



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

**MEETING OF THE BOARD OF DIRECTORS**

**June 18, 2015 - Meeting Time 6:30 pm**

**Egan Commons**

**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) Stand by Your Mission
5. **Mission Educational Moment** (10 minutes) TBA
6. **Approval of the Minutes** (As of April 16, 2015) pg. 3-5
7. **Approval of the Financial Report** (As of April 30, 2015) pg. 6-19
8. **President's Report**
9. **Staff Reports** pg. 20-30
10. **Committee Reports**
  - a. Committee Reports- (15 minutes) pg. 31-32  
Finance (Lisa), Collections (Tom), Board Development (Julie), Native Gallery (Emmie), **Roadhouse (Julie)**, Membership (?), Endowment (Natalie), Strategic Planning (Gary), Advocacy Committee (Barbara), **Building Committee (Lisa)**.
11. **New Committee Business or Board Member Discussion/Ideas**
12. **Unfinished Business**
  - a. The Perry
13. **New Business**
  - a. Recent member/donor assignments pg. 33-34
14. **Next Meeting: July 15, 2015 – 6:30 pm**
15. **Adjournment**

**Upcoming Committee Meetings**

Building Committee – Second Thursday of every month, 5:30 pm  
Roadhouse Committee – Third Tuesday of every month, 6:00 pm  
Advocacy Committee – Organizational meeting

**Dates to add to your Calendar**

Skyboys of Wrangell St Elias Exhibit May 8 – September  
Old Town Walking Tours, June 19, 2015 @10 am. July 2, 3, 17, 18 @ 9 am  
Imagination Takes Flight, June 25, 2015; 9 am and 1 pm  
Drawing upon the Collection, July 1, 8, and 11, 2015 @ 1pm  
Tuesday Night History Talks, July 7 and 21, 2015 @ 5:30 pm  
Dick Shelhorn, July 24, 2015 @ 5:30 pm  
Gold Rush Days – July 29 – August 2, 2015

**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**  
**May 21, 2015 6:30pm – Egan Commons**

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

Mrs. Cullen called the meeting to order at 6:33 p.m.

**Members present:** Michelle Cullen, Gary Minish, Lisa Von Bargaen, Tom McAlister, Scott Hicks, Barbara Bigelow, Spike Gilson, Emmie Swanson, and Julie Farrell, and Tim James

**Members excused:** Natalie Gabler

**Members unexcused:** None

**Staff present:** Patricia Relay, Andrew Goldstein, Faith Revell, and Brittany Cabello

2. **Introduction of Guests**

Mrs. Relay took this opportunity to formally introduce, Tim James, the newest Board Director.

3. **Public Business from the Floor**

None.

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

Mrs. Relay distributed several handouts featuring information about our mission, the communities we serve, and the lives the Museum touches. The information provided was to help the board members in their ongoing advocacy efforts.

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

Ms. Revell shared a slideshow and described the activities pictured, from her trip teaching in Tatilek for Cultural Heritage Week.

6. **Approval of the Minutes** (April 16, 2015)

**Motion:** Mr. Minish moved to approve the April 16, 2015 Minutes, seconded by Ms. Von Bargaen.

**Discussion:** Ms. Von Bargaen noted several typos throughout. **Vote:** All members present voted to approve as amended, none opposed. The motion carried.

7. **Approve Financial Report** (As of April 30, 2015)

**Motion:** Mr. Hicks moved to approve the April 30, 2015 Financial Statements, seconded by Mrs. Swanson.

**Discussion:** Mrs. Relay reported that the endowment fund had generated close to \$18,000 in the 1<sup>st</sup> quarter and the diversification was doing quite well. **Vote:** All members present voted to approve, none opposed. The motion carried.

8. **President's Report**

Mrs. Cullen reported that the membership appreciation BBQ went very well and she is now working on planning a fundraising party.

9. **Staff Reports**

Mrs. Relay informed the board that the roof project was almost done. The tarring is complete and the insulation and metal is expected to be done by the end of the week. She also noted that the ADA doors should be installed in the following week. Mrs. Relay stated that the Perry had been removed and that the press releases regarding it had been well received.

Ms. Revell gave a verbal report due to her being away in Tatitlek. She reported that in addition to her Tatitlek activities that she had planned out all of the summer programs, and is working with Mrs. Cabello to get them all listed on the website calendar. She is also working with Mrs. Cabello to get the summer activities on radio ads to be playing throughout the summer. This year Old Town Walking Tours will return and this time several will include an added activity. We will also be launching a new Tuesday Nite Lecture series, and Drawing upon the Collection will return. She also noted that she even had Dr. Silviera offer to teach a program centered on flight while she was at her dentist appointment. Other flight based programs will include this year's Hands on History and Art camp as well as an Imagination Takes Flight workshop taught by Lanette Oliver. Finally Ms. Revell stated that this year she had raised the prices for most programming and added a member and non-member rate.

10. **Committee Reports** (15 Minutes)

Committee Reports- (15 minutes)

Finance (Lisa), Collections (Tom), **Board Development (Julie) Mrs. Farell said that the Board Development committee had recruited Mr. James and welcomed him to the Board. She also stated that since Mrs. Bigelow would be leaving everyone would need to be thinking of possible candidates for a new Board Director.** Native Gallery (Emmie), **Roadhouse (Julie) Mrs. Farell reported that Jim Shephard had declined to be the honoree for Roadhouse and so we will instead be moving forward with the Schoolhouse Roadhouse theme with Dorothy Moore as the honoree.** Membership (?), Strategic Planning (Gary), Endowment (Natalie), Advocacy (Barbara), Building (Lisa).

11. **New Committee Business**

None

12. **Unfinished Business**

- a. Mr. McAlister restated that the Perry had been removed, and informed the Board that the pieces we will be keeping have been taken to a shop to have the lead paint removed.

13. **New Business**

- a. Accept Recent Cash Donations for their donor-intended purposes. **Motion:** Mrs. Swanson moved to accept recent cash donations, Mr. Hicks seconded. **Discussion:** None. **Vote:** All members present voted to approve, none opposed. The motion carried
- b. Recent member/donor assignments: 4  
Member/Donor assignments were accepted.
- c. Approval of the amendments to the 2015 Museum Operating Budget **Motion:** Mr. McAlister moved to approve the amendments to the 2015 Museum Operating Budget, Mr. Minish seconded. **Discussion:** Mr. McAlister noted an error in the note for the transfer funds. **Motion:** Mrs. Farrell moved to amend the motion on the floor to approve the amendments to the 2015 Museum Operating Budget and amend the error in the note for transfer funds, Mr. Hicks seconded. **Discussion:** Mr. Relay pointed out that the error in the note was

due to the fact that we received more money for the Perry than had been anticipated and the note had not been updated to reflect that, however the additional \$5,000 was still needed in order to fund the increase in health insurance costs. **Vote:** All members present voted to approve the amendment to the motion, none opposed. The motion carried. **Vote:** All members present voted to approve as amended, none opposed. The motion carried

- d. Mrs. Relay presented the 2014 VHMA financial audit to the Board, and informed them that BDO had donated \$2,000 of in kind services to help balance the budget. She then called for questions from the Board, there were none.

14. **Next Meeting and Committee Assignments**

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

Building Committee Meeting: June 11, 2015 5:30 p.m. in the Library Conference Room

Board Meeting: June 18, 2015 6:30 p.m. in the Egan Commons

15. **Adjournment**

**Motion:** With no further business before the board, Ms. Von Barga moved to adjourn the Board meeting, Mrs. Farrell seconded. **Discussion:** None. **Vote:** All members present in favor, none opposed. Mrs. Cullen adjourned the meeting at 7:58 p.m.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Emmie Swanson, Secretary, VMHA

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

**Financial Report  
Submitted by Patricia Relay, Executive Director  
As of May 31, 2015**

**Summary:** For your review, I have provided you with five Financial Statements: Profit & Loss Budget vs. Actual (Jan - December, 2015); Profit & Loss Previous Year Comparison (as of May 31, 2015); a Balance Sheet Previous Year Comparison (as of May 31, 2015); a 2014 Earthquake Art Project Budget; and a 2014 EQ Education Budget.

**1. Profit & Loss Budget vs. Actual (Jan - December, 2015):** We generated 39.37% of our expected revenues for the 2015 and expended 40.23% of our projected expenses. This report was generated on June 8, 2015

**Income:** Of special note:

- **Fund Development:** 38.99% 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 8% of budgeted Corporate Sponsorship, consisting of \$1,200 from Alyeska for the Student Art Show; 0% of budgeted Roadhouse income: 0% of budget Annual Appeal; 45.75% of budgeted Raffle income; 39.64% of budget Membership revenues; 60.93% of our Donation Income; and 25.1% of Designated Fundraising (proceeds of Commemorative Photo.)
- **Earned Revenue:** 17.06% of Budget Projection. Consists of Program Fees, Admission Fees, Space Rental Fees, and Store Sales) 40.88% of Program Fees; 11.53% of General Admission; 19.53% of Tour Bus income; 37% of Archival Fees; 23.89% of Store Sales has been generated; 30% of anticipated Space Rental revenues have been received (we already have 3 rentals scheduled for the year)
- **Grants:** 42.33% of Budget Projection. Consists of Federal, State, City, and Foundation Agencies) 48.3% of City Grant received: 0% of State of Alaska Grant received; and 15.3% Foundation Grants received (\$11,000 grant from United Way Valdez). While deferred revenues for multiyear grants have not been recognized in the 2015 annual actuals, there is \$76,530 in State and Foundation grants restricted to programs and projects for 2015.

Communities, Disaster, and Change .....	\$ 30,000
Robert Felland Revocable Trust .....	\$15,370
Museums Alaska Inc. – Art Acquisition .....	\$13,200
Museums Alaska Inc. – Collections Transition Plan .....	\$8,960
State of Alaska – Arts council .....	\$4,600
State of Alaska - Intern .....	\$4,400

- **Interest Income:** 74.05% of Budget Projection. Earnings for the Capital Equipment and Phyllis Irish CDs are now included. The Reserve Fund CD is now included.
- **Reimbursed income:** 24.85% of Budget Projection. The majority of this income is coming from the BIG Read collaborative project. All expenses from this project are being reimbursed from KCHU
- **Funds Transfer Income:** 75% of Budget Projection. The transfer of \$15,000 is complete. An additional \$5,000 will be transferred to support the additional costs for Health Insurance.

**Expenses:** Of Special note:

- **Facility Planning:** 0% of Budget Projection. Once we engage a Master Interpretive Planning firm, we will start seeing expenses.
- **Volunteer Expenses:** 100% of projected budget. Expenses for April Appreciation Luncheon.
- **Fundraising Expenses:** 15.7% of projected budget. To date: \$250. Pick Click Give fees and \$1,830 for pay out on Split the Pot Raffle.
- **Membership Expenses:** 55.83% of projected budget. To date: costs for *Inside View* and membership appreciation BBQ
- **IT Services:** 40.39% of projected budget. On track.
- **Education:** 18.99% of projected budget. This account includes costs for Big Read collaboration, reimbursed by KCHU, cost for summer camp planning and miscellaneous materials for program development.
- **Collections:** 65.68% of projected budget. The big ticket item in this account is in Acquisitions. The \$13,200.00 was funded through a Museums Alaska Art Acquisition grant. The remaining \$873.76 is allocated to the crating and shipping of the Reeve Jacket; \$225.00 for Perry paint testing; \$1,000 payment to the summer intern (funded by the State Museum Grant in Aid program); and \$34.98 for Collections Supplies.
- **POS Inventory Adjustments:** -10.06% of projected budget. The Audit found all material evidence that inventory was accurate. Still not sure why this account is reflecting a negative number. As the summer progresses, the negative number is decreasing. We now have new POS software. My hope this is starting to fix itself.
- **Personnel Expenses:** 43.48% of projected costs for the year. Now that we adjusted the budget for the increase in Health Care costs, all accounts are performing adequately.
- **Contract Labor:** 7.14% of projected cost for the year. These costs are associated with Education support. Next month we will see costs for Summer Camp help.
- **Professional Fees:** 61.16% of projected budget. With the generous in-kind donation of services from BDO, this account is in good shape. The remaining fees are associated with the IRS 990 preparation.
- **Janitorial Expenses:** 41.67% of projected budget. On track.
- **Utilities:** 47.3% of projected budget. 48.92% of Electric; 45.23% of heating oil; and 92.48% of Water.
- **Telephone:** 43.38% of projected budget. Conference line has been added (costs have been minimal) 18.69% of Fax; 61.27% of internet; 34.03% of Local Service; and 42.4% of Long Distance.
- **Supplies:** 52.85% of projected budget, (Consists of Technology, Office and Operating) Minimal expenses in all accounts. The majority of the costs in this account are in Technology - \$3,140.39 for website, Past Perfect issues and QuickBooks issues.
- **Exhibits:** 47.1% of projected budget. (Consists of three sub accounts: Special Projects, Permanent Exhibits and Temporary Exhibits.) 40.78% of Special Projects includes ongoing shipping costs for 2014 *Art Communities Disaster and Change* (see attached 2014 Art Project budget); 89.37% of Permanent Exhibits includes costs for continued LED lighting replacement of \$2,177.25 as well as minor costs for additional Aviation Mannequin, pedestal and rail totaling \$874.15 and \$105. for a label in the

Earthquake exhibit; and 94.7% of Temporary Exhibits includes costs for the Kristin Link exhibit and the Student Art Show. There should be minor costs for the Skyboys show this summer with enough for Celebrating Valdez Artists in the Fall.

- **Dues & Subscriptions:** 27.26% of projected budget. On track.
- **Printing & Reproduction:** 32.19% of projected budget. On track.
- **Advertising & Marketing:** 55.21% of projected budget. ON Track
- **Board Expense:** 56.01% of projected budget. This account includes Board Training expenses for webinars.
- **Insurance:** 2.5% of projected budget. On track.
- **Travel:** 113.94% of projected budget. (Consists of Transportation/Lodging and Meals) 81.88% of Transportation/Lodging and 80% of Meals. All Travel has been expensed for the Alaska Gift Show in Anchorage. CHAMP Juneau, MAD DC and for AAM Atlanta. I will evaluate the feasibility of who can attend Museums Alaska in Cordova. Air will be covered with AK Air miles and RAVN commuter coupons. The remaining costs will be hotel.
- **Training / Education:** 95.94% of projected budget. Includes registration fees for Patty's and Andrew's Atlanta AAM. We will still have Museums Alaska Cordova. Here to I will evaluate who can attend Museums Alaska Conference in Cordova.
- **Public Programs:** 15.31% of projected budget. On track
- **Net Income:** While many of our income accounts are up for the year, we did not hit the mark on Raffle proceeds. It is time once again to invoice the City for our Q3 Grant installment. Next month the net will look much better.

## 2. Profit & Loss Previous Year Comparison (as of May 31, 2015):

**Income:** In comparison to Fiscal Year 2014, we have decreased revenues by 20.55%

- **Fund Development:** 4.17% decrease over last year. (Consists of Corporate Sponsors, Roadhouse Dinner, Annual Appeal, Raffle, Membership, In-kind, Restricted, and Unrestricted donations, and designated Fundraising) 80.65% decrease in Corporate Sponsorship – last year we received a \$5,000 sponsorship from ConocoPhillips for EQ Education; 47.41% decrease in Raffle proceeds – last year we began our raffle earlier and sold more tickets; 8.4% reduction Membership; 22.48% reduction In-Kind Donations – last year there were donated services for 2014 programs and projects in this time period; 33.52% increase Restricted Donations – this year we received a \$15,000 gift from Providence Hospital for Youth Programming and \$17,500 from the City of Valdez for the Perry Dismantle and Salvage; 38.52% decrease Unrestricted; and 7.04% increase Designated Fundraising.
- **Earned Revenue:** 4.72% increase over last year. (Consists of Program Fees, Admissions, Group Sales, Archival Fees, Space Rental, and Store Sales.) 31.19% increase Program Fees; .28% increase Admissions; 12.39% increase in tour busses; 100% increase in Archival Fees; 70.97% decrease Space Rentals; and 23.34% increase in Store Sales.
- **Grants:** 29.21% decrease over last year. (Consists of City funding, State, and Foundation Grants) 0% difference in City Grant and 89.34% decrease in Foundation Grants (see note above explaining deferred revenues that were received in 2014 for 2015 programs and projects.)

- **Interest income:** 22.25% increase over last year. Reserve CD now showing up.
- **Miscellaneous Income:** This entry has been moved to the correct earned income account.
- **Reimbursed Expenses:** 169.4% increase over last year. In addition to a reimbursement from Intuit for an overcharge on Payroll taxes for July, 2014, we are receiving reimbursements for the Big Read collaborative project.
- **Transfer Income:** 100% increase over last year. This account was added to cover the Museum's share of pre-planning costs.

**Expense:** Compared to last fiscal year we have decreased spending by 12.9 %. In addition to a variety of minor reductions in operating accounts, the primary reason for reduced spending is directly attributed to the completion of 2014 special projects.

Of special note:

- **Volunteer Expenses:** 30.01% decrease over last year. Utilizing items already purchased and reducing the cost for the luncheon we kept the costs for the event down this year.
- **Fundraising Expenses:** 56.67% decrease over last year. This is directly attributed to a reduction in cash prizes for the 2015 Raffle.
- **Membership Expenses:** 252.28 increase over last year. In addition to costs for the Inside View, at the time of this report we also had costs for the may Membership Appreciation Event.
- **IT services:** 19.26% decrease over last year. Cost associated with computer hardware are accounted for in operational supplies. IT Services includes monthly Total Care and Website matters.
- **Education:** 60.64% decrease over last year. Last year we had costs associated with EQ Education Curriculum development.
- **Collections:** 329.85% increase over last year. (Consists of Intern, Conservation, Collections Supplies, and Acquisitions) 100% increase in Intern – Supported by State Museum GIA Grant; 66.91% decrease in Conservation – Reeve Jacket project completed. Includes minor costs for Perry paint testing; 79.52% decrease in collections supplies – no major purchases at the time of this report; 13,291.08 % increase in Acquisitions – support by the Museums Alaska Art Acquisition Fund
- **POS Inventory Adjustments:** 113.24% decrease over last year. As stated in the Budget V. Actual narrative, the new POS software seems to be slowly fixing itself. As a reminder, the Audit did not find any material weaknesses in inventory. These adjustments are software related.
- **Payroll Expenses:** 1.27% decrease over last year. This is directly attributed a reduction in labor over 2014. 2015 operations return to normal summer hours.
- **Contract Labor:** 100% over last year. Last year the Education Assistant was supported through Personnel. This year it is support by United Way grant funds and is not being tracked in personnel.
- **Professional Fees:** 10.98% decrease over last year. This is directly attributed to the generous in-kind donation of services from BDO.
- **Janitorial Expenses:** 25.81% decrease over last year. Last year we had increased operations for 2014 EQ Anniversary.
- **Utilities:** 3.4% decrease over last year. 16.91% decrease in Electricity; 20.13% increase in Heating Oil; and 0% difference in Water.
- **Telephone:** 10.11% increase over last year. 100% increase Conference line – this is a new feature this year; while Internet increased by 51.61%, Phone service and Fax all notably decreased.
- **Postage & Delivery:** 48.45% decrease over last year. Fewer mailings at the time of this report.

- **Supplies:** 13.7% increase over last year. (consists of Technology, Office and Operating Supplies) .04% increase in Technology this year to put the Collections on line, and repair of PastPerfect CPU; 44.15% decrease in Office; and 91.44% increase in Operating Supplies which includes updating POS software.
- **Exhibits:** 61.04% decrease over last year. (Consists of Special Projects, Permanent Exhibits & Temporary Exhibit) 68.17% decrease in Special Projects over last year (completion of 2014 projects); 41.25% increase in Permanent Exhibits over last year (additional LED lighting for exhibits as well as minor costs for Aviation Exhibit upgrades were purchased in the reporting period); and 25.44% increase in Temporary Exhibits (2014 summer exhibit was accounted for in Special Projects last year.).
- **Dues and Subscriptions:** 36.5% decrease over last year is attributed to timing of renewals.
- **Printing & Reproduction:** 19.7% decrease over last year. This is directly attributed less promotional materials over last year. We are expanding our web and social media promotions.
- **Advertising & Marketing:** 13.4% decrease over last year. On track.
- **Insurance:** 69.07% increase over last year. Increase in Workman's Comp expenses.
- **Credit Card Fees:** 59.64% decrease over last year. The reduction is attributed to reduced hours of operations rendering general admissions slightly lower than last year. The good news is that both general admissions and store are up over last year with fewer transactions.
- **Equipment:** 64.85% decrease over last year. Last year we purchased facility rental supplies.
- **Travel:** 67.29% increase over last year. In addition to costs for the Alaska Gift Show, Juneau, DC and Atlanta, expenses have been included to secure a RAVN coupon booklet. With air miles being accrued on the new credit card, travel should see a reduction in the future.
- **Training & Education:** 103.91% increase over last year. (Consists of registration fees for conferences as well as online professional development for staff) In addition to costs associated with AAM annual conference, a series of Webinars for Roadhouse, Education and Collections programs are included.
- **Public Programs:** 30.27% increase over last year. In addition to supplies for Kristin Link workshop a, BIG READ programs and Student Art Show offerings, materials for summer camp and other summer programs have been purchased.

### 3. Balance Sheet Previous Year Comparison (as of May 31, 2015):

**Assets:** At the time of this report we are up by 1%.

Of Special Note:

- **Checking and Savings:** 2.66% increase over last year. While the Gen Ops CD is reduced from last year because of the \$15,000 transfer to savings, Phyllis Irish and the Reserve Account are up, 1.8% and .62% respectively. Operating and Savings are performing adequately with increase 24.93% and 21.28% respectively. Gaming is up over last year.
- **Accounts Receivable:** 84.17% decrease over last year. This is directly attributed to the second invoice of \$30,000 WESTAF (Since the time of this report, we have received \$25,000 of the remaining \$30,000). To date Accounts Receivable includes \$5,000 invoice to WESTAF; an Alyeska matching gifts of \$350.00; and KCHU BIG EAD invoice for \$36.56
- **Museum Endowment Fund:** 5.37% increase over last year. Q1 2015 earnings have been recognized with \$17,998.83. This is over \$10,000 more than Q4 2014 earnings. Diversifying our portfolio has paid.
- **Undeposited Funds:** 100% increase over last year. The account includes revenue from the previous day and is deposited on the next business day.

## Liabilities:

- **Accounts Payable:** 25.72% decrease over last year. Accounts Payable includes the following costs: Andrew Goldstein \$29.16 (reimbursement for computer shipment); Better World Conferencing \$14.51; Business Card \$7,781.25 (Credit Card payment); Copper Valley Electric \$2,425.19; North Pacific Fuel \$1,005.16; and X-DLX Investments, Inc. \$1,000.00 (Janitorial Services)
- **Credit Card:** 629.4% increase over last year. Note: we are transitioning from Wells Fargo Master Card to Bank of America Visa. For the rest of the year, we will see both listed in a comparison statement. Given the time of the billing cycle on the Bank of America Card, we needed to use both the Wells Fargo Card in addition to the Bank of America Card. (to avoid finance charges on the Bank of America Card, we will need to remit payment outside of our normal cycle. Another factor was that we wanted to get as many air miles as possible. To do this we put utility bills on the Bank of America Card. The following is a reporting of charged expenses for this period:
  - **Wells Fargo:** Arctic IT monthly service charge \$855.00; Carlile Transportation Perry project \$80.51; Vehicle expenses \$91.93; Valdez Outdoor Marine \$7.45 program supplies; and Intuit POS Software upgrade \$1,679.94
  - **Bank of America:** The primary expenses for this reporting period were costs associated with travel for Andrew and Patty to the conference in Atlanta. Other notable costs were Heating Oil and Copper Valley Telecom. Remaining costs were for programmatic material.
- **Net Income:** 80.39 % decrease over last year. This is directly attributed to the lack of Special Project funding that we received in 2014 for EQ Anniversary programs and projects.

#### 4. **Communities Disaster and Change: Exhibit Budget:** No new activity at the time of this report.

- **Income:** 98% of projected budget has been received. \$25,000 of the remaining \$30,000 has been received from WESTAF. Once the Final Report is submitted later in the summer the remaining \$5,000 will be release. Shipping costs are now covered. We received a quote for the Hawaii to Oregon leg and it is considerable lower as we will be barging it. The quote came in around \$3,500. That mean we will be in good shape for the Oregon to Juneau leg and then home.
- **Expenses:** 90% of projected expenses have been expended. Given that we received the \$25,000 from WESTAF in this reporting period, we are in good shape for the remaining shipping costs for the show.

#### 5. **Earthquake Education Budget:** No new activity at the time of this report.

- **Income:** 96% of project budget has been received. Over the next year we will bring in presenters that typically donate the presenter fees. At that time we will book these costs in the In-kind Donations account.
- **Expenses:** 52% of project budget has been expended. As many of the elements for the 2014 EQ ED program are big ticket items that need many hours of development, these elements will be coming to fruition in the coming year. EQ Education is at the core of what we do and these funds will allow the Museum to continue into the future. This is not just a 2014 program, this is an ongoing program.

The Valdez Museum & Historical Archive  
**Profit & Loss Budget vs. Actual**  
January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
8003 · Fund Development	46,278.02	118,700.00	-72,421.98	38.99%
8024 · Earned Revenue	17,580.36	103,030.00	-85,449.64	17.06%
4200 · Grants	223,500.00	527,970.00	-304,470.00	42.33%
8501 · 7015 Interest Income	2,091.86	2,825.00	-733.14	74.05%
8008 · Miscellaneous Income	0.00			
8011 · Reimbursed Expenses	496.96	2,000.00	-1,503.04	24.85%
4320 · Funds Transfer Income	15,000.00	20,000.00	-5,000.00	75.0%
<b>Total Income</b>	<u>304,947.20</u>	<u>774,525.00</u>	<u>-469,577.80</u>	<u>39.37%</u>
<b>Cost of Goods Sold</b>				
8102 · Gallery Commission	613.44	2,000.00	-1,386.56	30.67%
8101 · Cost of Goods Sold	3,804.43	17,000.00	-13,195.57	22.38%
<b>Total COGS</b>	<u>4,417.87</u>	<u>19,000.00</u>	<u>-14,582.13</u>	<u>23.25%</u>
<b>Gross Profit</b>	<u>300,529.33</u>	<u>755,525.00</u>	<u>-454,995.67</u>	<u>39.78%</u>
<b>Expense</b>				
8036.3 · Facility Planning	0.00	38,960.00	-38,960.00	0.0%
8036.2 · Volunteer Expense	500.00	500.00	0.00	100.0%
8036 · Fundraising Expenses	2,080.00	13,250.00	-11,170.00	15.7%
8036.1 · Membership	1,116.53	2,000.00	-883.47	55.83%
8037 · IT Services	6,866.43	17,000.00	-10,133.57	40.39%
8039 · Education	949.39	5,000.00	-4,050.61	18.99%
8040 · Collections	15,433.74	23,500.00	-8,066.26	65.68%
9001 · POS Inventory Adjustments	-50.31	500.00	-550.31	-10.06%
9002 · Freight and Shipping Costs	383.71	1,200.00	-816.29	31.98%
8103 · Personnel Expenses	170,571.48	392,298.00	-221,726.52	43.48%
8044 · Contract Labor	500.00	7,000.00	-6,500.00	7.14%
8110 · Professional Fees	7,338.54	12,000.00	-4,661.46	61.16%
8113 · Vehicle Expense	393.50	750.00	-356.50	52.47%
8047 · Janitorial Services	5,000.00	12,000.00	-7,000.00	41.67%
8048 · Utilities	26,087.08	55,150.00	-29,062.92	47.3%
8118 · Telephone	4,554.52	10,500.00	-5,945.48	43.38%
8123 · Postage and Delivery	774.62	2,000.00	-1,225.38	38.73%
8049 · Supplies	7,134.08	13,500.00	-6,365.92	52.85%
<b>Exhibits</b>	<u>26,858.95</u>	<u>57,032.00</u>	<u>-30,173.05</u>	<u>47.1%</u>
8130 · Dues and Subscriptions	1,295.00	4,750.00	-3,455.00	27.26%
8131 · Printing and Reproduction	1,931.29	6,000.00	-4,068.71	32.19%
8053 · Advertising/Marketing	4,968.48	9,000.00	-4,031.52	55.21%
8133 · Board Expense	280.05	500.00	-219.95	56.01%
8134 · Rent	0.00	260.00	-260.00	0.0%
6185 · Insurance	563.00	22,500.00	-21,937.00	2.5%
8138 · Credit Card Fees	617.03	5,000.00	-4,382.97	12.34%
8139 · Bank Service Charges	14.61	75.00	-60.39	19.48%
8140 · Equipment	426.98	2,000.00	-1,573.02	21.35%

The Valdez Museum & Historical Archive  
**Profit & Loss Budget vs. Actual**  
January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8056 · Travel	11,108.93	9,750.00	1,358.93	113.94%
8144 · Training & Education	1,918.79	2,000.00	-81.21	95.94%
8145 · Licenses and Permits	35.00	550.00	-515.00	6.36%
8148 · Contributions	3,500.00	24,000.00	-20,500.00	14.58%
8058 · Public Programs	765.58	5,000.00	-4,234.42	15.31%
Total Expense	<u>303,917.00</u>	<u>755,525.00</u>	<u>-451,608.00</u>	<u>40.23%</u>
Net Ordinary Income	<u>-3,387.67</u>	<u>0.00</u>	<u>-3,387.67</u>	<u>100.0%</u>
Net Income	<u><u>-3,387.67</u></u>	<u><u>0.00</u></u>	<u><u>-3,387.67</u></u>	<u><u>100.0%</u></u>

The Valdez Museum & Historical Archive  
**Profit & Loss Prev Year Comparison**  
January through May 2015

	<u>Jan - May 15</u>	<u>Jan - May 14</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
8003 · Fund Development	46,278.02	48,290.26	-2,012.24	-4.17%
8024 · Earned Revenue	14,235.53	13,593.86	641.67	4.72%
4200 · Grants	223,500.00	315,700.00	-92,200.00	-29.21%
8501 · 7015 Interest Income	2,091.86	1,711.08	380.78	22.25%
8008 · Miscellaneous Income	0.00	0.00	0.00	0.0%
8011 · Reimbursed Expenses	496.96	184.47	312.49	169.4%
4320 · Funds Transfer Income	15,000.00	0.00	15,000.00	100.0%
Total Income	<u>301,602.37</u>	<u>379,479.67</u>	<u>-77,877.30</u>	<u>-20.52%</u>
Cost of Goods Sold				
8102 · Gallery Commission	503.75	96.25	407.50	423.38%
8101 · Cost of Goods Sold	<u>3,348.79</u>	<u>4,631.10</u>	<u>-1,282.31</u>	<u>-27.69%</u>
Total COGS	<u>3,852.54</u>	<u>4,727.35</u>	<u>-874.81</u>	<u>-18.51%</u>
Gross Profit	<u>297,749.83</u>	<u>374,752.32</u>	<u>-77,002.49</u>	<u>-20.55%</u>
Expense				
8036.2 · Volunteer Expense	500.00	714.39	-214.39	-30.01%
8036 · Fundraising Expenses	2,080.00	4,800.00	-2,720.00	-56.67%
8036.1 · Membership	1,116.53	316.94	799.59	252.28%
8037 · IT Services	6,866.43	8,504.63	-1,638.20	-19.26%
8039 · Education	949.39	2,412.09	-1,462.70	-60.64%
8040 · Collections	15,433.74	3,590.46	11,843.28	329.85%
9001 · POS Inventory Adjustments	-78.03	589.32	-667.35	-113.24%
9002 · Freight and Shipping Costs	358.94	682.39	-323.45	-47.4%
8103 · Personnel Expenses	155,573.45	157,570.15	-1,996.70	-1.27%
8044 · Contract Labor	500.00	0.00	500.00	100.0%
8110 · Professional Fees	7,338.54	8,243.44	-904.90	-10.98%
8113 · Vehicle Expense	393.50	174.98	218.52	124.88%
8047 · Janitorial Services	5,000.00	6,739.00	-1,739.00	-25.81%
8048 · Utilities	26,087.08	27,004.85	-917.77	-3.4%
8118 · Telephone	4,554.52	4,136.39	418.13	10.11%
8123 · Postage and Delivery	774.62	1,502.54	-727.92	-48.45%
8049 · Supplies	6,917.73	6,084.19	833.54	13.7%
Exhibits	26,858.95	68,931.59	-42,072.64	-61.04%
8130 · Dues and Subscriptions	1,295.00	2,039.20	-744.20	-36.5%
8131 · Printing and Reproduction	1,931.29	2,405.13	-473.84	-19.7%
8053 · Advertising/Marketing	4,968.48	5,737.48	-769.00	-13.4%
8133 · Board Expense	280.05	250.90	29.15	11.62%
6185 · Insurance	563.00	333.00	230.00	69.07%
8138 · Credit Card Fees	617.03	1,528.90	-911.87	-59.64%
8139 · Bank Service Charges	14.61	73.01	-58.40	-79.99%
8140 · Equipment	426.98	1,214.61	-787.63	-64.85%
8056 · Travel	11,108.93	6,640.50	4,468.43	67.29%
8144 · Training & Education	1,918.79	941.00	977.79	103.91%

The Valdez Museum & Historical Archive  
**Profit & Loss Prev Year Comparison**  
January through May 2015

	<u>Jan - May 15</u>	<u>Jan - May 14</u>	<u>\$ Change</u>	<u>% Change</u>
8145 · Licenses and Permits	35.00	85.00	-50.00	-58.82%
8148 · Contributions	3,500.00	4,515.00	-1,015.00	-22.48%
8058 · Public Programs	765.58	587.68	177.90	30.27%
Total Expense	<u>288,650.13</u>	<u>328,348.76</u>	<u>-39,698.63</u>	<u>-12.09%</u>
Net Ordinary Income	<u>9,099.70</u>	<u>46,403.56</u>	<u>-37,303.86</u>	<u>-80.39%</u>
Net Income	<u><u>9,099.70</u></u>	<u><u>46,403.56</u></u>	<u><u>-37,303.86</u></u>	<u><u>-80.39%</u></u>

The Valdez Museum & Historical Archive  
**Balance Sheet Prev Year Comparison**  
As of May 31, 2015

	<u>May 31, 15</u>	<u>May 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1023 · CD - 61243443 Reserve Acct	59,018.12	58,654.46	363.66	0.62%
1018 · 1st National Checking	0.00	0.00	0.00	0.0%
1020 · CD 61248942 Gen Ops	16,754.13	31,191.12	-14,436.99	-46.29%
1021 · CD 61215021 -Phyllis Irish	65,713.25	64,551.33	1,161.92	1.8%
1022 · 10950 Cash in Drawer	164.22	626.24	-462.02	-73.78%
1001 · Cash In Bank-Operating-WFargo	2,156.47	1,726.12	430.35	24.93%
1003 · Cash In Bank - CMC Savings	101,545.20	83,727.61	17,817.59	21.28%
1010 · Cash In Bank-WF-Gaming Account	6,082.55	4,448.18	1,634.37	36.74%
Total Checking/Savings	<u>251,433.94</u>	<u>244,925.06</u>	<u>6,508.88</u>	<u>2.66%</u>
Accounts Receivable				
1501 · Accounts Receivable	5,386.56	34,026.00	-28,639.44	-84.17%
Total Accounts Receivable	<u>5,386.56</u>	<u>34,026.00</u>	<u>-28,639.44</u>	<u>-84.17%</u>
Other Current Assets				
1502 · Museum Endowment Fund	794,537.00	754,078.54	40,458.46	5.37%
Cash on Hand	850.00	703.15	146.85	20.89%
2002 · 1120 Inventory Asset	25,347.97	22,094.39	3,253.58	14.73%
2501 · Prepaid Insurance	19,837.00	18,312.00	1,525.00	8.33%
1017 · Undeposited Funds	0.00	-310.03	310.03	100.0%
Total Other Current Assets	<u>840,571.97</u>	<u>794,878.05</u>	<u>45,693.92</u>	<u>5.75%</u>
Total Current Assets	<u>1,097,392.47</u>	<u>1,073,829.11</u>	<u>23,563.36</u>	<u>2.19%</u>
Fixed Assets				
4001 · Fixed Assets	61,727.02	74,134.49	-12,407.47	-16.74%
Total Fixed Assets	<u>61,727.02</u>	<u>74,134.49</u>	<u>-12,407.47</u>	<u>-16.74%</u>
<b>TOTAL ASSETS</b>	<u><u>1,159,119.49</u></u>	<u><u>1,147,963.60</u></u>	<u><u>11,155.89</u></u>	<u><u>0.97%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
5501 · 2000 Accounts Payable	12,255.29	16,498.90	-4,243.61	-25.72%
Total Accounts Payable	<u>12,255.29</u>	<u>16,498.90</u>	<u>-4,243.61</u>	<u>-25.72%</u>
Credit Cards				
5505 · Bank of America Business Card	2,157.01	0.00	2,157.01	100.0%
5502 · Wells Fargo Mastercard	4,012.15	-1,165.32	5,177.47	444.3%
Total Credit Cards	<u>6,169.16</u>	<u>-1,165.32</u>	<u>7,334.48</u>	<u>629.4%</u>
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	9,718.81	9,718.81	0.00	0.0%
6003 · 2100 Payroll Liabilities	11,142.59	18,997.43	-7,854.84	-41.35%
Total Other Current Liabilities	<u>48,085.37</u>	<u>55,940.21</u>	<u>-7,854.84</u>	<u>-14.04%</u>

The Valdez Museum & Historical Archive  
**Balance Sheet Prev Year Comparison**  
 As of May 31, 2015

	<u>May 31, 15</u>	<u>May 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
Total Current Liabilities	66,509.82	71,273.79	-4,763.97	-6.68%
Total Liabilities	66,509.82	71,273.79	-4,763.97	-6.68%
Equity				
7503 · Museum Endowment Fund Equity	794,537.00	754,078.54	40,458.46	5.37%
8079 · Contributed Capital	91,636.18	91,636.18	0.00	0.0%
3000 · Opening Bal Equity	33.93	0.00	33.93	100.0%
7502 · 3900 Retained Earnings	212,302.86	184,571.53	27,731.33	15.03%
Net Income	9,099.70	46,403.56	-37,303.86	-80.39%
Total Equity	1,107,609.67	1,076,689.81	30,919.86	2.87%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>1,174,119.49</u>	<u>1,147,963.60</u>	<u>26,155.89</u>	<u>2.28%</u>

Valdez Museum: Communities Disaster & Change						
Exhibit Budget #VATGT0024						
as of 06/10/2015						
INCOME	Original Budget	Amended Budget as of 02/19/2015	Actual	Difference	Notes	
	\$ 20,000.00	\$ 23,250.00	\$ 23,250.00	\$ -	2014 VMHA Salaries and benefits and shipping costs	
	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -		
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -		
	\$ 60,000.00	\$ 60,000.00	\$ 55,000.00	\$ 5,000.00	out of state touring, artist fees, crate construction, catalogue & shipping	
	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	awarded and received	
		\$ 3,000.00	\$ 1,477.59	\$ 1,522.41	retail and wholesale revenues	
		\$ 100.00	\$ 100.00	\$ -		
	\$ 5,000.00	\$ 2,500.00	\$ 2,289.60	\$ 210.40	artists and woodward donated expenses.	0.976938
	<b>\$ 125,000.00</b>	<b>\$ 128,850.00</b>	<b>\$ 122,117.19</b>	<b>\$ 6,732.81</b>		
<b>EXPENSES</b>						
	\$ 20,000.00	\$ 12,500.00	\$ 12,500.00	\$ -	2014 VMHA Salaries & Benefits	
	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$500 stipend for up to 28 artists	
	\$ 1,500.00	\$ 25.00	\$ 15.00	\$ 10.00	On-line exhibit, blog & Teaching tools	
	\$ 11,000.00	\$ 9,800.00	\$ 9,779.90	\$ 20.10	Labels, pedestals, vitrines, and temporary walls.	
	\$ 2,500.00	\$ 1,750.00	\$ 1,665.70	\$ 84.30	Posters, postcards, paid advertising.	
	\$ 19,000.00	\$ 18,000.00	\$ 17,999.30	\$ 0.70	5 museum quality crates paid in full	
	\$ 500.00	\$ 900.00	\$ 841.95	\$ 58.05		
	\$ 24,000.00	\$ 24,000.00	\$ 23,995.00	\$ 5.00	Final costs for production and photography	
	\$ 5,000.00	\$ 3,200.00	\$ 3,170.10	\$ 29.90	In addition to costs for art pick up in Fairbanks, Anchorage, Homer, costs for artist selection committee meetings	
					initial crate delivery with minor postage costs.	
	\$ 20,000.00	\$ 40,000.00	\$ 23,612.68	\$ 16,387.32	Includes cost for shipping to Homer, Cordova, Fairbanks, and Hawaii	
	\$ 2,500.00	\$ 2,175.00	\$ 2,167.90	\$ 7.10	Costs for public programming and ed traveling materials.	
	\$ 5,000.00	\$ 2,500.00	\$ 2,289.60	\$ 210.40	artist and woodward pro fees	0.896297
	<b>\$ 125,000.00</b>	<b>\$ 128,850.00</b>	<b>\$ 112,037.13</b>	<b>\$ 12,962.87</b>		
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,080.06</b>		<b>Surplus Deficit</b>	



## VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

### Executive Director's Report Submitted by Patricia Relay, Executive Director May / June 2015

**Personal note:** For this reporting period I was away the first week of June for my husband's memorial cruise in the San Juan Islands in Washington State. During the cruise, the Relay family learned that we were about to lose another family member. My sister in law got back to her son in time. Thank goodness. In addition to Ian's memorial, I took a long weekend to attend my nephew's funeral in Minnesota. Hopefully this is the last trip for a while that is related to death.

In addition:

#### At the Museum

**50 Year Earthquake Anniversary:** • 2014 EQ Art Project Budget and 2014 EQ Education Budget provided in financial report

- 2014 Art: "Communities Disaster and Change" is currently in route to Coos Bay Oregon. The exhibit was well received at the Windward Gallery in Honolulu, HI. Given that there was more time between exhibits, Andrew was able to reduce the cost of shipping significantly, allowing for adequate funding for shipping back to Alaska.
- 2014 Education & Public Programs: The focus this summer will be the enhancement of Old Town Walking Tours and the continued development of technological enhancements to the tours.

#### Advocacy / Advocacy Committee:

- Working on securing community testimonials
- **We need your letters of support sent to both Rep Herron for HB52 and Senator Stevens for SB61. While the language of the bills is the same, we have been advised that separate letters need to be sent.**

#### Administration:

- Still waiting for the final version. Followed up with City Clerk regarding the Museum's By-laws.

#### Building Committee:

- Coordinated June 11, 2015 Building Committee meeting.
- Received 6 proposals for Master Interpretive Planning Services.
- Topics on the agenda were:
  - Proposal Review

#### Board Development Committee:

- Nothing new to report at this time. Later in the summer we will need to work on replacing one seat.

#### Collections:

- Oversaw the Perry dismantle and salvage: More info to come in Old Business, The Perry

#### **Endowment Committee:**

- Nothing new to report at this time

#### **Exhibits:**

- Nothing new to report

#### **Facilities:**

- Still waiting to hear news on the switch over from Guardian to Taylor
- Egan Roof: 99% complete. There still is minor trim work to complete. The roofing company was very attentive and saw to it that Museum operations were not greatly impacted
- ADA Front door and replacement of Chenega Doors completed. There still is a glitch in the security system on the Chenega doors. We are working with the City and door company to fix the matter.
- Keys – once the doors are finished, the City of be rekeying Egan.

#### **Finance Committee:**

- Nothing new to report.

#### **Fundraising:**

- Raffle: given that we did not hit the mark on Raffle proceeds we will need to conduct another raffle later in the summer.
- Pending approval, \$20,000 capsis funding from Rep. Colver for Facility Planning. Followed up with Colver's office. Nothing to report at this time.
- COV Planning funding has been submitted.
- Researching annual appeal focus and strategies
- Planned giving program in the future....

#### **Grants:**

- WESTAF: Final report due when CDC opens in Coos Bay. Once Final report is submitted, the final \$5,000 will be released.
- Looking into a National Endowment for the Humanities grant to support planning efforts.
- Murdock Charitable Trust: will follow up with the trust to find out what grant opportunities are available for museum. Capital projects are a priority – **In the Queue**
- Paul J Allen Foundation: Here too, they are interested in large capital projects and I have a grad school friend who is one of his VPs. The time is right to write a letter of inquiry. – **In the Queue**
- Rasmuson Foundation Tier 2 grants: Capital Project funding opportunity. The time is right to write a letter of inquiry. ***This means all board members have to up to date on their Unrestricted Board Gift (Not membership, volunteer time, or annual appeal)– No Exceptions!***

#### **Human Resources:**

- Overseeing summer scheduling

#### **Inside View Magazine:**

- Nothing new to report

**Intuit Merchant Service: Many hours of time went into fixing this matter!**

- In mid-May Andrea and I began to receive calls from people that their credit and debit cards had been erroneously charged and the Valdez Museum was receiving the money. Since that time, through investigation, it was brought to our attention that the Museum did indeed receive these funds through a secondary account. Note, when I began 5 years ago my predecessor provided passwords but not for this secondary account. The secondary account was set up for credit debit card transactions for the Annex store. Given that my predecessor set up the accounts, I was not able to speak to Merchant Services. I finally tracked down my predecessor as she was getting on a ferry to move to Washington State. She was able to close both accounts and within 24 hours we had two new accounts set up in my name. Yes I am the CEO, but Merchant Services requires a single individual to be responsible for non-profit accounts. There were \$2,982.06 worth of transactions that were going into the Museums account. We were beginning to see chargebacks, but were concerned that the money was actually going into our account. As my predecessor was unreachable I learned that Rich Dunkin had authority to speak with them. We finally received the batch reports and confirmed with Wells Fargo that we received the money. On June 10, 2015 Rich and I got on the phone and finally got Intuit to reimburse all the card holders their charges. Now, how did this happen. All of these transactions had taken place in years past. The POS software re posted the sales. It was a software glitch. With two new accounts Andrea and I are able to monitor all transactions on a daily basis. We are keeping a close eye on all credit and debit sales! We also purchased updated POS software. Can we send apology letters? No, as we do not capture full names and addresses on sales receipts.

**IRS 990:**

- IRS 990 finalized and signed off on. BDO will electronically file the return.

**Marketing:**

- Met with Brittany to discuss marketing strategies for the rest of the year.

**Membership Committee:**

- Nothing new to report. Looking to the future, a new Membership Chair needs to be identified and a annual membership drive needs to be coordinated.

**Museum Endowment:**

- Received Q1 2015 earnings. As anticipated the new diversification strategy paid off. We increased earning to 5.4% instead of the average 3% in the past.

**Professional Development:**

- CHAMP Juneau Fly-in, January 2015 -Done
- AAM Museum Advocacy Day, February 2015 - Done
- AAM in Atlanta, as I will be a presenter for a national Advocacy Presentation. April 2015 - Done
- Museums Alaska Annual conference – Oct 1 – 3, 2015
- Lily School of Philanthropy. Managing Capital Campaigns. Plan and budget for 2016

**Roadhouse:**

- Committee report to follow.

**Space Rental:**

- Theatre Conference reception – June 17. 2015 **Volunteers Needed**

- Valdez Fisheries later this fall.

**Strategic Planning Committee:**

- Nothing new to report

**Technology:**

- Past Perfect Data has been restored and regular backups are being performed on an external drive.

**Valdez Native Tribe Seat:** Nothing new to report at this time.

**Volunteers:**

- Theatre Conference – **June 17, 2015 Volunteers needed**
- **Please submit you volunteer hours. Andrea has prepared a time tracking sheet for your convenience.**

**Website:**

- **Check out the website. The Store and Calendar are full of new items.**

**In the Community**

**COV Council Meeting:**

- Nothing new to report.

**COV Mayor's Beautification Task Force (BTF):**

- Attended Task Force meeting on June 18, 2015

**Museums Alaska Advocacy Committee:**

- Nothing new to report at this time

**Valdez Convention & Visitors Bureau**

- Meeting regularly with the new Executive Director
- Chaired May monthly Board meeting.
- Overseeing the completion of the VCVB IRS 990 filing

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

**Curator's Report**

**Submitted by Andrew Goldstein, Curator of Collection & Exhibitions**

**May 2015**

**Activities:**

- Received and reviewed six RFPs for the Master Interpretive Plan. The building committee will be meeting to discuss RFPs and make a selection on June 11<sup>th</sup>.
- Met with Alchemy of Design via teleconference to discuss the progress of the Collection Transition Plan.
- I have finally resolved the data issues we were having that resulted from the demise of the PastPerfect server. Data loss consisted of some unrecovered image files, a few collection records and a couple of months' of contact and membership information, but the majority of our records are intact, and we've been working on reconstructing the lost data.
- Applied for, and received, a grant for the renewal of our SketchUp license.
- Attended a Museums Alaska board retreat, June 6-7.

**Exhibitions:**

- *Skyboys* completed some finishing touches. I will be ordering more permanent labels for the rail in front of the new mannequin.
- *Communities, Disaster and Change* is in Oregon awaiting delivery to the Coos Art Museum towards the end of this month. I am waiting on a quote for shipping from Oregon to Juneau.
- Signed up Denis Keogh for the museum's January-March 2016 exhibit slot. Keogh is a Cordova artist and curator at the Cordova Museum, and has been a participating artist in CDC.
- Continued to work on establishing exhibition calendar for 2017-18.

**Research:** Nine new requests this month, eight fulfilled and one in progress. Two requests filled from prior months.

**Acquisition Highlights:**

- From Rebecca Knight (Wasilla, AK): Rain jacket worn by the donor when she assisted with wildlife rescue during the Exxon Valdez spill. The jacket was signed by several other members of her crew before they left.
- From Norman Lamb (Greenville, CA): Corporate seal, correspondence and mining documents for the Alaska Mining & Trading Association, a company that at one time owned the Cliff Mine.
- From Barton Torbert (Crawford, NE): Framed engraving depicting a Native man and woman of Prince William Sound.
- From Bill & Betty Conley: A wealth of materials from Bill's tenure at Alyeska, including some interesting photographs of the VMT under construction.
- From Mary Ellen Murphy: Large number of documents, photographs, and a few small objects that belonged to William J. Meals.

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

**Curator of Education & Public Programs' Report  
Submitted by Faith Revell, Curator of Education & Public Programs  
June 2014**

**Reporting period** April 11 to June 10, 2015

**TOTAL SERVED: 419 (contacts)**

**Education and Programmatic Focus**

- Year-end teaching at HHES included two sessions on gold rush history coupled with panning for “fake” gold for all 4<sup>th</sup> graders. Forty-eight third graders and their teachers bussed to “ROVE” to learn about Old Town and the 1964 earthquake and headed out to Old Town for a walking tour using the museum’s new trail map as a guide. En route, they discovered which businesses and homes were resettled in New Town.
- All second graders made the annual trek to the museum to see their art on display. Then, they explored the museum. Faith interviewed a few of the young artists learning about their particular styles and creative muses.

Tatitlek Heritage Week

- For the third year Faith taught during Peksulineq in Tatitlek. In 2015 she paired again with Jan Whalen to work with primary students. Daily her charges learned about Aluitiiq culture and practice, participated in Native language, dance and NYO sessions. They produced marvelous examples of art which went on display at the conclusion of the program along with a video of the week’s activities. Visitors to the classroom, Tatitlek Association executives and those attending Friday’s auction responded very favorably to the work completed by these young students.
- New this year were several opportunities to connect with other teachers and Alaska Native practitioners in the state with the potential for future collaborations or programmatic offerings.

**Administration and Planning Focus**

Tatitlek Heritage Week

- Jan Whalen teamed up once again with Faith to plan and teach the museum’s “Hands-on History and Art Camp.” The theme of “flight” this year and the exploration of early Alaskan bush pilot history is proving a compelling and engaging topic for the eighteen enrolled student campers. Mid-way during the week of camp, students painted self-portraits of themselves as bush pilots and wrote a brief story of their escapades, after listening to several historical accounts in Day’s book on Bob Reeve, “The Glacier Pilot.”
- “Skyboys of the Wrangell-St. Elias Range,” the museum’s latest exhibit offering is serving as the catalyst for summer programs and a thoughtful vehicle for learning about Alaskan aviation history in a variety of ways.

Date	Program	R	E	ED	PP	OR	ST	AD	VOL
<b>April</b>									
04.13	2 <sup>nd</sup> Grade field trip to VMHA			X			50	12	
04.14	Healthier You interviews		X					1	
04.16	Transportation lesson HHES			X			60	4	
04.16	PTA meeting		X					2	
04.17	Summer hire orientation		X					4	
04.18	Healthier You finale		X					50	
04.20	Tatitlek meeting		X					1	
04.22	Volunteer luncheon				X			12	
04.24	Buncee on-line meeting							1	
04.27	Tatitlek meeting		X					1	
04.28	Yakutat walk tour Old Town				X		3	7	
04.28	Ports/ Harbor presentation		X					10	
04.29	Yakutat field trip to VMHA			X			3	7	

Date	Program	R	E	ED	PP	OR	ST	AD	VOL
<b>May</b>									
05.06	SPACE meeting		X					2	
05.08	Wax Museum		X					25	
05.08	Skyboys opening				X			12	
05.09	May Day Fly In		X						
05.10	May Day Fly In		X						
05.11	May Day Fly In		X						
05.10-16	Tatitlek Heritage Week					X	70	52	
05.16	Membership Appreciation					X			
05.21	3 <sup>rd</sup> grade field trip & Old Town tour			X			40	8	
05.22	Summer camp meeting			X				1	
05.26	4 <sup>th</sup> grade gold panning			X			47	2	

Date	Program	R	E	ED	PP	OR	ST	AD	VOL
<b>June</b>									
06.04	MA conference meeting		X					2	
06.14	Slavin museum tour			X				2	
06.8-10	Summer camp				X		54	3	

- 235 ED = Education (teaching students in classrooms and at VMHA)  
91 PP = public programs (assorted programs for range of visitors at VMHA)  
122 OR = outreach  
100 E = free museum/community events, 12 Free Days of Christmas, collaborations and meetings  
V = volunteer, contacts  
R = rental

**548 TOTAL**

\*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/person, for example, over the course of a week in summer camp. events, meetings, on and off site volunteer activities, collaborations and outreach. In several cases the total reflects numerous contacts with the same child/person, for example, over the course of a week in summer camp.

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

**Communication & Marketing Report**

**Submitted by Brittany Cabello, Communication & Marketing Manager**

**May 2015**

**Marketing & Public Relations**

- Updated Museum website & managed social networking sites.
- Filled online calendar with programming throughout the summer.
- Designed and printed 2<sup>nd</sup> Quarter Inside View
- Prepared and mailed 2<sup>nd</sup> Quarter Inside View
- Made extensive updates to online store. Over 50 books now available.

**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.

**Visitor Services**

- Staffed front desk and annex.
- Assisted summer staff with day to day operations
- Gave tour of Museum to tour guides from Germany.

**Board Support**

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

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

**Visitor Service & Store Report  
Submitted by Patricia Relay, Executive Director  
May 2015**

**Admissions**

<b>Monthly 2014</b>		<b>Monthly 2015</b>		<b>+/-</b>	
Free	440	Free	284	Free	-156
<i>*Bluestar</i>	19	<i>*Bluestar</i>	7	<i>*Bluestar</i>	-12
Paid	689	Paid	685	Paid	-4
<i>**Tours</i>	113	<i>**Tours</i>	128	<i>**Tours</i>	+15
<b>Total</b>	<b>1,129</b>	<b>Total</b>	<b>969</b>	<b>Total</b>	<b>-160</b>

**Store Sales**

<b>Monthly 2014</b>	<b>Monthly 2015</b>	<b>+/-</b>
\$3,281.78	\$2,447.54	-\$834.24

\* Blue Star included in Free count

\*\* Tours included in Paid count

**Year to Date  
January 1 – May 31, 2015**

**Admissions**

<b>YTD 2014</b>		<b>YTD 2015</b>		<b>+/-</b>	
Free	1,102	Free	481	Free	-621
<i>*Bluestar</i>	266	<i>*Bluestar</i>	7	<i>*Bluestar</i>	-259
Paid	903	Paid	893	Paid	-10
<i>**Tours</i>	113	<i>**Tours</i>	128	<i>**Tours</i>	+15
<b>Total</b>	<b>2,005</b>	<b>Total</b>	<b>1,374</b>	<b>Total</b>	<b>-631</b>

**Store Sales**

<b>YTD 2014</b>	<b>YTD 2015</b>	<b>+/-</b>
\$5,609.89	\$8,225.06	+\$2,615.17

\* Blue Star included in Free count

\*\* Tours included in Paid count



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

**MEETING OF THE BUILDING COMMITTEE**  
**May 14, 2015 5:30pm – Egan Commons**

1. **Call to Order/Roll Call**  
Mrs. Relay called the meeting to order at 5:33 p.m.  
**Members present:** Emmie Swanson, Michelle Cullen, Tom McAlister, Dick Smith, John Hozey and (via phone) Julie Farrell  
**Members excused:** Lisa Von Bargaen  
**Members unexcused:** None  
**Staff present:** Patricia Relay, Andrew Goldstein, and Brittany Cabello
2. **Introduction of Guests**  
None
3. **Public Business from the Floor**  
None
4. **Approval of the Minutes** (April 9, 2015)  
**Motion:** Mr. Hozey moved to approve the Building Committee Minutes from April 9, 2015, seconded by Mr. Smith.  
**Discussion:** Mrs. Swanson noted a typo in 7B. **Vote:** All members present voted to approve as amended, none opposed. The motion carried.
5. **Committee Chair Report**  
None
6. **Old Business**  
None
7. **New Business**
  - a. **RFP Update:** Mr. Goldstein reported that the RFP for Master Interpretive Planning Services was released on May 4th, 2015. The RFP was distributed to over 15 firms nationally. Several have confirmed that they will be submitting proposals, several have said they will not, and a number have yet to respond.
  - b. **Next Steps:** Deferred to future Meeting
  - c. **Timeline for Pre Development Planning:** Deferred until a Master Interpretive Planner is hired.
8. **Committee Business From the Floor**  
None

9. **Next Meeting and Committee Assignments**

Unless otherwise posted.

Building Committee Meeting: June 11, 2015 5:30 p.m. in the Egan Commons

10. **Adjournment**

**Motion:** With no further business before the board, Mr. McAlister moved to adjourn the Committee meeting, Mr. Hozey seconded. **Discussion:** None. **Vote:** All members present in favor, none opposed. Mrs. Relay adjourned the meeting at 6:01 p.m.

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

**Item 13A 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:** June 11, 2015

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

**Associate Membership  
May 2015**

**RENEWELS**

<b>GREETING</b>	<b>LEVEL</b>
Melody James	Dual
Linda Brandenburg	Family
Louise Parish	Family
Nancy Lethcoe	Individual
Scott Hicks & Paula Mountjoy	Dual
Mary Ellen & Dennis Murphy	Dual

**NEW**

<b>GREETING</b>	<b>LEVEL</b>
Rich Dunkin	Dual