared to \$15,800 (2023)

Bulk admission fees, in contrast to general admissions, are higher in 2024 than in 2023. Currently they stand at \$24,906 compared to \$20,111. These fees continue to grow with the arrival of cruise ships to Valdez. In 2025 the number of Viking cruise ships will increase by fourteen. Silversea vessels, another cruise line for which the Museum provides bulk admissions and guided tours, will shift their operations and charge their passengers a fee to take a guided tour, unlike this year when tours were offered by the cruise line for free as part of the POC. We anticipate that there may be fewer Silversea guided tours next year and more bulk admissions for this group than at present. As a result there will be a shift in revenues away from presenter and guide income to through the door bulk admissions.

Store Sales Museum store sales to date in 2024 are \$13035 and approximately one half of last year's yield of \$21,954. As mentioned earlier in the report, store sales are important to watch. If they continue to fall lower than projected yearly totals and a review of previous year totals is also below par, the 2025 budget should adjust accordingly.

Statement of Financial Position Previous Year Comparison as of July 11, 2024

As of July 11, 2024, total liabilities and equity for the Museum stand at \$2,042,726 compared to 2023, where totals amounted to \$1,827,965.

Bank accounts total \$580,706 mid-July compared to \$421,029 in 2023.

In May the VMHA auditors brought to our attention that bank account funds located in 1st National Bank exceeded the FDIC insurance limits of \$250,000. Following the recommendations by the auditor and in concert with the VMHA Finance Committee, the VMHA transferred \$150,000 from 1st National Bank to Wells Fargo. All monies are now safeguarded and insured. No new accounts were established in the transfer. Rather, funds were deposited into an existing WF account traditionally used to pay down credit card fees.

For the BOD to consider, in both the short and long term, is whether some portion of our annual revenue should be set aside in separate accounts for specific projects, and in so doing, limit access to it for general operations.

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

The Museum Endowment equity is at \$1,322,350 compared to \$1,270,316 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

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: July 11, 2024

**Valdez Museum & Historical Archive Association Inc.
Admissions, Sales & Donations**

June 2024

	JUNE 2023	JUNE 2024	+/-
ADMISSIONS	4338	4654	+316
STORE SALES	1383 items	800 items	-583
DONATIONS	\$180 (Network for Good)	\$100 (Faith Revell)	- \$80

Valdez Museum & Historical Archive Association Inc.
8b 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, Executive Director

Date: July 11, 2024

Valdez Museum & Historical Archive Association Inc.
Member Assignments

June 2024

RENEWALS	NAMES	UNIT PRICE	TOTAL
Senior	Marcia Lynn	25.00	
Senior	Steve Williams	25.00	
Family	Tom & Lois Gilson	100.	
Family	Jan & James Whalen	100.	
Dual	Stephen & Joan Scholdenfrei	70.	
			\$320.
NEW MEMBERS	-	-	-

Valdez Museum & Historical Archive Association Inc.

Item 8C

ED Search report on progress-to-date and next steps

Board Action to Be Taken:

Report on and discussion about the ED search, that includes next steps

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Martha Barberio, Search Chair, BOD Vice President

Date: July 11, 2024

Valdez Museum & Historical Archive Association Inc.

**Item 8D
Roadhouse Event Planning and Progress**

Board Action to Be Taken:

Report on VMHA annual Roadhouse fundraising event that includes progress, planning, schedule for meeting and request for all BOD members' assistance

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Karen Allred, Roadhouse Co-Chair, BOD Member

Date: July 11, 2024

Valdez Museum & Historical Archive Association Inc.

Item 8 E

**Executive Session to Review Personnel Policy with regards to
paid holidays and health benefits for Museum staff**

Board Action to Be Taken:

Review Personnel Policy and recommendations by the Executive Committee to revise the paid holidays received by staff to include federal holiday Martin Luther King Day celebrated on the third Monday in January and Seward's Day on the last Monday in March. COV staff receive both paid holidays.

Review the Personnel Policy and recommendations by the Executive Committee that allow for permanent (regular) part-time Museum staff, and Visitor Services Manager Andrea Searles in particular, to receive full paid health care benefits from Meritain.

Director/Committee Recommendation:

NA

Agenda Item Submitted by: Faith Revell, Executive Director

Date: July 11, 2024

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

June 2024

Inspired by the work of others

Program of Work for the Reporting Period:

Staff and operations: Oversee Museum operations that result in good working conditions, a safe and welcoming atmosphere and effective systems. Communicate often with and support staff during the busiest season of the year. Listen to new ways of doing things that will improve productivity and impact, and allow for innovation to come into play in decision making. Begin the crafting of an annual budget that reflects the goals of the strategic plan and outlines a path forward that recognizes what works well and what needs to change.

Hiring and Personnel

- Hired a new administrative marketing coordinator, Amber Dennis. She began work on July 8th. Preparing an office space to accommodate the new hire has been going on for weeks. We remain hobbled by a lack of space for people and stored items. But we are delighted to welcome Amber to the team.

Outreach

- Welcomed nine cruise ships into the Port of Valdez from early June to early July, gave thirty-one guided tours and two talks round the Old Town model.
- The Museum offers bulk rate admissions to Viking and Silversea cruise lines. In June they totaled \$8050. The Museum also yielded \$6,550 in presenter and guided tour revenue for the month.

Board Interface

- Prepared the July BOD packet and circulated it to BOD members in advance of meeting
 - This includes crafting the agenda, writing agenda descriptions and producing three reports
- Convened with the full Board on June 20 and with committee members focused upon collections, fundraising, finance and the search for a new Executive Director.
- Partnered with BOD on ED search, candidate review, interview format and revised question set.
 - Created zoom meetings
 - Facilitated zoom meeting set up and interview

Budget Planning

A schedule for meeting and presentation dates for the VMHA Annual Budget has been set. They include:

- August 15, Presentation to the BOD for approval
- August 30, submission to the COV
- September 19, review with City Manager, John Douglas
- October 1, Annual corporation meeting
- October 29, Budget workshop

Collaborations with COV

- Made presentation to the COV council, thanking them for the 3rd quarter grant and sharing Museum programmatic details and accomplishments from the last quarter.
- Partnered with COV to resolve the problem of the new dehumidifiers which are much too noisy for Museum operations. The sound affects both staff and visitors adversely. Dehumidifiers have been temporarily programmed to run during non-occupied time periods and remain off from 8 am to 7 pm. Brad Sontag has communicated with the Museum and contractors that the units will likely need to be moved along with ductwork to mitigate the sound levels. This could take place within a month or later in the fall when visitors to the Museum are fewer.
- Continued to work with COV, Martha Barberio and Corvus Design on final review of text fonts for Old Town interpretive signs. Panels are currently at the fabricator.

Finance

- Met with finance committee on June 17 during which the auditor, Madison Davis of Newhouse & Vogler, made a presentation on the Museum's audit that included financial statements, footnotes, letter to the BOD and letter to management, and answered the committee's questions. Davis, then made a second presentation to the full BOD on June 20th.
- With input from the finance committee, crafted a revised method for undertaking next year's audit that acknowledges that the Board of Directors are the auditor's client and as such should be communicated with at the start of the audit and throughout the process. Museum staff will continue to provide documentation and data as needed to support the audit operations.
- Under the advisement of the auditor and as a result of having funds that exceed the \$250,000 covered by FICA in our account, transferred \$150,000 from the First National Bank to Wells Fargo Bank, so that monies in both accounts are now secure and insured.
- Initiated conversations with staff about the responsiveness of their respective budgets and what they hope to accomplish in the coming year, in an effort to accurately estimate expenses and revenue in the 2025 budget to reflect support for these activities.

Fundraising and Grants

- Documented annual appeal yields-to-date. They total \$3690 with the fundraising goal at \$4000.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Collections & Exhibitions Report

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

July 2024

I. EXHIBITIONS

- The new exhibition *Artistry of the Alaskan First Peoples: Echoes of Tlingit, Eyak, and Sugpiaq Culture in Sculptured Heritage* is up! This exhibit will showcase Tlingit artist Kaax Tséen’s models of Alaska Native dugout canoes. There are 16 different types of sea vessels, the majority dugout canoes, each Tlingit, but shaped and stylized differently because of Tlingit interactions with Sugpiaq and Eyak interactions in Tlingit history. Thank you to Karen Allred for her help putting up display shelves.
- Evaluation forms from *Emerging from the Melt* revealed that the exhibit was interesting and that visitors would recommend the exhibit and Museum to others.

<i>Exhibits in Egan Commons</i>	Artistry of Alaskan First Peoples	Cynthia Morelli - Ceramics	ITOC Boreal Forest 2025
Exhibition Dates	Jun-Sept 2024	Sept 2024-Jan 2025	Jan-Mar 2025
Contracts	Complete	Complete	Complete
Budget Planning/Grant Writing	Complete	In Progress	Not Started
Curating (working with artists to form the exhibition themes, ideas, and decisions about pieces)	Complete	In Progress	In Progress
Drafting text (for labels)	Complete	Not Started	Not Started
Visual mockup of exhibit	Complete	Not Started	Not Started
Marketing materials (manage development)	Complete	Not Started	Not Started
Coordinate volunteers for install/deinstall	Complete	Not Started	Not Started
Exhibit Installation	Complete	Not Started	Not Started
Exhibit deinstallation	Not Started	Not Started	Not Started
Exhibit shipping preparations	Not Started	Not Started	Not Started
Coordinate shipping of sold artwork	Not Started	Not Started	Not Started

II. COLLECTIONS

- **As noted in the June board report, we** Submitted a Grants-In-Aid (GIA) grant through the State Museum to obtain funds to contract with elders and knowledge keepers who can review and better identify objects in our Native Alaska Collection (92 objects). Such consultation work is in line with new NAGPRA policies. Still waiting to hear if application was accepted.
- Rehousing objects taken off exhibit during the post-HVAC refresh is just about complete.
- Next collections project: Prepare for 2024 FIC Accessioning. FIC = Found-in-Collections and is a catch-all term for objects which have no paperwork associated with them but are on display or in the Annex office. Accessioning FIC objects is done under specific State of Alaska guidelines and is based on the concept that objects without paperwork were intended for donation at one time. But there is a process, and that process can take up to six months to complete.
- As always, if you are interested in visiting the Annex office and archives and seeing what Emma and I do down here at the Annex, please just give me a call or email.

III. RESEARCH and PHOTO REQUESTS

- Research requests include:
 - Photos and plats related to Meals Hill, specifically if Meals Hill was ever named as such in any official capacity (answer: No)
 - Photos and other information related to the State of Alaska's Asphalt Plant placement in 1964. Apparently, there is still tar or other materials oozing up in that spot.

F REVELL VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

Reporting period: June 12 to July 10, 2024

Total contacts: 1200

Overview: During this period, the Museum welcomed overland visitors and cruise ship guests by the hundreds, including two ships on one day—then toured them round the region. A new exhibit opened at the Museum and with it Tlingit artist Kaax̄ Tséen flew into Valdez from Juneau, Alaska, to share his traditional knowledge and teach all those gathered to learn. Amber Dennis joined the team as the new Administrative Marketing Coordinator.

Programs and Exhibits

The exhibit, *Artistry of the Alaskan First Peoples: Echoes of Tlingit, Eyak, and Sugpiaq Culture in Sculptured Heritage* opened with a crowd of close to 30 assembled at the celebration on June 28th. Tlingit artist Kaax̄ Tséen's taught two workshops on making models of Alaska Native dugout canoes or yaakw on the following Saturday. In addition, he conducted a gallery walk and gave a public talk about the history of yaakw at the Valdez Consortium Library. Whenever he connected with those assembled, he made a notable impact. His focus was upon teaching everyone about his culture and language and providing access to research and resources to learn more about traditional life ways and practice.

Summer walking tours at Old Town kicked off on June 26th with more to follow in the coming months. Two people that had traveled the globe joined Faith on the first outing.

Outreach and Collaboration

Cruise Ship POCs and Museum interface. The Museum welcomed nine cruise ships during the month of June and early July. Thirty-one guided tours were given to cruise ship guests. When reviewed by Silversea tour participants, all tours offered received 5's, the highest ranking possible. Kudos to our well-informed and entertaining guides! Two more tours were given to Grand Circle travelers and two Old Town talks were presented round the model at the annex by Dorothy Moore and Gloria McAlister. Karen Allred stepped into the breach when the Museum was short-handed on double ship day, and graciously ushered participants from the cruise ship to the annex for Gloria and Dorothy's presentation. What wonderful volunteers we have!

Final review of the Old Town interpretive panel text was made by Faith, after discovering in the previous iteration that the text headers and sub-headers were displayed in the wrong font. All is well now and signs are in production. The panels reflect a joint project between the COV and Museum with initial support more than 10 years ago by Robert and Linda Felland and ConocoPhillips.

Administration, Planning and Institutional Teamwork

Museum staff welcomed a new administrative marketing coordinator, Amber Dennis, and worked with Amber to support her onboarding and successful start. Everyone on staff is committed to the work at hand. They function brilliantly and collegially, and consistently move towards excellence.

DATE/PROGRAM	E	ED	PP	OR	R	V or IP	#PART	VOL
June								
12 ED interview	x					x	2	7
13 Roadhouse mtng	x						1	2
14 Enews meeting	x						2	
14 Westerdam POC				x				
15 Viking POC tours (5)				x			128	
19 Silversea POC tours (6)				x			173	
20 BOD meeting	x					x	3	6
21 DUC workshop			x			x	3	
22 DUC workshop			x			x	5	
22 Grand Circle Tour (1)				x		x	4	
25 Search com mtng	x					x	1	6
26 OT walking tour			x			x	2	
27 Artist talk			x			x	9	
28 Exhibit opening			x				29	
29 2 Workshops			x			x	8	

July

1 Viking POC tours (4)				x			131	
2 Search com mtng	x					x	1	6
2 COV council presents	x					x	35	
3 Silversea POC tours (6)				x			256	
5 Viking POC tours (4)				x			88	
5 Silversea POC tours (6)				x			275	
6 Grand Circle Tour (1)				x		x	10	
9 Search com mtng	x					x	1	6

E, meetings, events	=	46
ED, education	=	0
PP, public programs	=	56
OR, outreach	=	1065
R, rentals	=	0
VOL, volunteers	=	33
Total contacts	=	1200

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.