



VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**MEETING OF THE BOARD OF DIRECTORS
October 15, 2015 - Meeting Time 6:30 pm
Valdez Museum on Egan
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)
5. **Mission Educational Moment** (10 minutes)
6. **Approval of the Minutes** (As of September 17, 2015) pg. 3-4
7. **Approval of the Financial Report** (As of September 30, 2015) pg. 5-19
8. **President's Report**
9. **Staff Reports** pg. 20-31
10. **Committee Reports**
 - a. Committee Reports- (15 minutes)
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**
13. **New Business**
 - a. Accept recent cash donations for their donor-intended purpose pg.32-33
 - b. Recent member/donor assignments pg. 34-35
14. **Next Meeting: November 20, 2015 – 6:30 pm**
15. **Adjournment**

Upcoming Committee Meetings

Building Committee – November 12, 2015
Roadhouse Committee – 2015 Event Hot Wash
Membership Committee
Finance Committee

Dates to add to your Calendar

Celebrating Valdez Artists – September 12, 2015 – January 3, 2016
Artist Workshop – Erica Shirk Printmaking, October 17, 2015, 10:00 am
Old Town Walking Tour, October 28, 2015, 3:00pm
Pecha Kucha Night, November 6, 2015, 7:00 pm
City of Valdez Budget Hearing: October 29, 2015; 6-8 pm @ City Council Chambers
Black Friday Sale: Nov. 27, 2015; 9am – 5pm @ the Museum Store
Elks Christmas Bazaar: Dec. 5, 2015; 9am -3 pm @ the Elks ***Volunteers Needed***
Christmas Tree Lighting Ceremony; Nov. 29 2015; 6-8 PM @ Museum and Library
12 Free Days of Christmas at the Museum: Dec 10 - 13, 16 - 20, 23, & 26 - 27, 2015 (Closed on Mondays)

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
September 17, 2015 6:30pm – Egan Commons

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

Mrs. Swanson called the meeting to order at 6:43 p.m.

Members present: Emmie Swanson, Spike Gilson, Lisa Von Bargaen, Tom McAlister, Tim James, and Gary Minish via phone

Members excused: Michelle Cullen, Natalie Gabler, Scott Hicks, and Julie Farrell

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

Mrs. Relay handed out a worksheet with a series of questions regarding Master Interpretive planning and asked the board to answer them in their own words. These questions will be put into the Master Interpretive Planning FAQ brochure.

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

Mr. Goldstein brought in a new acquisition, to show the board. The Taiwan Mycomp 286 computer was in use at Alyeska during the 1989 oil spill.

6. **Approval of the Minutes** (August 20, 2015)

Motion: Ms. Von Bargaen moved to approve the August 20, 2015 Minutes, seconded by Mr. Gilson.

Discussion: Mrs. Relay noted that Mr. Hicks was present for the meeting not absent, and that the fee for Rodney Walters was 19,000 not 14,000. **Vote:** All members present voted to approve as amended, none opposed. The motion carried.

7. **Approve Financial Report** (As of August 31, 2015)

Motion: Mr. Gilson moved to approve the August 31, 2015 Financial Statements, seconded by Ms. Von Bargaen.

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

8. **President's Report**

None.

9. **Staff Reports**
Mrs. Relay reported that staff has been hard at work preparing for the Annual Appeal, Roadhouse, and the Museum's Alaska Conference.
10. **Committee Reports** (15 Minutes)
Committee Reports- (15 minutes)
Finance (Lisa) Ms. Von Barga reported that the committee met and is submitting budget adjustment to the board. Collections (Tom), Board Development (Julie), Native Gallery (Emmie), Roadhouse (Julie), Membership (?), Strategic Planning (Gary), Endowment (Natalie), Advocacy (Barbara), Building (Lisa).
11. **New Committee Business**
None.
12. **Unfinished Business**
 - a. Mrs. Relay discussed the annual appeal being a year-end campaign, which we have had great success with in the past.
13. **New Business**
 - a. Accept Recent Cash Donations for their donor-intended purposes. **Motion:** Mr. Gilson moved to accept recent cash donations, Mr. McAlister seconded. **Discussion:** None. **Vote:** All members present voted to approve, none opposed. The motion carried
 - b. Recent member/donor assignments: 14
Member/Donor assignments were accepted.
 - c. Approve Q3 2015 Museum Budget Adjustments by increasing revenues \$9,005.00 rendering the 2015 income at \$764,530.00 and increasing expenses by \$2,455.00 rendering expenses at \$757,980.00 resulting in a surplus of \$6,550.00 **Motion:** Ms. Von Barga moved to Approve Q3 2015 Museum Budget Adjustments, Mr. McAlister seconded. **Discussion:** None. **Vote:** All members present voted to approve, none opposed. The motion carried.
14. **Next Meeting and Committee Assignments**
Unless otherwise indicated, meetings will be scheduled at a later date.
Board Meeting: October 15, 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, Mr. Gilson seconded. **Discussion:** None. **Vote:** All members present in favor, none opposed. Mrs. Swanson adjourned the meeting at 7:46 p.m.

Signed _____ Date _____
Emmie Swanson, Secretary, VMHA

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Financial Report
Submitted by Patricia Relay, Executive Director
As of September 30, 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 September 30, 2015); a Balance Sheet Previous Year Comparison (as of September 30, 2015); a 2014 Earthquake Art Project Budget; and a 2014 EQ Education Budget.

1. Profit & Loss Budget vs. Actual (Jan - December, 2015): We generated 83.42% of our expected revenues for the 2015 and expended 73.34% of our projected expenses. This report was generated on October 2, 2015

Income: Of special note:

- **Fund Development:** 67.72% 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 72.12% of budgeted Corporate Sponsorship, consisting of \$1,200 from Alyeska for the Student Art Show, \$6,250 in Roadhouse Sponsorships received and \$2,150 invoiced, and \$1,750 pass-through sponsorship for Nuuciq Spirit Camp; 7.8% of budgeted Roadhouse income received; 0% of budget Annual Appeal (letter completed, plan to send out late October earlier November); 73.2% of budgeted Raffle income; 58.57% of budget Membership revenues; 80.51% of our Donation Income (includes \$50,000 donation for MIP planning); and 85.8% of Designated Fundraising (proceeds of Commemorative Photo.)
- **Earned Revenue:** 93.19% of Budget Projection. Consists of Program Fees, Admission Fees, Space Rental Fees, and Store Sales) 48.84% of Program Fees; 101.19% of General Admission; 10.74% of Tour Bus income; 61% of Archival Fees; 82.53% of Store Sales has been generated; 100% of anticipated Space Rental revenues have been received
- **Grants:** 85 % of Budget Projection. Consists of Federal, State, City, and Foundation Agencies) 100% 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:** 97.63% of Budget Projection. Due to excessive transactions, Wells Fargo has changed our savings account to a checking account, we cannot expect general interest earnings anymore.
- **Miscellaneous Income:** These are funds received from the erroneous income that was deposited into our account when Intuit re posted old transaction. All chargebacks have been completed. This has

become an accounting nightmare. We are figuring out the best method to reduce this account without messing up other accounts.

- **Reimbursed income:** 50.54% 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:** 100% of Budget Projection. Matching funds to support Facility Planning.

Expenses: Of Special note:

- **Facility Planning:** 52.76% of Budget Projection. In addition to Master Interpretive Planning costs, this account includes costs for the Collections Movement Plan. These costs are support by a Museums Alaska Collections Management Fund.
- **Pass-through Donation:** 100% of Budget Projection. Each year the Valdez Museum serves as the fiduciary agent for the Nuuciq Spirit Camp. This expense is for Salmon which Alyeska remits a cash donation to support the cost of the fish. Given that this has become an ongoing pass-through I am going to include the income and expense on the 2016 budget.
- **Volunteer Expenses:** 100% of projected budget. Expenses for April Appreciation Luncheon.
- **Fundraising Expenses:** 41.83% of projected budget. To date: \$250. Pick Click Give fees; \$1,830 for pay out on Split the Pot Raffle; and \$3,457 for Roadhouse Expenses, including costs for auction items such as the cruise, prints and frames, 30% down for catering, Gobo and posters/ticket printing.
- **Membership Expenses:** 80.21% of projected budget. To date: costs for printing *Inside View* and membership appreciation BBQ
- **IT Services:** 70.24% of projected budget. On track.
- **Education:** 63.54% of projected budget. This account includes costs for Big Read collaboration, reimbursed by KCHU, cost for summer camp planning, miscellaneous materials for program development, the cost for an iPad to develop the interactive walking tour of Old Town, and web development of interactive tour (iPad and web development supported by the Felland Fund.)
- **Collections:** 96.67% of projected budget. (Consists of Intern, Conservation, Collections Supplies, and Acquisitions) Intern: \$6,789, funded by the State Museum Grant in Aid program, consists of costs for housing and stipend; Conservation: \$873.76 is allocated to the crating and shipping of the Reeve Jacket and \$225.00 for Perry paint testing; Collections Supplies: \$1,086.62 miscellaneous supplies associated with archives; and Acquisitions: the \$13,200.00 was funded through a Museums Alaska Art Acquisition grant. The remaining \$155.98 are minor eBay purchases and a Shana Anderson creation.
- **POS Inventory Adjustments:** -10.94% of projected budget. The Audit found all material evidence that inventory was accurate. Still not sure why this account is reflecting a negative number. Yearend inventory should balance this number.
- **Personnel Expenses:** 80.85% 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:** 85.79% of projected cost for the year. Funded by the United Way grant and Felland EQ Education fund, these are costs associated with summer programs and the development of an interactive iPad walking tour. As the summer comes to a close, this account is on track. All summer support ended in the middle of August. The remaining funds will support the ED department for the 12 free days of Christmas offerings

- **Professional Fees:** 70.95% of projected budget. With the generous in-kind donation of services from BDO, this account is in good shape.
- **Janitorial Expenses:** 75% of projected budget. On track.
- **Utilities:** 67.94% of projected budget. 72.24% of Electric; 63.08% of heating oil; and 74.31% of Water.
- **Telephone:** 74.36% of projected budget. 94.31% of Conference line; 49.74% of Fax; 91.73% of internet; 54.01% of Local Service; and 107.11% of Long Distance. We are looking into why the Internet and Long Distance charges are out of sync. We have spoken with CVTC and they are looking into our account.
- **Supplies:** 75.18% of projected budget, (Consists of Technology, Office and Operating) 63.73% of projected budget in Technology - \$3,140.39 for website, Past Perfect issues and QuickBooks issues; 81.43% of projected budget in Office Supplies – consisting of administrative supplies as well as printing costs for stationary and envelopes; and 82.12% of projected budget in Operating Supplies - includes costs for Point of Sale upgrades, totaling \$3,389 of which \$1,679.94 went toward POS, printing costs for general admission tickets, and remaining miscellaneous costs for general operating.
- **Exhibits:** 89.45% of projected budget. (Consists of three sub accounts: Special Projects, Permanent Exhibits and Temporary Exhibits.) 88.88% of Special Projects includes ongoing shipping costs for 2014 *Art Communities Disaster and Change* (see attached 2014 Art Project budget) and \$19,422 to Rodney Walter and \$1,10.85 for lead paint abatement for the Perry project; 84.2% 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 102.84% of Temporary Exhibits includes costs for the Kristin Link, the Student Art Show, Skyboys, and Celebrating Valdez Artists. There are no further costs expected for Temporary Exhibits.
- **Dues & Subscriptions:** 51.5% of projected budget. On track.
- **Printing & Reproduction:** 59.35% of projected budget. On track. We will begin to see an increase when materials for Roadhouse are printed.
- **Advertising & Marketing:** 93.93% of projected budget. In addition to local placements, 2016 regional and national placements have been placed.
- **Board Expense:** 62.43% of projected budget. This account includes Board Training expenses for webinars.
- **Insurance:** 2.5% of projected budget. On track. Annual comprehensive insurance premium is due in December at which time this account will be expended.
- **Travel:** 118.37% of projected budget. (Consists of Transportation/Lodging and Meals) 118.46% of Transportation/Lodging and 117.26% of Meals. All Travel has been expensed for the Alaska Gift Show in Anchorage. CHAMP Juneau, MAD DC and for AAM Atlanta. We received a grant from Museums Alaska to support 75% of travel costs for Cordova. This support will be recognized in Restricted Donations.
- **Training / Education:** 91.84% of projected budget. Includes registration fees for Patty's and Andrew's Atlanta AAM, Faith's Cordova registration, as well as various staff revenues and books.
- **Public Programs:** 78.74% of projected budget. This account includes costs to bring out of town presenters to the Museum, summer program support and summer program advertising.

2. Profit & Loss Previous Year Comparison (as of September 30, 2015):

Income: In comparison to Fiscal Year 2014, we have decreased revenues by 10.25%

- **Fund Development:** 39.81% increase over last year. (Consists of Corporate Sponsors, Roadhouse Dinner, Annual Appeal, Raffle, Membership, In-kind, Restricted, and Unrestricted donations, and designated Fundraising) 38.22% decrease in Corporate Sponsorship – last year we received a \$5,000 sponsorship from ConocoPhillips for EQ Education; 100% decrease in Annual Appeal (last year we launch it in August); 69.55% decrease in Raffle proceeds – last year at this time we had a second raffle; 10.17% reduction Membership; 56.11% reduction In-Kind Donations – last year there were donated services for 2014 programs and projects in this time period; 214.95% 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/Salvage and \$50,000 from City of Valdez for Pre Planning; 15.78% increase Unrestricted; and 50.69% decrease Designated Fundraising – last year we sold more 2014 Commemorative prints.
- **Earned Revenue:** 7.32% decrease over last year. (Consists of Program Fees, Admissions, Group Sales, Archival Fees, Space Rental, and Store Sales.) 29.86% decrease Program Fees – last year we had additional workshops associated with *Communities Disaster & Change* exhibit; 5.63% decrease Admissions – with the nicer weather summer tourists did not come in out of the rain and we began summer operations earlier to support 50 Year Anniversary of Good Friday Earthquake. We have made up 3% in September as we have seen more visitors in the shoulder season; 13.55% increase in tour busses; 32.22% decrease in Archival Fees (this account will increase next month as the national Geographic will be charged reproduction fees); 17.42% increase Space Rentals; and 13.86% decrease in Store Sales – fewer people through the door, fewer store sales.
- **Grants:** 21.56% decrease over last year. (Consists of City funding, State, and Foundation Grants) 0% difference in City Grant; 100% decrease in State Grants – see deferred revenue report in the previous statement; and 90.55% decrease in Foundation Grants (see note above explaining deferred revenues that were received in 2014 for 2015 programs and projects.)
- **Interest income:** 21% increase over last year. Reserve CD now showing up.
- **Miscellaneous Income:** 100% increase over last year. As stated in previous Budget to Actual report, these are funds received from erroneous sales. This account will be reversed as chargebacks are processed.
- **Reimbursed Expenses:** 61.18% 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 and safe deposit box charge reversal.
- **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 .78 %. 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:

- **Facility Planning:** 100% increase over last year. New account this year for 2015 Pre Planning Initiative.
- **Pass-through Donation:** 100% increase over last year. In the past the Nuuciq Spirit Camp pass through has not been itemized in its own account. For ease of recognition during the audit, I believe it is wise to create this account. While we never know from year to year if we will have this request, it seems to just appear each summer. So I recommend including it in the budget from here on out.

- **Volunteer Expenses:** 49.83% 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:** 51.13% decrease over last year. This is directly attributed to a reduction in cash prizes for the 2015 Raffle and the elimination of the second raffle.
- **Membership Expenses:** 119.48% 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:** 15.35% decrease over last year. Cost associated with computer hardware are accounted for in operational supplies. IT Services includes monthly Total Care and Website matters. Technology and website are running stable.
- **Education:** 17.76% increase over last year. Last year we had costs associated with EQ Education Curriculum development. The iPad has been purchased for the interactive walking tour development. We also have additional charges with the online content development.
- **Collections:** 450.2% 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; 155.71% increase in collections supplies – with the work completed by the summer intern, archival supplies needed to be replenished; 4,163.41% increase in Acquisitions – support by the Museums Alaska Art Acquisition Fund
- **POS Inventory Adjustments:** 89.84% increase 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:** 1.28% increase over last year. This is directly attributed to increased health insurance premiums. All other accounts are performing between a -1.36% and 8.66% variance. The 8.66% increase is in State Unemployment insurance. The rate increased notably in both employer and employee shares. The next change will be in January. Hopefully we have budgeted correctly to satisfy any changes.
- **Contract Labor:** 237.36% increase over last year. Last year the Education Assistant was supported through Personnel. This year it is support by United Way grant funds and Felland EQ Ed Fund.
- **Professional Fees:** 24.58% decrease over last year. This is directly attributed to BDO generously donating in-kind services.
- **Janitorial Expenses:** 13.6% decrease over last year. Last year we had increased operations for 2014 EQ Anniversary.
- **Utilities:** 13.39% decrease over last year. 17.54% decrease in Electricity; 7.97% decrease in Heating Oil; and 50% increase in Water – 3rd quarter bill was not recognized in the 2014 statement.
- **Telephone:** 1.81% increase over last year. 100% increase Conference line – this is a new feature this year; while Internet and Long Distance increased by 35.47% and 39.41 respectively, Fax and local service decreased by 35.37% and 39.41& respectively.
- **Postage & Delivery:** 46.44% decrease over last year. Fewer general mailings at the time of this report. Promotional mailings for program of work are coded in their respective accounts. When the annual appeal is mailed later this month, postage will increase.
- **Supplies:** 9.68% decrease over last year. (Consists of Technology, Office and Operating Supplies) 4.58% decrease in Technology – even with the additional cost of software and website upgrades hardware is running stable; 12.21% decrease in Office (we are living by the philosophy of not killing trees and printing less); and 11.65% decrease in Operating Supplies – last year the Nuqic Spirit Camp costs were coded in this account as a pass through expense account was not created..

- **Exhibits:** 34.22% decrease over last year. (Consists of Special Projects, Permanent Exhibits & Temporary Exhibit) 38.11% decrease in Special Projects over last year (completion of 2014 projects); 14.48% 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 14.11% increase in Temporary Exhibits (Although 2014 summer exhibit was accounted for in Special Projects last year Celebrating Valdez Artists promotional posters and box holder mailing increased this account).
- **Dues and Subscriptions:** 33.48% decrease over last year is attributed to timing of renewals as well as reevaluating subscriptions – we got rid of GoTo Meeting and Survey Monkey. We now have a cheaper conference line system and do not use Survey Monkey enough to continue with the service.
- **Printing & Reproduction:** 38.39% decrease over last year. This is directly attributed less promotional materials over last year as well as more affordable method of procuring stock images. Last year rights and reproduction were higher. Furthermore, we are expanding our web and social media promotions.
- **Advertising & Marketing:** .48% decrease over last year. While regional and national placements are recognized in this account, programmatic placements are coded in their distinct accounts. This allows for easy grant reporting.
- **Insurance:** 32.58% decrease over last year. Last year the Willy's jeep was included during mid-year. This year, the Jeep was incorporated in the entire Insurance package, reducing the premium. Including the Jeep in the overall insurance package is more cost effective.
- **Credit Card Fees:** 57.04% decrease over last year. The reduction is attributed to reduced hours of operations, fewer general admission and slower store sales.
- **Equipment:** 79.29% decrease over last year. Last year we purchased facility rental supplies.
- **Travel:** 46.09% increase over last year. In addition to costs for CHAMP -Juneau, MAD -DC and AAM - Atlanta, expenses have been included to secure a RAVN coupon booklet and reimbursable costs for Cordova. The primary reason for the increase is attributed to AAM Atlanta.
- **Training & Education:** 1.87% 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:** 48.53 % 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, costs for bringing presenters to town as well as web costs for the interactive Old Town walking tour are now showing up.

3. Balance Sheet Previous Year Comparison (as of September 30, 2015):

Assets: At the time of this report we are down by 2.2%.

Of Special Note:

- **Checking and Savings:** 5.31% decrease 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 is up by 72.01% and Savings is down by 5.32%. Gaming is up 104.83%.
- **Accounts Receivable:** 74.17% decrease over last year. The change is directly attributed to \$30,000 invoice to WESTAF for the 2014 EQ Art Exhibit. To date Accounts Receivable includes \$5,000 invoice to WESTAF; an Alyeska matching gift of \$100.00 and Roadhouse Sponsorships – (\$250.00 invoice to Copper Valley Telecom; \$250.00 invoice to ASRC; \$1,500.00 invoice to Lynden Transport; and \$500.00 invoice to Valdez Medical Clinic) and Creative Difference TV (Nat. Geo.) for \$720.00.

- **Museum Endowment Fund:** 3.62% increase over last year. Both Q1 and Q2 earnings have been recognized, a total of \$20,709.83 in earnings for the year. Q3 should be available in a month or two.

Liabilities:

- **Accounts Payable:** 31.67% decrease over last year. Accounts Payable includes the following costs: Better World Telecom \$5.95 (conference line); Business Card \$3,936.06 (AK Air Visa); Copper Valley Chamber of Commerce \$125.00 (membership); Folkmanis Puppets \$218.87 (Store Inventory); Gaylord \$245.50 (collections supplies); NRC Alaska \$1,103.85 (Perry paint abatement); Sounds Web Solutions \$676.17 (Old Town Walking Tour web enhancements); Todd Communications \$523.59 (Store Inventory); Wilderness Expressions \$33.15 (Store Inventory); X-DLX Investments, Inc., \$1,000.00 (janitorial services)
- **Credit Card:** ?.% change not reflected accurately. I am unsure why there is a negative number in the old Wells Fargo account. There could have been a double payment. 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.
 - **Wells Fargo:** PayPal was still linked to Faith's card. It has been updated now. This charge was for the Cordova Conference.
 - **Bank of America:** In addition to monthly telephone and IT service costs, there are expenses for Roadhouse, flowers for Brett Stewart and family, yearend payroll forms, operational and education supplies.
- **Net Income:** 51.66 % 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 for this reporting period)*

- **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:** 92% of projected expenses have been expended. Shipping from Hawaii is included in this reporting period, \$3,525.

5. Earthquake Education Budget:

- **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:** 67% of project budget has been expended. At the time of this report, Contract Labor has been completed for this year. The focus at this time is the interactive interface for the Old Town Walking Tours. Costs for the iPad and website development are recognized for this period.

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>
Ordinary Income/Expense				
Income				
8003 · Fund Development	110,356.40	162,950.00	-52,593.60	67.72%
8024 · Earned Revenue	83,367.70	89,460.00	-6,092.30	93.19%
4200 · Grants	436,000.00	512,970.00	-76,970.00	85.0%
8501 · 7015 Interest Income	2,099.12	2,150.00	-50.88	97.63%
8008 · Miscellaneous Income	2,982.06			
8011 · Reimbursed Expenses	505.40	1,000.00	-494.60	50.54%
4320 · Funds Transfer Income	15,000.00	15,000.00	0.00	100.0%
Total Income	650,310.68	783,530.00	-133,219.32	83.0%
Cost of Goods Sold				
8102 · Gallery Commission	1,099.37	2,000.00	-900.63	54.97%
8101 · Cost of Goods Sold	11,460.88	17,000.00	-5,539.12	67.42%
Total COGS	12,560.25	19,000.00	-6,439.75	66.11%
Gross Profit	637,750.43	764,530.00	-126,779.57	83.42%
Expense				
8036.3 · Facility Planning	20,554.00	38,960.00	-18,406.00	52.76%
760 · Passthrough Donations	1,750.00	1,750.00	0.00	100.0%
8036.2 · Volunteer Expense	500.00	500.00	0.00	100.0%
8036 · Fundraising Expenses	5,543.01	13,250.00	-7,706.99	41.83%
8036.1 · Membership	1,604.15	2,000.00	-395.85	80.21%
8037 · IT Services	11,940.91	17,000.00	-5,059.09	70.24%
8039 · Education	3,176.93	5,000.00	-1,823.07	63.54%
8040 · Collections	22,330.36	23,100.00	-769.64	96.67%
9001 · POS Inventory Adjustments	-54.71	500.00	-554.71	-10.94%
9002 · Freight and Shipping Costs	737.60	1,200.00	-462.40	61.47%
8103 · Personnel Expenses	317,153.58	392,298.00	-75,144.42	80.85%
8044 · Contract Labor	6,005.00	7,000.00	-995.00	85.79%
8110 · Professional Fees	8,513.54	12,000.00	-3,486.46	70.95%
8113 · Vehicle Expense	569.87	750.00	-180.13	75.98%
8047 · Janitorial Services	9,000.00	12,000.00	-3,000.00	75.0%
8048 · Utilities	37,556.06	55,280.00	-17,723.94	67.94%
8118 · Telephone	7,863.97	10,575.00	-2,711.03	74.36%
8123 · Postage and Delivery	1,381.35	2,000.00	-618.65	69.07%
8049 · Supplies	10,149.12	13,500.00	-3,350.88	75.18%
Exhibits	51,013.80	57,032.00	-6,018.20	89.45%
8130 · Dues and Subscriptions	2,446.00	4,750.00	-2,304.00	51.5%
8131 · Printing and Reproduction	3,561.11	6,000.00	-2,438.89	59.35%
8053 · Advertising/Marketing	8,454.01	9,000.00	-545.99	93.93%
8133 · Board Expense	312.14	500.00	-187.86	62.43%
8134 · Rent	0.00	1,160.00	-1,160.00	0.0%
6185 · Insurance	563.00	22,500.00	-21,937.00	2.5%
8138 · Credit Card Fees	1,390.08	5,000.00	-3,609.92	27.8%
8139 · Bank Service Charges	79.61	75.00	4.61	106.15%

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>
8140 · Equipment	426.98	2,000.00	-1,573.02	21.35%
8056 · Travel	11,541.18	9,750.00	1,791.18	118.37%
8144 · Training & Education	1,836.79	2,000.00	-163.21	91.84%
8145 · Licenses and Permits	35.00	550.00	-515.00	6.36%
8148 · Contributions	4,040.00	24,000.00	-19,960.00	16.83%
8058 · Public Programs	3,936.79	5,000.00	-1,063.21	78.74%
Total Expense	<u>555,911.23</u>	<u>757,980.00</u>	<u>-202,068.77</u>	<u>73.34%</u>
Net Ordinary Income	<u>81,839.20</u>	<u>6,550.00</u>	<u>75,289.20</u>	<u>1,249.45%</u>
Net Income	<u>81,839.20</u>	<u>6,550.00</u>	<u>75,289.20</u>	<u>1,249.45%</u>

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

	<u>Jan - Sep 15</u>	<u>Jan - Sep 14</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
8003 · Fund Development	110,296.40	78,888.20	31,408.20	39.81%
8024 · Earned Revenue	83,224.70	89,799.11	-6,574.41	-7.32%
4200 · Grants	436,000.00	555,800.00	-119,800.00	-21.56%
8501 · 7015 Interest Income	2,099.12	1,734.92	364.20	20.99%
8008 · Miscellaneous Income	2,982.06	0.00	2,982.06	100.0%
8011 · Reimbursed Expenses	505.40	313.57	191.83	61.18%
4320 · Funds Transfer Income	15,000.00	0.00	15,000.00	100.0%
Total Income	650,107.68	726,535.80	-76,428.12	-10.52%
Cost of Goods Sold				
8102 · Gallery Commission	1,099.37	1,491.46	-392.09	-26.29%
8101 · Cost of Goods Sold	11,453.88	14,641.90	-3,188.02	-21.77%
Total COGS	12,553.25	16,133.36	-3,580.11	-22.19%
Gross Profit	637,554.43	710,402.44	-72,848.01	-10.25%
Expense				
8036.3 · Facility Planning	20,554.00	0.00	20,554.00	100.0%
760 · Passthrough Donations	1,750.00	0.00	1,750.00	100.0%
8036.2 · Volunteer Expense	500.00	996.69	-496.69	-49.83%
8036 · Fundraising Expenses	5,543.01	11,341.19	-5,798.18	-51.13%
8036.1 · Membership	1,604.15	730.88	873.27	119.48%
8037 · IT Services	11,940.91	14,105.76	-2,164.85	-15.35%
8039 · Education	3,176.93	2,697.90	479.03	17.76%
8040 · Collections	22,330.36	4,058.56	18,271.80	450.2%
9001 · POS Inventory Adjustments	-54.71	-538.24	483.53	89.84%
9002 · Freight and Shipping Costs	737.60	1,004.07	-266.47	-26.54%
8103 · Personnel Expenses	305,637.28	301,783.97	3,853.31	1.28%
8044 · Contract Labor	6,005.00	1,780.00	4,225.00	237.36%
8110 · Professional Fees	8,513.54	11,288.44	-2,774.90	-24.58%
8113 · Vehicle Expense	569.87	446.33	123.54	27.68%
8047 · Janitorial Services	9,000.00	10,416.50	-1,416.50	-13.6%
8048 · Utilities	37,556.06	43,361.66	-5,805.60	-13.39%
8118 · Telephone	7,863.97	7,724.42	139.55	1.81%
8123 · Postage and Delivery	1,378.01	2,572.71	-1,194.70	-46.44%
8049 · Supplies	10,149.12	11,236.55	-1,087.43	-9.68%
Exhibits	51,013.80	77,551.24	-26,537.44	-34.22%
8130 · Dues and Subscriptions	2,446.00	3,677.10	-1,231.10	-33.48%
8131 · Printing and Reproduction	3,561.11	5,780.03	-2,218.92	-38.39%
8053 · Advertising/Marketing	8,454.01	8,494.37	-40.36	-0.48%
8133 · Board Expense	312.14	250.90	61.24	24.41%
6185 · Insurance	563.00	835.00	-272.00	-32.58%
8138 · Credit Card Fees	1,390.08	3,236.08	-1,846.00	-57.04%
8139 · Bank Service Charges	79.61	118.01	-38.40	-32.54%
8140 · Equipment	426.98	2,061.60	-1,634.62	-79.29%

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

	<u>Jan - Sep 15</u>	<u>Jan - Sep 14</u>	<u>\$ Change</u>	<u>% Change</u>
8056 · Travel	11,541.18	7,899.83	3,641.35	46.09%
8144 · Training & Education	1,836.79	1,803.05	33.74	1.87%
8145 · Licenses and Permits	35.00	125.00	-90.00	-72.0%
8148 · Contributions	4,040.00	9,204.60	-5,164.60	-56.11%
8058 · Public Programs	3,936.79	2,650.49	1,286.30	48.53%
Total Expense	<u>544,391.59</u>	<u>548,694.69</u>	<u>-4,303.10</u>	<u>-0.78%</u>
Net Ordinary Income	93,162.84	161,707.75	-68,544.91	-42.39%

The Valdez Museum & Historical Archive
Balance Sheet Prev Year Comparison
As of September 30, 2015

	Sep 30, 15	Sep 30, 14	\$ Change	% Change
ASSETS				
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	739.10	692.45	46.65	6.74%
1001 · Cash In Bank-Operating-WFargo	3,071.70	1,785.73	1,285.97	72.01%
1003 · Cash In Bank - CMC Savings	177,184.14	187,132.48	-9,948.34	-5.32%
1010 · Cash In Bank-WF-Gaming Account	6,082.55	2,969.55	3,113.00	104.83%
Total Checking/Savings	328,562.99	346,977.12	-18,414.13	-5.31%
Accounts Receivable				
1501 · Accounts Receivable	8,320.00	32,205.00	-23,885.00	-74.17%
Total Accounts Receivable	8,320.00	32,205.00	-23,885.00	-74.17%
Other Current Assets				
1502 · Museum Endowment Fund	797,248.00	769,410.18	27,837.82	3.62%
Cash on Hand	725.00	656.43	68.57	10.45%
2002 · 1120 Inventory Asset	22,621.28	25,261.50	-2,640.22	-10.45%
2501 · Prepaid Insurance	19,837.00	18,312.00	1,525.00	8.33%
Total Other Current Assets	840,431.28	813,640.11	26,791.17	3.29%
Total Current Assets	1,177,314.27	1,192,822.23	-15,507.96	-1.3%
Fixed Assets				
4001 · Fixed Assets	61,727.02	74,134.49	-12,407.47	-16.74%
Total Fixed Assets	61,727.02	74,134.49	-12,407.47	-16.74%
Other Assets				
Merchandise Inventory	25.00	0.00	25.00	100.0%
Total Other Assets	25.00	0.00	25.00	100.0%
TOTAL ASSETS	1,239,066.29	1,266,956.72	-27,890.43	-2.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
5501 · 2000 Accounts Payable				
Total Accounts Payable				
Credit Cards				
5505 · Bank of America Business Card	2,630.40	0.00	2,630.40	100.0%
5502 · Wells Fargo Mastercard	178.39	-2,075.57	2,253.96	108.6%
Total Credit Cards	2,808.79	-2,075.57	4,884.36	235.33%
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%

The Valdez Museum & Historical Archive
Balance Sheet Prev Year Comparison
 As of September 30, 2015

	<u>Sep 30, 15</u>	<u>Sep 30, 14</u>	<u>\$ Change</u>	<u>% Change</u>
6003 · 2100 Payroll Liabilities	11,768.30	13,083.10	-1,314.80	-10.05%
Total Other Current Liabilities	48,711.08	50,025.88	-1,314.80	-2.63%
Total Current Liabilities	59,430.41	59,527.31	-96.90	-0.16%
Total Liabilities	59,430.41	59,527.31	-96.90	-0.16%
Equity				
7503 · Museum Endowment Fund Equity	797,248.00	769,410.18	27,837.82	3.62%
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	212,554.93	184,675.30	27,879.63	15.1%
Net Income	78,162.84	161,707.75	-83,544.91	-51.66%
Total Equity	1,179,635.88	1,207,429.41	-27,793.53	-2.3%
TOTAL LIABILITIES & EQUITY	<u>1,239,066.29</u>	<u>1,266,956.72</u>	<u>-27,890.43</u>	<u>-2.2%</u>

Valdez Museum: Communities Disaster & Change

Exhibit Budget
#VATQT10024

as of 10/06/2015

INCOME

	Original Budget	Amended Budget as of 02/19/2015	Actual	Difference	Notes
VMHA General Operating Budget	\$ 20,000.00	\$ 23,250.00	\$ 23,250.00	\$ -	2014 VMHA Salaries and benefits and shipping costs
COV Funding	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	
Alyeska Pipeline Service Co.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Western States Arts Federation	\$ 60,000.00	\$ 60,000.00	\$ 55,000.00	\$ 5,000.00	out of state touring, artist fees, crate construction, catalogue & shipping awarded and received
Harper Touring Grant	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	retail and wholesale revenues
Catalogue Sales		\$ 3,000.00	\$ 1,477.59	\$ 1,522.41	
Individual Donations		\$ 100.00	\$ 100.00	\$ -	
In-kind Donations	\$ 5,000.00	\$ 2,500.00	\$ 2,289.60	\$ 210.40	artists and woodward donated expenses.
Total	\$ 125,000.00	\$ 128,850.00	\$ 122,117.19	\$ 6,732.81	

EXPENSES

VMHA Salaries & Benefits	\$ 20,000.00	\$ 12,500.00	\$ 12,500.00	\$ -	2014 VMHA Salaries & Benefits
100% WESTAF Artist Fees	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$500 stipend for up to 28 artists
VMHA Technology & Web	\$ 1,500.00	\$ 25.00	\$ 15.00	\$ 10.00	On-line exhibit, blog & Teaching tools
100% COV Fabrication / Installation	\$ 11,000.00	\$ 9,800.00	\$ 9,779.90	\$ 20.10	Labels, pedestals, vitrines, and temporary walls.
Alyeska Marketing & Promotion	\$ 2,500.00	\$ 1,750.00	\$ 1,665.70	\$ 84.30	Posters, postcards, paid advertising.
50% COV 50%WESTAF Crate Construction	\$ 19,000.00	\$ 18,000.00	\$ 17,999.30	\$ 0.70	5 museum quality crates paid in full
COV Storage Rental	\$ 500.00	\$ 900.00	\$ 841.95	\$ 58.05	
50% COV 50% WESTAF Catalogue	\$ 24,000.00	\$ 24,000.00	\$ 23,995.00	\$ 5.00	Final costs for production and photography
100% COV Travel	\$ 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
12% VMHA 63%WESTAF 25% Harper Postage & Shipping	\$ 20,000.00	\$ 40,000.00	\$ 27,023.90	\$ 12,976.10	initial crate delivery with minor postage costs. Includes cost for shipping to Homer, Cordova, Fairbanks, Hawaii, and Oregon.
Alyeska Education & Programming	\$ 2,500.00	\$ 2,175.00	\$ 2,167.90	\$ 7.10	Costs for public programming and ed traveling materials.
In-kind Expenses	\$ 5,000.00	\$ 2,500.00	\$ 2,289.60	\$ 210.40	artist and woodward pro fees
Total	\$ 125,000.00	\$ 128,850.00	\$ 115,448.35	\$ 9,551.65	
Surplus Deficit	\$ -	\$ -	\$ 6,668.84		

Valdez Museum: Earthquake Education

EQ ED & PP Project Budget

as of 10/06/2015	Budget	Actual	Difference	Notes
INCOME				
VMHA General Operating Budget	\$ 20,000.00	\$ 20,000.00		2014/2015 VMHA Salaries & Benefits
Felland Donation	\$ 20,000.00	\$ 20,000.00	\$ -	
ConnocoPhillips	\$ 5,000.00	\$ 5,000.00	\$ -	
In-kind Donations	\$ 2,000.00	\$ -	\$ 2,000.00	Donated Presenter Fees
Total	\$ 47,000.00	\$ 45,000.00	\$ 2,000.00	
EXPENSES				
Salaries & Benefits	\$ 20,000.00	\$ 20,000.00	\$ -	2014/2015 VMHA Salaries & Benefits
Contractor Labor	\$ 4,500.00	\$ 7,365.61	\$ (2,865.61)	ED/PP walking tour assistant & iPad development
R.O.V.E. Enhancements	\$ 500.00	\$ 339.80	\$ 160.20	updated signage, ed interactives, and graphics
Walking Tour Kits	\$ 7,500.00	\$ 9.52	\$ 7,490.48	container, 3 tablets, graphics, props, content developer
Technology & Web	\$ 5,000.00	\$ 1,333.98	\$ 3,666.02	2 tablets, content development, website interface
Curriculum Update	\$ 2,000.00	\$ 1,964.99	\$ 35.01	curriculum development
School Transportation	\$ 1,000.00		\$ 1,000.00	10 x bus loads of students to Museum
Travel for Presenters	\$ 2,500.00		\$ 2,500.00	3 x presenter travel costs
Marketing & Promotion	\$ 1,500.00	\$ 19.96	\$ 1,480.04	local and regional placements
Evaluation	\$ 500.00		\$ 500.00	gallery mapping and visitor surveys
In-kind Expenses	\$ 2,000.00		\$ 2,000.00	Donated Presenter Fees
Total	\$ 47,000.00	\$ 31,033.86	\$ 15,966.14	
Surplus Deficit	\$ -	\$ 13,966.14		

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Executive Director's Report Submitted by Patricia Relay, Executive Director September / October 2015

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" has closed in Coos Bay Oregon. Oversaw the shipping of the exhibit to Juneau.
- 2014 Education & Public Programs: Overseeing the development of interactive Old Town Walking Tour.

Advocacy / Advocacy Committee:

- Advocacy Chairperson needed
- The Museums Alaska Advocacy Committee will be starting to meet in the coming month. Once that group gets going, I will have action items that we can work on to support the Bills for the Museum Matching Grant Program.
- On a local level, a communication plan needs to be developed for the Building Committee's Pre Planning activities. In preparation for a communication plan, the Building Committee has created a Frequently Asked Questions handout to address community inquiries regarding the Master Interpretive Planning process. This is just one piece of the plan. Further elements need to be included.

Administration:

- Filed State and Federal Payroll forms.

Annual Meeting with the City Council:

- **October 13, 2015 6 pm.**
- The last two weeks have been about Annual Report preparation. The report was submitted to the City Clerk on October 8, 2015.

Building Committee:

- Oversaw the distribution of the online Survey. To date, we have received an addition 18 comments
- Oversaw the creation of the Frequently Asked Questions handout.

Board Development Committee:

- With the resignation of Barb Bigelow, we currently have one vacancy.
- Coordinated with the City Clerk's office to circulate announcement.

City of Valdez Annual Grant:

- **Received notice that the Annual Grant Budget hearing is October 28, 2015.**

Collections:

- See Andrew's report

Endowment Committee:

- Nothing new to report.

Exhibits:

- See Andrew's report

Facilities:

- Met with Capital Facilities: Lighting upgrade to Egan Street site has been approved. It looks like the lighting upgrade will take place winter of 2016 or early spring. The goal is to update all fixtures so they are uniform and LED.
- Still waiting to hear news on the switch over from Guardian to Taylor

Finance Committee:

- Nothing new to report

Fundraising:

- Annual Appeal ready to roll. Please help us with the distribution list.
- Planned giving program in the future....

Grants:

- **WESTAF:** Now that Coos Bay has closed, Staff and I are working on the final report. Once Final report is submitted, the final \$5,000 will be released.
- **Harper Touring Grant Final** – Interim report submitted. Final report due at the completion of the Juneau show.
- **Attended Murdock Reception in Anchorage:**
 - **Murdock Charitable Trust:** The result of the reception was very positive. The Trust is very interested in getting involved with a Museum Facility project. They recommend submitting a letter of interest when 40% of the funding is in place. ***While not as emphatic, Murdock also has a Board Governance section that examines our Board Giving.***
 - **Rasmuson Foundation:** Here too, the result of the reception was very positive. The Foundation is very interested in getting involved with a Museum Facility project. They recommend submitting a letter of interest to the Tier 2 grant program when 50% of the funding is in place. ***This means all board members have to up to date on their Unrestricted Board Gift (Not membership, volunteer time, or annual appeal)– No Exceptions!***
- **Looking into:**
 - **National Endowment for the Humanities** grant to support planning efforts. – **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**

Human Resources:

- Curator of Education & Public Programs Annual Review – after Roadhouse.

Inside View Magazine:

- Began Q4 content discussion.

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

- Still reconciling and fixing erroneous charges. We have now learned that my predecessor had a total of 4 accounts. Intuit is not being very helpful. Natalie has been working with Andrea to figure out the various bank statement entries. This is how we learned of additional accounts. Given these challenges, Andrea has not been able to finalize reconciling the bank accounts. From we can tell, all chargebacks have been completed. We just want to make sure that no additional charges are being tendered.

Marketing:

- Nothing new to report.

Membership Committee:

- Membership Chairperson needed.
- The strategic plan states that we would host two cultivation events a year. Let's plan for November.

Museum Endowment:

- Now that diversification has been completed there is nothing new to report.

Professional Development:

- Assessing the options for my staff and I in 2016

Roadhouse:

- Followed up with Corporate Sponsors. We are at 88% of what we made last year. At this point, I think that is what we can expect. I am delighted to report that I did secure 5 new sponsors this year.
- Attended weekly committee meetings.
- Attended Friday Night Rehearsal October 9, 2015

Space Rental:

- The National Geographic Society rented the Annex last month. We generated \$600.00 from this rental.

Strategic Planning Committee:

- After the first of the year, I would like to coordinate a Strategic Plan Committee meeting. The current plan is for the time frame of 2012 -2017. As we are now coming to the end of our third year, we should consider working on a plan that looks to the next 5 – 10 years.

Technology:

- All technology is in working order☺

Valdez Native Tribe Seat:

- We still have an empty seat on the Board. Maybe we should reach out to the VNT?

Volunteers:

- As fall settles in, we could use some help with Winter Readiness and mark your calendar for the Elks Christmas Bazaar
- **Please submit you volunteer hours. I am certain that you all have many hours related to Roadhouse. We want to make sure these hours are accurately reported. 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

City of Valdez

- **Council Meetings:** Nothing new to report.
- **Harbor Down Town Charrette:** Nothing new to report.
- **Mayor’s Beautification Task Force (BTF):** Nothing new to report.
- **Reception for City Manager Candidates:** Attended October 8, 2015 gathering.
- **City Manager Interviewer:** Invited by the Assistant City Manager, I served on the Community Panel for the interviews on October 9, 2015

Museums Alaska Advocacy Committee: As we are working on funding for our capital needs, this is an important association that I need to be directly involved in. Once our two bills pass the house and the senate, we can relax into educational advocacy and when funding becomes available our elected officials will be ready to support our request.

- I have been elected Co-Chair of the committee. Michele Miller, from the Pratt in Homer, and I will coordinate the logistics for the 2016 CHAMP fly-in. We also now have a paid consultant from Foraker will be helping with planning.

State of Alaska:

- **Jury Duty:** Yep once again I have been selected for Jury duty for the months of October, November, and December 2015. At this time I am not a juror.

Valdez Convention & Visitors Bureau

- Meeting regularly with the new Executive Director
- Chaired September monthly Board meeting.
- Recruited VCVB Board Nominating Committee Members.
- Oversaw coordination of 2016 Oktoberfest event. You are invited October 17, 2015 at the Civic Center.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Curator's Report

Submitted by Andrew Goldstein, Curator of Collection & Exhibitions
September 2015

Activities:

- September 28 through October 3, Faith and I attended the annual Museums Alaska conference in Cordova. Once again, this was a productive week filled with making useful connections, honing our knowledge of professional practices, keeping abreast of new developments in Alaskan museums professional circles, and expanding our museum's reach by sharing our own experience and know-how. Some highlights for me included:
 - Participated on a panel discussion about collection movement with a presentation drawing upon my experience with Revitalization and the Collection Transition Plan.
 - Several meetings with the board of directors of Museums Alaska, to discuss policy, finances, administration of programs, and other organization-related topics.
 - Attended informative sessions on collaborative programming, incorporating conservation into public outreach, and the history of Nuchek.
 - Connecting and reconnecting with colleagues old and new, generating several potential contacts for collaborative programming.
- Completed final report for Alaska State Museums Grant-in-Aid. Also completed VMHA annual report. Final report for Harper Touring Grant and WESTAF grant are in progress.
- Assisted with preparations for Roadhouse Dinner, October 10.
- Assisted with Katherine Ringsmuth presentation on Saturday, August 15.
- Winter preparations are nearly complete. As of this writing, still coordinating remaining tasks.
- Made significant progress with updating of old loan records. Returned loans have all been documented in our collection records. I am in the progress of reconciling outstanding loans; items loaned to the museum will either be returned to the lender, have loans renewed or (with permission) donated to the permanent collection.
- Met with Building Committee. Helped to formulate a list of questions to include on a FAQ pamphlet to promote Master Interpretive Planning.

September 21, spent the day working with Creative Differences TV, a film crew working on a documentary about the Good Friday Earthquake, for National Geographic Channel. Combined curatorial assistance and location shooting resulted in billable services of over \$700, generating revenue for the museum as well as publicity.

Exhibitions:

- Celebrating Valdez Artists installation completed with the opening reception held September 18. The exhibit runs September 12 through January 3.
- Coordinated shipping of *Communities, Disaster and Change* from Oregon to Juneau. The exhibit opens at the Juneau-Douglas Museum this month and will return to Valdez in December.
- Begun preparation for Denis Keogh's exhibition, opening this January
- Set up movie in the Gold Rush exhibit and performed minor exhibit maintenance

Research: Seventeen new research requests this month. Fourteen have been fulfilled, three are in progress. No questions filled from previous month.

Acquisition Highlights:

- From Robert Gimler (Roseville, MN): 8 photographs of Valdez c. 1956
- From Tony Schwartz (Anchorage, AK): Reeve-Aleutian Airways baseball cap
- From Joann Utt (Palmer, AK): Receipts from Valdez Jewelry Co., a business associated with pre-earthquake Valdez Drug Store.
- From Andrew Goldstein (myself): Acquired at the MA conference, one Chief brand salmon can label, and one book about the history of the Copper River region in the 18th and 19th centuries
- Museum Purchase: new publication from UAF Press, “Connecting Alaskans: Telecommunications in Alaska from Telegraph to Broadband”
- Conference freebies: “Cordova: the First 75 Years” publication, and print of a Barbara Packard drawing of the Cordova cannery

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Curator of Education & Public Programs' Report
Submitted by Faith Revell, Curator of Education & Public Programs
September 2015**

Reporting period September 10 to October 6, 2015

TOTAL SERVED: 334 (contacts)

Fall Programs:

- Printmaking workshop taught by Erica Shirk is still on for October 17. Sign up!
- PechaKucha Night slated for Friday, November 6th

Education, Classroom teaching and field trips:

The VMHA educator had contact with 159 Valdez students and teachers from September 11 through the 21st as a result of teaching gold rush history to kayaking 7th graders at Old Town, trekking to Worthington Glacier with 8th graders and returning to their classroom to offer a new lesson that wedded glaciers, gold rushers and glacier pilots altogether. Revell brought aviation history-related artifacts to Mary Warner's classroom as part of the project. Students determined what the artifacts were after careful observation and evidentiary reasoning. They also discovered the value of learning from primary sources.

Outreach and Collaboration:

- Revell attended the Museums Alaska/Alaska Historical Society Conference in Cordova. She chaired a panel presentation on Big Read Valdez that was attended by 14 people. Revell and representative Big Read Partners from KCHU, Valdez Consortium Library and SPACE worked for weeks to prepare a series of eight PechaKucha audiovisual presentations that documented each organization's role in the project and hopefully provided sound information and the catalyst for other Alaskan cities to embrace the idea of a community-wide read.
- When two of the panelists found themselves unable to attend the conference as planned, Revell and colleague Lanette Oliver modified the presentation format to accommodate and worked with Cordova Museum staff to skype them into the mix. The Big Read is a project of the National Endowment for the Arts and Arts Mid-west.
- At the conference Revell attended numerous sessions, reconnected with museum professionals from around the state and garnered a slew of new ideas—some related to preserving history—that could translate programmatically at the VMHA. Revell learned too, that Helen Alten, CEO of the Sheldon Museum in Haines, had adopted and integrated a bean survey into her exhibits during the past year after attending Revell's session on evaluation at the conference in Seward, Alaska.
- This was Revell's first sojourn to Cordova and a great opportunity to both learn from and share in the history of this PWS community that the museum serves as part of its mission and strategic planning initiative.

Administration and Planning Focus:

Faith Revell wrote and illustrated the education and public programs department portion of the COV annual report. Her photos reflect a growing audience of museum supporters and active learners. The museum served

3684 people during the year through its education initiatives, public programs, collaborations, community events and outreach. That is an increase of nearly 500 contacts this year compared to last.

Volunteering:

Revell volunteered at HHES with the annual Book Fair. Elijah and Hannah Haase assisted Revell for two days at Old Town with 7th grade gold rush activities.

Date	Program	R	E	ED	PP	OR	ST	AD	VOL
September									
09.11	Worthington Glacier field trip			X			36	6	
09.11	M Warner meeting		X					1	
09.14	MA conference meeting		X					2	
09.16	OT walking tour				X				
09.17	7 th grade kayaking to OT			X			23	6	2
09.18	7th grade kayaking to OT			X			23	6	2
09.18	CVA opening reception				X			28	
09.21	Glacier Aviation lesson			X			17	1	
09.21	Glacier Aviation lesson			X			18	1	
09.21	Glacier Aviation lesson			X			21	1	
09.23	HHES book fair volunteer		X				40	4	
09.23	MA conference meeting		X					2	
09.25	OT walking tour				X				
09.28	MA conference meeting		X					1	
09.29	MA conference Angel project					X		22	
09.29	MA conference meeting		X					1	
09.30	MA conference workshop collection					X		25	
09.30	MA conference program meeting		X					1	
09.30	MA conference open reception					X		3	

Date	Program	R	E	ED	PP	OR	ST	AD	VOL
October									
10.01	MA conference Big Read present					X		16	
10.01	MA conference sessions					X		5	
10.02	MA conference annual meeting					X		6	
10.02	MA conference eve event					X		6	
10.03	MA conference workshop					X		8	

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

334 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.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

Communication & Marketing Report

**Submitted by Brittany Cabello, Communication & Marketing Manager
September 2015**

Marketing & Public Relations

- Updated Museum website & managed social networking sites.
- Continued updates to online store.

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.

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.
- Assisted with Roadhouse preparations.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

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

Admissions

Monthly 2014		Monthly 2015		+/-	
Free	240	Free	373	Free	+133
<i>*Bluestar</i>	3	<i>*Bluestar</i>	39	<i>*Bluestar</i>	+36
Paid	437	Paid	721	Paid	+284
<i>**Tours</i>	142	<i>**Tours</i>	109	<i>**Tours</i>	-80
Total	677	Total	1,094	Total	+417

Store Sales

Monthly 2014	Monthly 2015	+/-
\$3,127.78	\$1,955.69	-\$1,172.09

* Blue Star included in Free count

** Tours included in Paid count

Year to Date
January 1 - September 30, 2015

Admissions

YTD 2014		YTD 2015		+/-	
Free	5,137	Free	5,142	Free	+5
<i>*Bluestar</i>	225	<i>*Bluestar</i>	387	<i>*Bluestar</i>	+162
Paid	9,486	Paid	8,681	Paid	-805
<i>**Tours</i>	1,003	<i>**Tours</i>	970	<i>**Tours</i>	-33
Total	14,623	Total	13,823	Total	-800

Store Sales

YTD 2014	YTD 2015	+/-
\$29,439.26	\$25,079.48	-\$4,359.78

* 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: October 9, 2015

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Cash Donations
Submitted by Patricia Relay, Executive Director
September 2015**

			Date	Name	Memo	Amount
	8003 · Fund Development					
	4030 · Donations Income					
	8002 · Unrestricted					
			09/01/2015	Counter Sales	General Donation: Donation Box - Main	200.00
			09/14/2015	Counter Sales	General Donation: Donation Box - Annex	211.00
			09/18/2015	Tim James	Donation: Board Gift	150.00
	Total 8002 · Unrestricted					561.00
			Date	Name	Memo	Amount

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: October 9, 2015

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

**Associate Membership
September 2015**

NEW

GREETING	LEVEL
Edwin Rogers	Dual
Barbara Cullen	Student

RENEWALS

GREETING	LEVEL
Gloria Day	Family
Chuck & Dolores Gard	Ninety-Eighter
Robert Goldstein	Dual
Tom & Gloria McAlister	Family
Nicole Randazzo	Individual