

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.



MEETING OF THE BOARD OF DIRECTORS
March 20, 2014 - Meeting Time 6:30 pm

1. **Call to Order/Roll Call**
2. **Introduction of Guests**
3. **Public Business from the Floor**
4. **Mission Educational Moment** (10 minutes) March 27th, 2014 Update
5. **Board Education Moment** (10 minutes) Foraker Training Opportunities
6. **Approval of the Minutes** (As of February 27, 2014) pg. 3-5
7. **Approval of the Financial Report** (As of February 28, 2014) pg. 6-14
8. **President's Report** pg. 15
9. **Staff Reports** pg. 16-25
10. **Committee Reports**
 - a. Committee Reports- (15 minutes)
Finance (Lisa), Collections (?), **Board Development (Michelle)**, Native Gallery (Emmie), Roadhouse (Julie), Membership (Michelle), Endowment (Spike), **Strategic Planning (Gary)**.
11. **New Committee Business or Board Member Discussion/Ideas**
 - a. 2014 Raffle
 - b. Committee Assignments
12. **Unfinished Business**
13. **New Business**
 - a. Accept recent cash donations for their donor-intended purposes pg. 28-29
 - b. Recent member/donor assignments pg. 30-31
14. **Next Meeting: April 17, 2014 – 6:30 pm**
15. **Adjournment**

Upcoming Committee Meetings

Roadhouse Committee – Tuesday, April 8, 2014, 5:30 pm Egan Commons
Strategic Planning Committee - TBD

Dates to add to your Calendar

Nature of Art: Featuring an Abundance of Birds- January 10 – March 7, 2014
American Alliance of Museums – *Museum Advocacy Day* in DC –February 23 – 25, 2014
Family Night, for the Birds. Frosty Fever event – February 28, 2014, 6-8pm
Dance Rattle Making Workshop, tentative – March 1, 2014, 10 am – 4 pm
Exxon Valdez Oil Spill Lecture March 4, 2014, 7:00 pm

Annual Student Art Show at the Main Museum and Valdez Library March 14 – April 27, 2014
Museum Annual Financial Audit – March 17- 21, 2014
Opening Reception for *Annual Student Art Show* – March 21, 2014, 5-7 pm
Remembering Old Valdez Exhibit Opens March 27 – April 5, 2014 and then additional dates thereafter
Community reception and Opening of *A Moving Experience*, March 27, 2014, 6 pm
Volunteer Appreciation Luncheon April 26, 2014, 12 Noon-2 pm
Communities Disaster & Change exhibit opening, members and sponsors preview, May 2, 2014, 7-9 pm
Summer hours begin – May 12, 2014
History & Art Summer Camp – June 9-13, 2014

Mission Statement

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

Core Purpose

Preserve Regional Culture

Core Values

Honor the Past, Legacy, and Heritage
Education
(Knowledge)
Integrity, Authenticity
Community
(Relevance, stewardship, surrounding towns and village part of our local community)
Entertainment
(Fun, engagement)
Regional Culture



MINUTES

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

MEETING OF THE BOARD OF DIRECTORS

February 27, 2013 6:30pm - Valdez Museum Egan Commons

1. **Call to Order/Roll Call**

Mrs. Swanson called the meeting to order at 6:45 p.m.

Members present: Emmie Swanson, Lisa Von Bargen, Tom McAlister, Michelle Cullen, (and Gary Minish and Spike Gilson via phone)

Members excused: Scott Hicks and Christy Franklin.

Members unexcused: None

Staff present: Patricia Relay and Brittany Cabello

2. **Introduction of Guests**

None

3. **Public Business from the Floor**

Friday February 28th will be the Museum's Frosty Fever Event, Family Fun Night: For the Birds. Also on March 4th the Museum will present, in collaboration with PWSRCAC, a presentation on the Exxon Valdez Oil Spill.

4. **Mission Educational Moment** (10 minutes)

Mrs. Relay reported that since the last board meeting she has been away on two different advocacy trips, the first to Juneau, and the second to Washington DC. From January 28th – 31st Mrs. Relay was in Juneau for the CHAMP fly-in advocating to promote Museum Capitol projects to state legislation. In DC Mrs. Relay promoted on a national level and it was very effective.

5. **Board Training Moment** (10 minutes.)

Prior to leaving on her trip to DC Mrs. Relay created an economic impact statement which she then shared with our national legislation.

6. **Approval of the Minutes** (January 16, 2014)

Motion: Mr. McAlister moved to approve the January 16, 2014 Minutes, seconded by Ms. Von Bargen.

Discussion: None. **Vote:** All members present voted to approve, none opposed. The motion carried.

7. **Approve Financial Report** (As of December 31, 2013)

Motion: Ms. Von Bargen moved to approve the December 31, 2013 Financial Statements, seconded by Mr. McAlister. **Discussion:** Mrs. Relay stated that in January the Board decided that they would like to see a version of the financial reports prior to the QuickBooks balancing and did not approve the financial report.

Vote: All members present voted to approve, none opposed. The motion carried.

8. **Approve Financial Report** (As of January 31, 2014)
Motion: Ms. Von Barga moved to approve the January 31, 2014 Financial Statements, seconded by Mrs. Cullen. **Discussion:** None. **Vote:** All members present voted to approve, none opposed. The motion carried.

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

10. **Staff Reports**
Mrs. Relay reported that the staff has been very busy working on preparing and planning for the March 27th 50th Anniversary of the Good Friday Earthquake. Invitations are being prepared, a caterer has been selected, and PR is being put out.

11. **Committee Reports** (15 Minutes)
Committee Reports- (15 minutes)
Finance (Tom) Mr. McAlister reported that the finance committee had met prior to the meeting and realigned the budget which is now on Item 14B. **Board Development** (Michelle) It was discussed that a meeting needs to be scheduled, and that Natalie Gabler had expressed interest in becoming a Board Member and needs to be followed up with. Collections (Lisa), Native Gallery (Emmie), Roadhouse (Julie), Membership (Michelle), Endowment (Spike), Bylaws (?), **Strategic Planning** (Gary) Mr. Minish reported that the Strategic Planning Committee met and improved Goal 4.

12. **New Committee Business**
 - a. With the Board currently having 11 positions and only 9 being held, the City Clerk suggested reducing the board from 11 members to 9. Throughout the discussion it was unanimous that the Board did not like the idea of reducing its numbers and instead decided that more emphasis needs to be placed on filling the current roster.
 - b. Mrs. Relay stated that normally the Museum's Membership Appreciation event is in May, and suggested that this year we hold the membership appreciation event to coincide with the opening of the "Communities, Disaster, and Change" exhibit. The board liked this idea and agreed.

13. **Unfinished Business**
None

14. **New Business**
 - a. Recent member/donor assignments: 13
Member/Donor assignments were accepted.
 - b. Approve 2014 budget Adjustments. **Motion:** Mrs. Cullen moved to approve the 2014 budget adjustments, Mr. McAlister seconded. **Discussion:** Mrs. Relay thoroughly went through the budget adjustment line by line. The Board thought the adjustments made sense. **Vote:** All members present voted to approve, none opposed. The motion carried.
 - c. Nominate and Elect Officers for a 2014 -2016 term. **Motion:** Ms. Von Barga moved to approve the new elected officers as recommended, Mrs. Cullen seconded. **Discussion:** The floor was opened for further nominations none were made. **Vote:** All members present voted to approve, none opposed. The motion carried. New officers elected were: President Michelle Cullen, Vice President Gary Minish, Secretary Emmie Swanson, Treasurer Lisa Von Barga. Mrs. Cullen then continued the meeting as Chair.

15. **Next Meeting and Committee Assignments**

Unless otherwise indicated, meetings will be scheduled at a later date.

Board Meeting: March 20, 2014 6:30 p.m. at the Main Museum

Roadhouse Committee – Tuesday, April 8, 2014, 5:30 pm Egan Commons

Membership Committee - TBD

16. **Adjournment**

Motion: With no further business before the board, Ms. Von Barga moved to adjourn the Board meeting, Mrs. Swanson seconded. **Discussion:** None. **Vote:** All members present in favor, none opposed. Mrs. Swanson adjourned the meeting at 8:25 p.m.

Signed _____ Date _____

Emmie Swanson, Secretary, VMHA

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Financial Report

Submitted by Patricia Relay, Executive Director

As of February 28, 2014

Summary: For your review, I have provided you with four Financial Statements: Profit & Loss Budget vs. Actual (Jan - December, 2014); Profit & Loss Previous Year Comparison (as of February 28, 201); a Balance Sheet Previous Year Comparison (as of February 28, 2014); and a 2014 Earthquake Activity Report. The approved budget amendments have been integrated into the QuickBooks Company file.

- 1. Profit & Loss Budget vs. Actual (Jan - December, 2014):** To date we have already generated 19.4% of our expected revenues for the year and have expended 20.5% of our projected expenses. This statement looks at activity as of March 7, 2014 (note: top left corner of statement.)

Income: Of special note:

- **Fund Development:** 13.6% of Budget Projection (Consists of Corporate Sponsors, Roadhouse Dinner, Annual Appeal, Raffle, Membership, In-kind, Restricted, and Unrestricted donations) At the time of this report we have generated 31% of budgeted Corporate Sponsorship, consisting of \$1,200 from Alyeska for the Student Art Show and \$5,000 from ConocoPhillips for 2014 EQ Education; 14.6% of budget Membership revenues; and 16.7% of our Donation Income.
- **Earned Revenue:** 3% of Budget Projection (Consists of Program Fees, Admission Fees, Space Rental Fees, and Store Sales) Admission Fees and Store Sales are trending as expected for this report period. Space Rental has generated 62% of anticipated revenues for the year. We have secured 3 rentals for the year and will be promoting the facility with a new brochure in the coming month.
- **Grants:** 23.1% of Budget Projection (Consists of Federal, State, City, and Foundation Agencies) In addition to the City Q1 funding of \$106,250 we have received two Foundation Grants: United Way, \$7,500; Museums Alaska, \$7,200
- **Reimbursed income:** This account includes a refund from Lincoln Life Retirement Account.

Expenses: Of Special note:

- **Fundraising Expenses:** includes costs for Pick Click Give fees.
- **IT Services:** In addition to monthly Arctic IT fees we now have a monthly fee for web licensing.
- **Education:** Costs associated with 2014 EQ Curriculum update
- **Collections:** Costs associated with the treatment of Bob Reeve Jacket beginning to show up.
- **PO Inventory Adjustment:** At the time of this report yearend inventory had not been completed. Back stock at the Annex still needs to be factored in. Once that is complete, we should be good to go.
- **Personnel Expenses:** Salaries and wages are at 16.9% of projected costs for the year. Overall the account is 16.5% including taxes and benefits.

- **Exhibits:** (Consists of three sub accounts: Special Projects, Permanent Exhibits and Temporary Exhibits.) Special Projects includes costs for 2014 EQ History Exhibit, 2014 EQ Art Exhibit, and Temporary exhibits. Details on spending for both 2014 Offerings is included in detail transaction report to follow. Permanent Exhibits includes costs for LED lighting. Temporary Exhibits included costs for the Nature of Art Exhibit and the Annual Student Art Show.
- **Travel:** Costs associated with Juneau Fly-in/Governor's award and Museum Advocacy Day in DC
- **Training / Education:** Includes registration fees for AAM in Seattle.

2. Profit & Loss Previous Year Comparison (as of February 28, 2014):

Income: In comparison to Fiscal Year 2013, we down by 10.3%

- **Fund Development:** 71.6% decrease over last year. (Consists of Corporate Sponsors, Roadhouse Dinner, Annual Appeal, Raffle, Membership, In-kind, Restricted, and Unrestricted donations) The decrease is due to reduced donation income. Last year we received restricted gifts for 2014 programs, matching gifts and appeal donations. The good news is that we have increases in Corporate Sponsorship and in-kind income (\$6,200 from ConocoPhillips and Alyeska in Corporate Sponsorship and \$4015 in -kind from Microsoft for a software donation.) Membership is trending a little low. It is off by 31%
- **Earned Revenue:** 87.17% increase over last year. (Consists of Program Fees, Admissions, Group Sales, Archival Fees, Space Rental, and Store Sales.) This is directly attributed to increased Space Rental Fees, Store Sales, and Admissions
- **Grants:** 27.65% increase over last year. (Consists of City funding, State, and Foundation Grants) The increase is directly attributed to increased City Funding and increased Foundation support.
- **Interest income:** 80% decrease over last year. This is directly attributed to a 10% reduction in the Savings account.
- **Reimbursed Income:** 61% decrease over last year. This account includes a refund from Lincoln Life, our retirement fund provider. Last year we also received a Workman's comp refund.

Expense: Compared to last fiscal year we have increased spending by 68%. This is directly attributed to increased spending for 2014 programs and projects.

Of special note:

- **IT services:** 13.69% decrease over last year. Technology is stable. **Education:** 22.46% increase over last year. Due to increased programmatic activity.
- **Collections:** 288% increase over last year. This is directly attributed to cost associated with the treatment for Bob Reeve's jacket.
- **POS Inventory Adjustments:** 619% increase over last year. Still looking into why this account is off. The yearend inventory has been completed. We will work with the auditor to clean this account up
- **Payroll Expenses:** 11% increase over last year. This is directly attributed to additional benefits paid to Communication & Marketing Manager. There is a 6% increase in salaries and wages over last year but we have budgeted for the increase.
- **Utilities:** .15% decrease over last year. While Electricity is up 2%, Heating Oil is down 32%.

- **Telephone:** 54% increase over last year. We are looking at how Copper Valley can bundle our service to reduce costs as well as other providers.
- **Supplies:** 24% increase over last year. (consists of Technology, Office and Operating Supplies) The primary reason for the increase is because the Directors PC died and needed to be replaced. Arctic IT gave us a good deal.
- **Advertising and Marketing:** 91% decrease in advertising. Last year we deferred costs for Bells Travel Guide. 2014 advertising came out of 2013 budget.
- **Insurance:** 89% decrease over last year. This is directly attributed to automatic General Journal Entry when processing payroll.
- **Travel:** 100% increase over last year. This is directly attributed to costs associated with Juneau and Museums Advocacy Day in DC
- **Contributions:** 100% increase over last year. This account backs out the in – kind income received from Microsoft.

3. Balance Sheet Previous Year Comparison (as of February 28, 2014):

Assets: At the time of this report we are down by 5.8%.

Of Special Note:

- **Checking and Savings:** 19.4% decrease over last year. While our reserve accounts are up, our operating accounts are down. This is attributed to the increased programmatic activity. Gaming account is down because of transfer of funds to Savings. The good news is that we are not dipping into reserves. We are actually making periodic deposits into these accounts.
- **Accounts Receivable:** 30% increase over last year. Account includes \$60,000 invoice to WESTAF for 2014 EQ Art Exhibit, \$5,000 invoice to the City of Valdez for March 27 reception and marketing, and \$300 invoice to Valdez Convention & Visitors Bureau for Space Rental.
- **Museum Endowment Fund:** 1.7% decrease over last year. This account includes the Q3 activity, \$2,950.01 earnings for this period. Q4 is still not available yet. I have contacted the City again to supply a report. Hopefully by the time of the Board Meeting I will have something to report.
- **Undeposited Funds:** The negative entry is incorrect and we are looking into it. We still have not figured out why this is showing up as a negative entry. We will ask the auditor to help us find a solution.

Liabilities:

- **Accounts Payable:** 49% decrease over last year. Account includes costs for Electric, Telephone, Guardian Security, and other minor billables.
- **Credit Card:** expenses include costs for travel to Juneau and Washington DC, conservation, new folding chairs and linens, LED lighting, and miscellaneous programmatic and exhibit costs.
- **Net Income:** While down 92% due to increased spending for 2014 programs and projects, we still are showing a \$5,940.94 net

4. **2014 Earthquake Fund:** The Report reflects all activity in the 2014 EQ Account. To date we have activity in all areas, History, Art and Education

- **2014 EQ History Fund:** As the March 27 opening deadline looms, we are on track to have the exhibit completed. At the time of this report, Wovlerine and Graphic Works, both Alaska vendors, have spent the last two week installing the new exhibit. To date we have expended \$52,320 of our \$60,000 contract with The Alchemy of Design firm for the project. We still waiting on a grant from the Humanities forum to come in. If all goes well, we can expect \$10,000. In the meantime, we have a net asset account that is restricted for earthquake exhibit upgrades. The total in this pot of money is \$6,543.27 These funds are left over from a previous Bob Felland donation. I will discuss this option with the Finance Committee.
- **2014 EQ Art Fund:** In addition to Artist Honorariums, we have costs for professional photography, crating, catalogue development, temporary walls, and storage rental. Now that we have signed contracts with our two out of state venues, we can expect the first \$30,000 installment from the \$60,000 WESTAF Grant.
- **2014 EQ Education:** In addition to the bob Felland donation, we received a \$5,000 sponsorship from ConocoPhillips Alaska. To date costs associated with curriculum enhancement service. As the next couple of months unfold, we will begin to see more costs associated with EQ Education programs. Once the curriculum updates are complete, we will be using that information to create a new educational kit that will include technology such as iPads for Old Town interpretation.

The Valdez Museum & Historical Archive
Profit & Loss Budget vs. Actual
 January through December 2014

	Jan - Dec 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8003 · Fund Development	17,140.97	126,500.00	-109,359.03	13.6%
8024 · Earned Revenue	2,531.21	85,659.00	-83,127.79	3.0%
4200 · Grants	120,950.00	524,700.00	-403,750.00	23.1%
8501 · 7015 Interest Income	5.58	1,865.00	-1,859.42	0.3%
8011 · Reimbursed Expenses	123.05	2,000.00	-1,876.95	6.2%
Total Income	140,750.81	740,724.00	-599,973.19	19.0%
Cost of Goods Sold				
8102 · Gallery Commission	21.50	2,000.00	-1,978.50	1.1%
8101 · Cost of Goods Sold	626.71	15,000.00	-14,373.29	4.2%
Total COGS	648.21	17,000.00	-16,351.79	3.8%
Gross Profit	140,102.60	723,724.00	-583,621.40	19.4%
Expense				
8036.2 · Volunteer Expense	0.00	1,500.00	-1,500.00	0.0%
8036 · Fundraising Expenses	250.00	10,000.00	-9,750.00	2.5%
8036.1 · Membership	50.00	2,000.00	-1,950.00	2.5%
8037 · IT Services	1,796.97	14,500.00	-12,703.03	12.4%
8039 · Education	734.99	7,500.00	-6,765.01	9.8%
8040 · Collections	569.90	10,700.00	-10,130.10	5.3%
9000 · Reconciliation Discrepanc...	0.00	50.00	-50.00	0.0%
9001 · POS Inventory Adjustments	661.99			
9002 · Freight and Shipping Costs	177.00	2,000.00	-1,823.00	8.9%
8103 · Personnel Expenses	65,425.53	396,359.28	-330,933.75	16.5%
8044 · Contract Labor	0.00	3,500.00	-3,500.00	0.0%
8110 · Professional Fees	0.00	15,000.00	-15,000.00	0.0%
8113 · Vehicle Expense	0.00	800.00	-800.00	0.0%
8047 · Janitorial Services	3,289.00	13,500.00	-10,211.00	24.4%
8048 · Utilities	14,375.57	61,700.00	-47,324.43	23.3%
8118 · Telephone	2,313.79	9,950.00	-7,636.21	23.3%
8123 · Postage and Delivery	425.23	1,250.00	-824.77	34.0%
8049 · Supplies	1,777.36	12,000.00	-10,222.64	14.8%
Exhibits	44,803.98	77,058.33	-32,254.35	58.1%
8130 · Dues and Subscriptions	327.80	4,000.00	-3,672.20	8.2%
8131 · Printing and Reproduction	746.26	7,500.00	-6,753.74	10.0%
8053 · Advertising/Marketing	141.07	8,371.39	-8,230.32	1.7%
8133 · Board Expense	100.90	1,500.00	-1,399.10	6.7%
8134 · Rent	0.00	260.00	-260.00	0.0%
6185 · Insurance	333.00	20,500.00	-20,167.00	1.6%
8138 · Credit Card Fees	347.07	3,750.00	-3,402.93	9.3%
8140 · Equipment	724.64	3,500.00	-2,775.36	20.7%
8056 · Travel	4,173.08	10,000.00	-5,826.92	41.7%
8144 · Training & Education	688.00	1,500.00	-812.00	45.9%
8145 · Licenses and Permits	85.00	475.00	-390.00	17.9%
8148 · Contributions	4,015.00	18,000.00	-13,985.00	22.3%
8058 · Public Programs	298.09	5,000.00	-4,701.91	6.0%
Total Expense	148,631.22	723,724.00	-575,092.78	20.5%
Net Ordinary Income	-8,528.62	0.00	-8,528.62	100.0%
Net Income	-8,528.62	0.00	-8,528.62	100.0%

Profit & Loss Prev Year Comparison

Accrual Basis

January through February 2014

	Jan - Feb ...	Jan - Feb ...	\$ Change	% Change
Ordinary Income/Expense				
Income				
8003 · Fund Development	17,105.97	60,257.93	-43,151.96	-71.6%
8024 · Earned Revenue	2,498.14	1,334.67	1,163.47	87.2%
4200 · Grants	120,950.00	94,750.00	26,200.00	27.7%
8501 · 7015 Interest Income	5.58	27.94	-22.36	-80.0%
8011 · Reimbursed Expenses	123.05	314.00	-190.95	-60.8%
Total Income	140,682.74	156,684.54	-16,001.80	-10.2%
Cost of Goods Sold				
8102 · Gallery Commission	21.50	0.00	21.50	100.0%
8101 · Cost of Goods Sold	612.72	501.36	111.36	22.2%
Total COGS	634.22	501.36	132.86	26.5%
Gross Profit	140,048.52	156,183.18	-16,134.66	-10.3%
Expense				
8036 · Fundraising Expenses	250.00	270.00	-20.00	-7.4%
8036.1 · Membership	0.00	265.87	-265.87	-100.0%
8037 · IT Services	1,796.97	2,081.94	-284.97	-13.7%
8039 · Education	504.99	384.44	120.55	31.4%
8040 · Collections	569.90	146.78	423.12	288.3%
9001 · POS Inventory Adjustme...	661.99	92.02	569.97	619.4%
9002 · Freight and Shipping Co...	177.00	10.00	167.00	1,670.0%
8103 · Personnel Expenses	53,921.57	48,409.91	5,511.66	11.4%
8113 · Vehicle Expense	0.00	117.56	-117.56	-100.0%
8047 · Janitorial Services	2,139.00	1,965.34	173.66	8.8%
8048 · Utilities	13,164.77	13,184.13	-19.36	-0.2%
8118 · Telephone	2,313.79	1,493.37	820.42	54.9%
8123 · Postage and Delivery	425.23	74.45	350.78	471.2%
8049 · Supplies	1,543.43	1,235.98	307.45	24.9%
Exhibits	44,803.98	2,368.23	42,435.75	1,791.9%
8130 · Dues and Subscriptions	307.85	1,037.90	-730.05	-70.3%
8131 · Printing and Reproduction	746.26	835.04	-88.78	-10.6%
8053 · Advertising/Marketing	141.07	1,750.00	-1,608.93	-91.9%
8133 · Board Expense	50.90	0.00	50.90	100.0%
8134 · Rent	0.00	10.00	-10.00	-100.0%
6185 · Insurance	333.00	3,060.50	-2,727.50	-89.1%
8138 · Credit Card Fees	347.07	301.91	45.16	15.0%
8140 · Equipment	724.64	16.99	707.65	4,165.1%
8056 · Travel	4,173.08	0.00	4,173.08	100.0%
8144 · Training & Education	688.00	138.42	549.58	397.0%
8145 · Licenses and Permits	10.00	10.00	0.00	0.0%
8148 · Contributions	4,015.00	0.00	4,015.00	100.0%
8058 · Public Programs	298.09	572.12	-274.03	-47.9%
Total Expense	134,107.58	79,832.90	54,274.68	68.0%
Net Ordinary Income	5,940.94	76,350.28	-70,409.34	-92.2%
Net Income	5,940.94	76,350.28	-70,409.34	-92.2%

Balance Sheet Prev Year Comparison

As of February 28, 2014

Accrual Basis

	Feb 28, 14	Feb 28, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1018 · 1st National Checking	58,652.06	58,039.70	612.36	1.1%
1020 · CD 61215012 Gen Ops	30,639.61	30,097.85	541.76	1.8%
1021 · CD 61215021 -Phyllis Irish	63,409.95	62,288.75	1,121.20	1.8%
1022 · 10950 Cash in Drawer	613.00	835.81	-222.81	-26.7%
1001 · Cash In Bank-Operating-WFargo	2,458.11	5,511.33	-3,053.22	-55.4%
1003 · Cash In Bank - CMC Savings	111,529.83	171,203.22	-59,673.39	-34.9%
1010 · Cash In Bank-WF-Gaming Acc...	2,055.19	6,093.19	-4,038.00	-66.3%
Total Checking/Savings	269,357.75	334,069.85	-64,712.10	-19.4%
Accounts Receivable				
1501 · Accounts Receivable	65,300.00	49,996.75	15,303.25	30.6%
Total Accounts Receivable	65,300.00	49,996.75	15,303.25	30.6%
Other Current Assets				
1502 · Museum Endowment Fund	740,452.85	753,551.90	-13,099.05	-1.7%
Cash on Hand	661.09	503.21	157.88	31.4%
2002 · 1120 Inventory Asset	6,651.05	11,923.28	-5,272.23	-44.2%
2501 · Prepaid Insurance	14,023.16	18,226.91	-4,203.75	-23.1%
1017 · Undeposited Funds	-323.03	0.00	-323.03	-100.0%
Total Other Current Assets	761,465.12	784,205.30	-22,740.18	-2.9%
Total Current Assets	1,096,122.87	1,168,271.90	-72,149.03	-6.2%
Fixed Assets				
4001 · Fixed Assets	85,334.87	85,334.87	0.00	0.0%
Total Fixed Assets	85,334.87	85,334.87	0.00	0.0%
TOTAL ASSETS	1,181,457.74	1,253,606.77	-72,149.03	-5.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
5501 · 2000 Accounts Payable	4,552.72	9,005.70	-4,452.98	-49.5%
Total Accounts Payable	4,552.72	9,005.70	-4,452.98	-49.5%
Credit Cards				
5502 · Wells Fargo Mastercard	10,441.22	3,404.18	7,037.04	206.7%
Total Credit Cards	10,441.22	3,404.18	7,037.04	206.7%
Other Current Liabilities				
5503 · Loss on Disposal of Assets	-174.03	-174.03	0.00	0.0%
5504 · 24700 Customer Deposits	34.00	34.00	0.00	0.0%
6601 · Deferred Revenue	27,364.00	27,364.00	0.00	0.0%
6002 · Leave Payable	5,040.10	5,040.10	0.00	0.0%
6003 · 2100 Payroll Liabilities	11,389.33	11,633.43	-244.10	-2.1%
Total Other Current Liabilities	43,653.40	43,897.50	-244.10	-0.6%
Total Current Liabilities	58,647.34	56,307.38	2,339.96	4.2%
Total Liabilities	58,647.34	56,307.38	2,339.96	4.2%
Equity				
7503 · Museum Endowment Fund Equity	740,452.85	753,551.90	-13,099.05	-1.7%
8079 · Contributed Capital	90,100.45	90,100.45	0.00	0.0%
7502 · 3900 Retained Earnings	286,316.16	277,296.76	9,019.40	3.3%
Net Income	5,940.94	76,350.28	-70,409.34	-92.2%
Total Equity	1,122,810.40	1,197,299.39	-74,488.99	-6.2%
TOTAL LIABILITIES & EQUITY	1,181,457.74	1,253,606.77	-72,149.03	-5.8%

Class QuickReport

All Transactions

Type	Date	Num	Name	Memo	Amount
2014 EQ Fund					
2014 EQ Education Fund					
Sales Receipt	10/04/2013	56361	Robert Felland	Donation / ...	20,000.00
Sales Receipt	12/04/2013	56513	Counter Sales	Between the...	19.96
Credit Card Cha...	12/04/2013		Valdez Museum S...	Compliment...	-19.96
Bill	01/16/2014		Beverly Colapietro	Curriculum ...	-60.00
Bill	02/03/2014		Beverly Colapietro	10hrs @ \$2...	-200.00
Bill	02/20/2014		Beverly Colapietro	EQ Educatio...	-145.00
Bill	02/20/2014		Radio Shack / Arct...	Thumb drive...	-49.99
Sales Receipt	02/28/2014	56659	ConocoPhillips Al...	1964 Earthq...	5,000.00
Bill	03/05/2014		Beverly Colapietro	11.5 hrs X \$...	-230.00
Total 2014 EQ Education Fund					24,315.01
2014 EQ History Fund					
Invoice	02/07/2013	720	City of Valdez - G...	Restricted F...	25,000.00
Bill	04/26/2013		The Alchemy of D...	32 X \$80 (h...	-2,560.00
Bill	04/26/2013		The Alchemy of D...	Travel / Exp...	-3,040.00
Sales Receipt	05/08/2013	49472	Rasmuson Found...	2014 EQ Hi...	25,000.00
Credit Card Cha...	05/09/2013		USPS		-2.24
Credit Card Cha...	05/09/2013		Valdez Museum S...	Between Gl...	-19.96
Credit Card Cha...	05/27/2013		safeway	Fruit and pa...	-34.57
Credit Card Cha...	05/29/2013		Valdez Museum S...	Owen Meals...	-15.00
Bill	09/17/2013		The Alchemy of D...	Concept De...	-4,040.00
Bill	09/17/2013		The Alchemy of D...	Design Dev...	-12,680.00
Credit Card Cha...	11/30/2013		Ruby Trotter	Small Spoo...	-11.00
Credit Card Cha...	11/30/2013		Ruby Trotter	Small Spoo...	-7.00
Credit Card Cha...	12/06/2013		PayPal	Melamine Pl...	-29.99
Credit Card Cha...	12/06/2013		PayPal	S& H	-18.35
Credit Card Cha...	12/07/2013		Pay Pal	Sink drainer	-21.25
Credit Card Cha...	12/12/2013		Vintage Tub	2 handle kitc...	-58.98
Credit Card Cha...	12/12/2013		Hot House Market	Dish Drying ...	-28.68
Credit Card Cha...	12/12/2013		Christopher Wilson	Standard kit...	-20.00
Credit Card Cha...	01/21/2014		Pay Pal	Smug Mug	-80.00
Credit Card Cha...	01/31/2014		Napa Auto	Corrosion - X	-22.07
Bill	02/03/2014		Andrew Goldstein	4 Chairs f...	-30.00
Bill	02/05/2014		The Alchemy of D...	EQ History ...	-30,000.00
Total 2014 EQ History Fund					-2,719.09
2014 EQ Art Fund					
Credit Card Cha...	11/20/2012		Rogue's Garden	2014 Fundi...	-10.25
Sales Receipt	01/02/2013	49122	Alyeska Pipeline S...	Donation / 2...	5,000.00
Invoice	02/07/2013	720	City of Valdez - G...	Donation	25,000.00
Credit Card Cha...	05/14/2013		safeway	Gas	-26.37
Credit Card Cha...	05/14/2013		Diamond B Parkin...	Parking	-12.00
Credit Card Cha...	05/14/2013		safeway	Gas	-55.94
Credit Card Cha...	05/14/2013		Grand View Inn & ...	Room Charge	-117.65
Credit Card Cha...	05/15/2013		Westmark Hotels	Lodging	-224.48
Bill	05/31/2013		Donald Decker	Communitie...	-500.00
Credit Card Cha...	07/29/2013		USPS	Artist Contra...	-34.32
Bill	08/02/2013		Sandra Stolle	Communitie...	-500.00
Bill	08/02/2013		Margaret P Klass	Communitie...	-500.00
Bill	08/02/2013		Linda A Infante	Communitie...	-500.00
Bill	08/05/2013		Maygen Jannetta	Communitie...	-500.00
Bill	08/07/2013		Asia Freeman	Communitie...	-500.00
Bill	08/07/2013		Margret L Hugi_Le...	Communitie...	-500.00
Bill	08/07/2013		Ronald Senungetuk	Communitie...	-500.00
Bill	08/07/2013		Annette Bellamy	Communitie...	-500.00
Bill	08/07/2013		Esther Hong	Communitie...	-500.00
Bill	08/07/2013		James L Miller	Communitie...	-500.00
Bill	08/13/2013		Theodore E Kincaid	Artists Fee	-500.00
Bill	08/13/2013		Sara Tabbert	Artists Fee	-500.00
Bill	08/13/2013		Adam Schiesl	Artists fee	-500.00
Bill	08/13/2013		David A Rosenthal	Artists fee	-500.00
Bill	08/13/2013		David Mollett	Artists Fee	-500.00
Bill	08/26/2013		Gunther Bach	Artist Fee	-500.00
Bill	08/26/2013		Marjorie Scholl	Artist Fee	-500.00
Bill	08/26/2013		Sheila Wine		-500.00
Bill	08/26/2013		Todd Sherman		-500.00
Bill	08/26/2013		Rachelle Dowdy		-500.00

Class QuickReport

All Transactions

Type	Date	Num	Name	Memo	Amount
Bill	08/26/2013		Klara Maisch		-500.00
Bill	08/28/2013		Roberta L Mohatt		-500.00
Bill	08/29/2013		Katherine A Smith		-500.00
Bill	09/08/2013		Denis C Keogh		-500.00
Bill	09/15/2013		Rachel Mulvihill	Communitie...	-500.00
Credit Card Cha...	09/25/2013		North 60 Petro Ex...		-58.06
Credit Card Cha...	09/26/2013		Alaska Power & T...		-12.95
Invoice	09/27/2013	764	Western States Ar...	Communitie...	60,000.00
Bill	09/30/2013		Susie Bevins-Eric...		-500.00
Credit Card Cha...	10/24/2013		U Haul	CDC Collect...	-105.00
Credit Card Cha...	10/25/2013		Era Alaska	CDC Collect...	-358.00
Credit Card Cha...	10/28/2013		Moose's Tooth	2014 EQ Art...	-49.90
Credit Card Cha...	10/28/2013		Fred Meyer	Gas/ 2014 E...	-64.67
Credit Card Cha...	10/28/2013		IGA Food Cache	Food	-14.25
Credit Card Cha...	10/28/2013		Tesoro	2014 EQ Art...	-82.35
Credit Card Cha...	10/28/2013		microtel	Hotel/ 2014...	-145.98
Credit Card Cha...	10/28/2013		microtel	2014 EQ Art	-145.98
Credit Card Cha...	10/28/2013		Regency Hotel	Lodging	-96.44
Credit Card Cha...	10/28/2013		Regency Hotel	Lodging	-96.44
Credit Card Cha...	10/28/2013		U Haul	2014 EQ Art	-390.40
Credit Card Cha...	10/28/2013		Yakitori Sushi	Meals/ 201...	-69.75
Credit Card Cha...	10/28/2013		The Hub Tesoro	2014 EQ Ex...	-40.12
Credit Card Cha...	10/28/2013		Yellow Cab	Cab Fare	-11.50
Credit Card Cha...	10/28/2013		Yellow Cab	2014 AEQ A...	-21.75
Credit Card Cha...	10/28/2013		checker cab	2014 EQ Ar...	-22.00
Credit Card Cha...	10/28/2013		Holiday Gas	Gas/ 2014 E...	-96.86
Bill	10/28/2013		Patricia Ann Relay	Gas/ 2014 E...	-42.63
Bill	10/29/2013		Perry R Eaton	2014 EQ Art	-500.00
Bill	11/18/2013		Marquand Books	CDC Catalo...	-10,510.00
Bill	11/20/2013		Best Storage On T...	Artwork Stor...	-29.95
Sales Receipt	12/05/2013	56512	Anna Stedina	Donation	100.00
Bill	12/05/2013		Chris Arend Photo...	Photography...	-2,450.00
Bill	12/12/2013		L.C. Nord	Crating for ...	-6,638.15
Bill	12/13/2013		Best Storage On T...	CDC Art St...	-150.00
General Journal	01/30/2014	72512	USPS	EQ 2014 Art	-18.69
Bill	02/03/2014		L.C. Nord	CDC Art Cr...	-6,638.15
Bill	02/14/2014		Best Storage On T...	Storage rental	-150.00
Bill	02/20/2014		MBA Design & Di...	Mila Wall Pa...	-4,468.10
Total 2014 EQ Art Fund					42,640.92
2014 EQ Fund - Other					
Sales Receipt	08/13/2013	54853	Gerald Johnson	Donation	50.00
Invoice	02/28/2014	770	City of Valdez - G...	Donation / ...	5,000.00
Total 2014 EQ Fund - Other					5,050.00
Total 2014 EQ Fund					69,286.84
TOTAL					69,286.84

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

President's Report

Submitted by Michelle Cullen, VMHA Board President

March 2014

I have jumped into Emmie Swanson's presidential shoes and I have a new appreciation for all that she did as President of VMHA Board. I have spent quite a few hours this week on the following:

Recruiting two new Board Members: Welcome to Barbara Bigelow, CEO of Providence Valdez, and to Natalie Gabler who is new to town and working as the branch manager of Wells Fargo Valdez. Both of these professionals bring valuable business and board experience to our Historical Museum.

Appointing the VMHA Committees for this next year: Patty and I retired the Ad Hoc Bylaw Committee as this work is done for now, and we added a new Advocacy Committee. I have done my best to balance out individual needs with your perceived strengths and schedules in these appointments. Please let me know if you would like to change to another committee.

There is room for the new Advocacy committee to be added to the strategic plan as the committee description is worked out.

One concern is that the meetings for these committees are open to the public. This means that they should be planned in advanced so they can be on the Board Agenda and available for email to all Museum folks.

Unfinished business: I need to work with the Board Members to finish up Patty Relay's Evaluation, so I will be contacting you soon for help in this task.

Thanks to all for your service. It looks like a great year for the Museum.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Executive Director's Report

Submitted by Patricia Relay, Executive Director

March 2014

At the Museum

Since returning from Museums Advocacy Day in DC, I have spent the majority of my time preparing for the annual financial audit, overseeing event coordination for March 27, overseeing PR and Marketing for 2014 programs and projects, as well as a variety of other items. In addition here is a list of items I have been working on:

25 Year Anniversary of the Exxon Valdez Oil Spill: Oversaw the coordination of the March 4 presentation. It was well attended by a wide variety of community members like the Coast Guard, Alyeska and interested individuals.

50 Year Earthquake Anniversary:

- 2014 Transaction Detail submitted in financial report.
- March 27, 2014 event: Invitations have been sent out. The Totem will be catering the appetizers and drinks for the reception at 6pm. High School Student Emily Doyle will play Cello, Senator Mark Begich has created a 4 minute greeting, and Marie Blood has composed a poem that she will recite. The Mayor has been invited to speak as well.
- Working closely with Anchorage based PR firm, Thompson and Associates to promote all things 2014. As a result of these efforts, museums and other cultural organizations around the state are linking to our social media posts as well as getting great coverage in publications as far away as San Francisco.
- 2014 History: Over the last two weeks Wolverine construction and Graphic Works, both Alaska based fabricators have been completing the installation of "A Moving Experience" The remaining work that needs to be completed are the mini exhibits in the kitchen drawers. Given that we were having problems getting the oil tank segment, we are now considering skipping that element.
- 2014 Art: The catalogue is in final review. Temporary walls have been ordered. Request for funds from WESTAF has been submitted. Once Student Art and 2014 History is complete, staff will focus on completing the Art Exhibit.
- 2014 Education & Public Programs: Supplemental human resources are being used to update curriculum. Once Student Art Show is complete, Education Department will focus on interpretive kits.

Advocacy Inventory

- Used data compiled from inventory to create an Economic Impact Statement that can be used for communicating how the Museum serves the communities in our region.

Audit:

- Working through Audit Prep checklist and providing requested documentation.

Board Development:

- Worked closely with the Board Development committee to identify and recruit two new board members.

CHAMP

- Sent thank you letters to Representative Feigi, Senator Bishop, Senator French and Senator Ellis.
- Provided feedback on the Juneau event

Facilities:

- Monitoring the facilities for winter operations.
- Met with City Project Manager Laura Langdon to discuss Museum doors. Front door is still on the schedule to be replaced this year.

Finance Committee:

- Nothing new to report at this time.

Foraker Pre Development:

- After the Museum Financial Audit is completed I plan to actively prepare the Pre Development application

Fundraising:

- Working with the Board to determine the cash prizes for the 2014 Raffle

Grants:

- Prepared activity report for WESTAF funding request. We should receive the first \$30,000 in the next month.
- Final reports for Rasmuson's 2014 EQ History Exhibit due June
- Final Report for the Alaska State Council on the Arts grant for temporary exhibits due in June

Inside View Magazine:

- Oversaw production of the first quarter Magazine.

Marketing:

- Overseeing 2014 PR and Marketing. Alaska Airlines, San Francisco Chronicle, Alaska Magazine and KTUU are committed to running stories on Earthquake commemoration.
- Check out your current issue of Rurallite.

Membership Committee:

- Membership Appreciation event in May has been identified, May 2nd, in conjunction with the opening of "Communities Disaster & Change"

Museum Endowment:

- Received the 2013 Q4 report. While we did not lose money at yearend, the endowment is not performing well. We are still behind this time last year. The Endowment Committee should meet to discuss performance, alternate fund advisers and develop a giving plan.

Museum Hill:

- Nothing new to report on Museum Project.

Professional Development:

- Attended Advocacy training in conjunction with the American Alliance of Museums Museum Advocacy Day in Washington DC

Roadhouse:

- Nothing new to report

Space Rental:

- In addition to VCVB and CVEA the Theater Conference will be hosting a reception this year as well.

Strategic Planning Committee:

- Met with the Strategic Planning Committee to finalize updates and revisions.

Summer Staff:

- Overseeing summer staff recruitment. We have received one or two applications.
- Annual Orientation is scheduled for April 16.

Valdez Native Tribe Seat:

- Nothing new to report at this time.

Volunteers:

- Coordinating with Andrea to plan for a 2014 Volunteer Appreciation event in April. Appreciation Luncheon is scheduled for April 23rd.
- Please submit you volunteer hours. Andrea has prepared a time tracking sheet for your convenience.

Website:

- We still would like to feature photos of Board Members on the Website. Instead of individual photos we are now hoping for a group photo that we can feature in the banner across the top. Let's find a time when the snow is gone to get a group shot 😊

In the Community

Alaska Travel Industry Association (ATIA):

- Represented Alaskan Museums at 2014 Museums Advocacy Day in DC. Met with Senator Begich's aide, Senator Murkowski, and Representative Young. All were very supportive of the issues presented and opposed caps on charitable giving.

COV Mayor's Beautification Task Force (BTF):

- Attended BTF meeting to discuss Valdez Beautification Task Force Grant program. Provided feedback on the application
- Attended City Council Meeting to support Egan Drive design plans.

Gold Rush Days of Valdez Committee:

- Nothing new to report at this time.

Valdez Convention & Visitors Bureau

- Met regularly with the Executive Director to discuss promoting Valdez, event coordination for 2nd annual snow fest, VCVB Audit scheduling, human resources, Carl Hild Earthquake Memorial sculpture, and exhibit space matters.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Curator's Report

Submitted by Andrew Goldstein, Curator of Collection & Exhibitions

February 2013

Activities:

- Received treatment report for the aviation jacket from Tom Fuller. Patricia and I will be reviewing the proposal and project budget in the coming week.
- Research on a keynote speaker for the Museums Alaska conference in October. I have been in contact with Clifford Chanin, Vice President for Education and Public Programs, at the National September 11 Memorial & Museum.
- Artist Carl Hild has completed a large sculpture that he would like to donate to Valdez in commemoration of the Good Friday Earthquake. After consulting the Collections Committee, declined the donation to the museum due to its large size and weight. Mr. Hild is donating the sculpture to the City of Valdez (not under VMHA purview) and it will be displayed at the VCVB.
- Printed P.S. Hunt photo for donation to KCHU auction.
- Begun preparation for opening the Annex at the end of March, including extensive cleaning. The city maintenance department replaced two panels of the garage door that had been damaged by snowfall.

Exhibitions:

- Completed installation of the annual Student Art Show at the museum for March 14th opening date. The reception will be held at 5 PM on Friday, March 21st. Concurrent with installation, all lighting for the Egan Commons upper track has been replaced with LED lamps. The lower tracks will get the same treatment once the remaining lamps on back order have been received.
- "Communities, Disaster and Change" (CDC) catalogue content has been finalized and will be going to the printer within the next couple of weeks.
- Ordered Mila-Wall panels for CDC, anticipating delivery in early April.
- Wolverine Supply and GraphicWorks completed their portion of the installation for "A Moving Experience"! There are a few details remaining: Laura and I will install the remaining artifacts and labels next week. Content and design for the cabinet drawers has been approved and the museum will receive them and implement installation before the March 27th opening. There is a complication with the implementation of the "Owen's Old Town" video that Alchemy of Design is working to resolve, and this too will be in place before the opening.
- Deinstalled and packed up "The Nature of Art, featuring An Abundance of Birds" exhibit. The loaned materials still need to be returned. Faith and/or I will drive the Chugachmiut kit back to Anchorage in a few weeks, in the process picking up the vitrines ordered for CDC.

Research: It's been a busy month for reference questions – 16 new requests in the last month. Of these, 10 of them were related in some way to the earthquake anniversary, and/or the museum's commemoration activities! All 16 questions fulfilled, 1 request filled from prior month.

Acquisition Highlights:

- From Mary Ellen Murphy: CD of images of post-earthquake Valdez.
- From Judy Sutherland: set of 4 coffee mugs commemorating various Alyeska milestones.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Curator of Education & Public Programs' Report

Submitted by Faith Revell, Curator of Education & Public Programs

March 2013

Reporting period: February 21 through March 13, 2014

TOTAL SERVED: 214

Education and programmatic Focus:

- Teaching about Alaskan birds and Native culture to HHES program participants and 7th graders
- Production work tied to annual student art show; design and installation of show at library
- Hosting RCAC program on EVOS at museum March 7th
- Research into incorporating EVOS oral histories from Project Jukebox onto the VMHA's website
- Frosty Fever Family Night
- Dismantle of "An Abundance of Birds" exhibition

Administration and Planning Focus:

- Training new education assistant, Sue Ellen Howard, on preparations for student art show
- Continuing to collaborate with contract hire, Beverly Colapietro, on the development of new "earthquake and Old Town" curriculum

Collaborations and Outreach

- RCAC EVOS program and oral histories
- Valdez Consortium Library collaboration on annual student art show
- HHES Destination Exploration collaboration, developing program support and teaching

Volunteering

- Donna Schantz and RCAC were instrumental in delivering an educational program on EVOS. Missionary sisters helped out during the reporting period.

Highlights of Reporting Period

RCAC worked with VMHA for several months to bring a wonderful educational program on the last 25 years since EVOS for a crowd of 19 adults at the VMHA.

For the first time, the **VMHA collaborated with HHES** in their after school program, *Destination Exploration*. With Beverly Colapietro, Revell developed a program on birds, baidarkas and bentwood visors for elementary school students at HHES. Revell conveyed Don Kompkoff's model baidarka and an array of items from the bird heritage kit to HHES, gave a short PP presentation, encouraged students to explore the artifacts and helped with making paper versions of the Alutiiq hunting visor. It proved a terrific gathering with lots of engaged students and help from teachers.

More than 350 works of art are on display at the **VMHA and Valdez Consortium Library** as part of the 2014 annual student art show. The library continues to be a wonderful partner in bringing this show to life and offering exhibition space. This year, you will see more work created by older students, including those by PWSCC photography students. Younger artists' colorful work and imaginations are inspired.

Date	Program	E	ED	PP	OR	ST	AD	VOL
February								
02.21	Frosty Fever on air promo	X				1		
02.21	Tour of Rove with BC		X				1	
02.24	Teach insect design			X		1	1	
02.26	Teach insect design			X		1	1	
02.27	Pick up insects, SAS		X				4	
02.27	Missionaries volunteer		X					2
02.28	Frosty Fever on air promo	X				1		
02.28	Pick up insects, SAS		X				4	
02.28	Family Night				X	20	11	
March								
03.03	Pick up High School Art SAS	X					1	
03.03	Nest Building, 7 th grade		X			54	1	
03.04	Destination Exploration	X				30	4	
03.04	EVOS lecture			X			19	1
03.06	7 th Grade bird VMHA field trip		X			54	2	

* Total served represents number of daily contacts with students, teachers, administrators, community members, and volunteers through educational lessons, public programs, and free community/museum events, meetings, on and off site volunteer activities, collaborations and outreach. In several cases the total reflects numerous contacts with the same child, for example, over the course of a week in summer camp..

115 ED = education (teaching students in classrooms and at VMHA)
50 PP = public programs (assorted programs for range of visitors at VMHA)
0 OR = outreach
46 E = free museum/community events, collaborations and meetings
3 V = volunteer, contacts

214 TOTAL

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Communication & Marketing Report

Submitted by Brittany Cabello, Communication & Marketing Manager

March 2013

Marketing & Public Relations:

- Mailed 1st quarter issue of *Inside View*.
- Updated Museum website & managed social networking sites.
- Provided design feedback for CDC catalog.
- Worked with various members of the community to compile a list of old town residents and designed and mailed out invitations for the March 27th Events.
- Worked closely with Thompson PR to develop a marketing campaign for the March 27th events as well as CDC.
- Worked with Sandy Moore to make arrangements for the March 27th Opening Reception.

Facility Rentals:

- Followed up with the Theatre Conference to see if they will be hosting their event with us this year. Dawson Moore indicated that they would like to return to the museum this year, and said that I should contact Sherry Pierce with the city as they make the arrangements. I contacted Sherry's office and left a message but haven't heard back. Will follow up.

Administrative Support:

- Acted as receptionist (answer phones, refers calls, receives cash) and transfer to appropriate staff member.
- Greeted clients and visitors.
- Performed general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Supported staff in assigned project based work.
- Supported curator of education at the Frosty Fever family fun night.

Visitor Services:

- Staffed front desk.

Membership Program Support:

- Created Membership cards for new members.

Board Support:

- Copied and collated monthly board packet at the direction of the Executive Director.
- Advertised board meetings.
- Transcribed minutes for Board meetings.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Visitor Service & Store Report

Submitted by Patricia Relay, Executive Director

February 2014

Admissions

Monthly 2013		Monthly 2014		+/-	
Free	2	Free	14	Free	+12
<i>*Bluestar</i>	0	<i>*Bluestar</i>	0	<i>*Bluestar</i>	0
Paid	24	Paid	30	Paid	+6
<i>**Tours</i>	0	<i>**Tours</i>	0	<i>**Tours</i>	0
Total	26	Total	44	Total	+18

Store Sales

Monthly 2013	Monthly 2014	+/-
\$798.08	\$354.36	-\$443.72

* Blue Star included in Free count

** Tours included in Paid count

Year to Date
January 1 – February 28

Admissions

YTD 2013		YTD 2014		+/-
Free	2	Free	31	Free +29
*Bluestar	0	*Bluestar	0	*Bluestar 0
Paid	38	Paid	46	Paid +8
**Tours	0	**Tours	0	**Tours 0
Total	40	Total	77	Total +37

Store Sales

YTD 2013	YTD 2014	+/-
\$983.67	\$947.14	-\$36.53

* Blue Star included in Free count

** Tours included in Paid count

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Item 13A 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: Patricia Relay, Executive Director

Date: March 14, 2014

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Cash Donations

Submitted by Patricia Relay, Executive Director

February 2014

			Date	Name	Memo	Amount
	8003 · Fund Development					
	4030 · Donations Income					
	8002 · Unrestricted					
			02/15/2014	Buy4, LLC	General Donation	99.97
			02/19/2014	Counter Sales	General Donation	1.00
	Total 8002 · Unrestricted					100.97

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Item 13B 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: Patricia Relay, Executive Director

Date: March 14, 2014

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Associate Membership

February 2014

RENEWALS

GREETING	LEVEL
Linda Brandenburg	Family
Kay Houghton	Individual
Walt & Dorothy Wamsley	Family
Helen Dulap	Family
Lester Greene	Family
Carol Harris	Family
James Thompson	Senior
Mary & Gary Warner	Dual
Jane Haltness	Dual
Dawson Moore	Individual
Jeremy Robida	Individual