

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

2023 Board Committees

	RD	GM	JS	NH	DL	MB	MC	KA
Finance		x	C			X		
Board Development		C		X			X	X
Collections	C	X						
Building Committee	X	X	X	X	C			
Native Gallery	X							X
Fundraising	x			x	x		C	X
Membership							C	X
Endowment			C					
Strategic Planning	X	C	X	X	X	X	X	X
Advocacy	x	X		x	X			C
Bylaws		x			X		C	

RD = Richard Dunkin

GM = Gary Minish

JS = Jim Shirrell

NH = Nanci Hill

DL = Donna Lane

MB = Martha Barberio

MC = Michelle Cullen

KA = Karen Allred

C = Chair

X = On Committee

Standing Committee

Committee	Roles	Description
<p style="text-align: center;">Finance Committee</p>	<p>Jim Shirrell - Chair</p> <p>Martha Barberio</p> <p>Gary Minish</p>	<p>The role of the Finance Committee is to provide financial oversight of the Valdez Museum & Historical Archive Association, Inc. Tasks include budgeting and financial planning; monitoring adherence to the budget; financial reporting; and the creation and monitoring of internal controls and accountability policies.</p>
<p style="text-align: center;">Collections Committee</p>	<p>Rich Dunkin - Chair</p> <p>Gary Minish</p> <p>Sheri Pierce, City Clerk</p> <p>Caren Oberg, Curator Coll.</p> <p>Faith Revell, Curator Edu.</p> <p>4 at large members (non-Board)</p> <ul style="list-style-type: none"> - , Historical Collection - , Alaska Native Culture - , Archives - , Art Collection 	<p>The Collections Committee exists in accordance with the Valdez Museum & Historical Archive's Lease Management Agreement with the City of Valdez as the stewards of the City's historical collections. The Collections Committee's role is to review and make recommendations to the VMHA Board of Directors regarding collection acquisitions, de-accessions, and collections policy revisions. The Collections Committee will meet at least four times a year.</p>
<p style="text-align: center;">Board Development Committee</p>	<p>Gary Minish – Chair</p> <p>Nanci Hill</p> <p>Michelle Cullen</p> <p>Karen Allred</p> <p>Develop an annual recruitment plan that considers the expertise, perspective, judgment, and resources needed in new board members. Review potential candidates and present them to the Directors. →</p>	<ol style="list-style-type: none"> 1. Develop Board Job Descriptions and Committee Job Descriptions that clearly state the role and expectations of the Directors 2. Plan and implement an orientation program, including official briefings, printed materials, and individual mentorship to make new Director's part of the Board culture. 3. Conduct an Annual Review of the Board Manual to ensure that the supplemental materials are up to date. 4. Review the talents and interests of current and new Directors and recommend to the Board President, committee assignments most appropriate for their involvement. 5. Recommend to the Board, the policies about expectations for Directors; reaching out to those whose commitment does not match expectations. 6. Encourage participation in special occasions which bond Directors to each other and to the organization.

Ad-Hoc Committees

Committee	Roles	Description
Building Committee	<p>Donna Lane - C</p> <p>Richard Dunkin</p> <p>Gary Minish</p> <p>Jim Shirrell</p> <p>Nanci Hill</p>	<p>The Building Committee shall, as requested by the Board of Directors, the President, the membership, or on its own initiative, lead and guide the process of expanding the museum facilities of the Valdez Museum & Historical Archive Association, Inc. so that we can effectively accomplish our mission, which is to preserve, present and interpret the heritage and culture of Valdez, the Copper River Basin and Prince William sound, Alaska. The Building Committee has been authorized by and is accountable to the VMHA Board of Director to coordinate all issues as it relate to the expansion of the facilities of the Valdez Museum.</p>
Fundraising Committee	<p>Michelle Cullen - C</p> <p>Richard Dunkin</p> <p>Nanci Hill</p> <p>Donna Lane</p> <p>Karen Allred</p> <p>Supported by All Board & Staff.</p>	<p>Working in tandem with Finance and Advocacy, the Fundraising Committee's job is not simply to raise money. Instead, the Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the board. To accomplish this, its responsibilities are: To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.</p> <p>To work with fundraising staff in their efforts to raise money</p> <p>To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.</p> <p>To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and</p> <p>To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.</p>

<p>Membership Committee</p>	<p>Michelle Cullen – Chair Karen Allred</p>	<p>To maintain, promote and grow Valdez Museum & Historical Archive memberships, based on an annual plan. Actions to achieve this include:</p> <p>Set a membership target for the year. The Chair and Committee will work with the Executive Director (ED) on the annual recruitment drive and on targeted markets and events, such as the Corporate Membership drive and the monthly program. Work with the ED to develop or maintain membership recruitment The role of the Native Gallery Committee is to: determine priorities for Native Gallery improvements, to organize and arrange for Native culture-related programming, to review exhibit content for appropriateness and cultural sensitivity, and to express needs and desires for future Gallery improvements and programming.</p>
<p>Endowment Committee</p>	<p>Jim Shirrell - C</p>	<p><i>Background</i> Initially, the special funds of the Corporation are the Valdez Museum Endowment Fund and the Phyllis Irish Memorial Fund. The Directors may, by resolution, create other special funds to be managed according to and for purposes defined in their instituting resolutions. The Endowment Committee will be responsible for providing leadership in coordinating and implementing a fund development plan that will grow the Valdez Museum Endowment fund to \$3.5 million. The committee will oversee the operation of Valdez Museum Endowment Fund, promote donations, and create activities and events to raise money for the Fund.</p>

<p>Strategic Planning Committee</p>	<p>Gary Minish – Chair</p> <p>Richard Dunkin</p> <p>Jim Shirrell</p> <p>Nanci Hill</p> <p>Donna Lane</p> <p>Martha Barberio</p> <p>Michelle Cullen</p> <p>Karen Allred</p> <p>Caren Oberg, Curator Coll. & Exhib.</p> <p>Faith Revell, Curator Edu. & Pub. Prog.</p>	<p>The Committee will prepare a long-term strategic plan, typically once every five years, to guide the direction and future of the Valdez Museum & Historical Archive (VMHA) Association, Inc. and will also prepare short-term plans to direct specific areas, as appropriate.</p>
<p>Advocacy Committee</p>	<p>Karen Allred - C</p> <p>Richard Dunkin</p> <p>Gary Minish</p> <p>Nanci Hill</p> <p>Donna Lane</p>	<p>This committee shall promote the well being of the museum through Advocacy. The first job shall be to develop a description of the committee to be approved by the board.</p>
<p>Native Gallery Committee</p>	<p>Richard Dunkin - Chair , BOD Member , VNT Member</p> <p>2 At-Large Members (non-Board) , Alutiiq Culture , Ahtna Culture</p>	<p>1. The role of the Native Gallery Committee is to: determine priorities for Native Gallery improvements, to organize and arrange for Native culture-related programming, to review exhibit content for appropriateness and cultural sensitivity, and to express needs and desires for future Gallery improvements and programming.</p> <p>2. The Native Gallery Committee will organize and implement fundraising for improvements and activities within the Native Gallery.</p> <p>3. The Native Gallery Committee will meet at least three times a year. Native Gallery Committee activities will be incorporated into the monthly report to the Board of Directors.</p>

By-Laws	Michelle Cullen – C Gary Minish Donna Lane	
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