



Agenda

Valdez Museum & Historical Archive Association, INC.

February 19, 2026, 6:00 pm

Valdez Museum on Egan St

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES FROM JANUARY 15 MEETING (attached)
- IV. PUBLIC BUSINESS FROM THE FLOOR
- V. NEW BUSINESS (attached)
 - I. Approval of position- Associate Curator of Education & Installations
 - II. Name change of Museum magazine- currently Inside View
- I. FINANCIAL REPORT (attached)
- VI. COMMITTEE REPORTS (attached)
 - I. Collections (Rich)
- VII. PRESIDENT'S REPORT (attached)
- VIII. STAFF/EXECUTIVE DIRECTOR'S REPORTS (attached)
- IX. BOARD OF DIRECTORS BUSINESS FROM THE FLOOR
- X. ADJOURNMENT

Next Meeting March 19, 6pm

MINUTES FROM

Valdez Museum & Historical Archive Association, INC.

BOD Meeting January 15, 2026, 6:00 pm

- I. CALL TO ORDER- 6:06 pm by Gary
- II. ROLL CALL- Gary Minish, Jim Shirrell, Martha Barberio, Dan Gilson, Linda Guthrie, Margaret Nordstrom
- III. APPROVAL OF MINUTES FROM NOVEMBER 16 MEETING- All approved
- IV. PUBLIC BUSINESS FROM THE FLOOR - None
- V. NEW BUSINESS
 - I. FINANCIAL REPORT - Jim presented and all approved. Looking forward to improved reports from Mission First Operations
- VI. COMMITTEE REPORTS
 - I. STRATEGIC PLANNING – Gary gave a verbal report on the upcoming BOD retreat on Feb 13 as a way to formulate a plan to take to the owners in late March
- VIII. STAFF/EXECUTIVE DIRECTOR’S REPORTS- as presented
- IX. BOARD OF DIRECTORS BUSINESS FROM THE FLOOR
 - I. OFFICER NOMINATIONS - Martha reported that all Officers are up for election. Jim nominated Martha for President, Linda nominated Rich for President. A vote was taken 4 in favor of Martha; 2 in favor of Rich. Martha is the President. Martha nominated Gary for VP. No other nominations. Gary is the VP. Martha nominated Jim for Treasurer. No other nominations. Jim is the Treasurer. Linda nominated Rich for Secretary, some discussion about if Rich is willing to serve. No other nominations. Rich is the Secretary.
- X. ADJOURNMENT- 7:37pm

Next Meeting February 19, 6pm

ITEM TITLE:

Approval of position renaming and revised job description: Associate Curator of Education and Installation

SUBMITTED BY: Martha Barberio, President

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss and approve

SUMMARY STATEMENT:

The Executive Director recommends renaming the existing Curator of Education & Public Programs position to Associate Curator of Education & Installation to better align the role with current operational needs at the Valdez Museum and Historical Archive.

This change supports stronger integration between educational offerings and exhibitions, improves operational flexibility, and aligns staff responsibilities with current and anticipated workload. Attached is the job description



Job Title

Associate Curator of Education and Installation

Reports To

Curator of Collections and Interpretation

FLSA Status

Non-Exempt

Employment Status

Full Time/Hourly

Wage

\$45,000 – \$55,000

Position Summary

The Associate Curator of Education & Installation is responsible for developing and delivering educational programs that engage Museum visitors and the Valdez community while also providing professional exhibit installation and preparatory support for both permanent and temporary exhibitions. This position bridges public programming, interpretation, and hands-on exhibit execution.

Working collaboratively with the Executive Director, Curator of Collections & Interpretation, staff, volunteers, and community partners, the Associate Curator ensures that educational offerings align with exhibitions, that exhibits are installed safely and professionally, and that the Museum's collections and archives are supported through documentation, cataloging, and research assistance.

Essential Duties and Responsibilities

Education & Public Programming

- Identify and prioritize needs for educational programs, materials, partnerships, and resources; make recommendations to the Executive Director.
- Collaborate closely with the Curator of Collections & Interpretation to develop educational programs that complement and enhance exhibitions.

- Participate in exhibit planning to ensure educational alignment and interpretive consistency.
- Develop, coordinate, and deliver a diverse schedule of public programs, lectures, tours, and educational activities.
- Provide on-site and off-site educational programming, including school visits, field trips, lectures, and community outreach.
- Develop lesson plans and educational materials as needed for school and youth programs.
- Coordinate volunteers supporting educational programs and assist in developing a high school internship program.
- Communicate program details and schedules to the Marketing & Communications Manager for promotion.
- Report on educational activities through Board reports, newsletters, staff meetings, and public presentations.
- Work closely with the Executive Director to develop an annual plan for public programs.

Exhibit Installation & Preparatory Services

- Install and deinstall artwork, labels, cases, and other exhibit elements in permanent and temporary exhibitions.
- Plan and adjust exhibit lighting to ensure appropriate presentation and object safety.
- Work collaboratively with the Curator of Collections & Interpretation to plan, map, and execute exhibit layouts.
- Assist with shipping, pickup, delivery, and handling of exhibition items.
- Coordinate and supervise volunteers assisting with exhibition installation and logistics.
- Troubleshoot installation, safety, and presentation issues as they arise.

Collections, Archives & Research Support

- Assist with processing documentation for acquisitions, loans, and related materials.
- Assist with cataloging collection items in PastPerfect, including data entry and basic documentation.
- Support archival storage, rehousing, and inventory projects.
- Provide research assistance to scholars, researchers, and archive visitors as needed.

Other Duties

- Perform other duties as assigned to support Museum operations, events, and mission-related needs.

Required Qualifications

Education & Experience

- Bachelor's degree in Education, Museum Studies, History, Art, Anthropology, Humanities, or a closely related field; or equivalent combination of education and experience.
- Demonstrated experience in museum education, public programming, or cultural interpretation.

Skills & Abilities

- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Ability to work independently and collaboratively in a small-staff environment.
- Flexibility to work evenings and weekends for programs and installations.
- Proficiency in Microsoft Office Suite.

Preferred Qualifications

- Working knowledge of PastPerfect or willingness to learn.
- Experience with exhibit installation and lighting.
- Experience with volunteer coordination or youth programs.
- Familiarity with Adobe Photoshop, social media platforms, and audio/video production.

Working Conditions

- On-site and off-site work required.
- Physical activity including standing, lifting, ladder use, and object handling.
- Evening and weekend hours required during programs, installations, and events.

ITEM TITLE:

Renaming and Content Expansion of the Museum Publication “Inside View”

SUBMITTED BY: Martha Barberio, President & Chair of the Marketing Committee,
Valdez Museum & Historical Archive

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

The Marketing Committee recommends renaming the Valdez Museum and Historical Archive’s current publication, *Inside View*, to Valdez Museum Magazine and expanding its content, format, and strategic purpose. The current title does not fully reflect the Museum’s identity, scope, or evolving role in community engagement. A rebrand will strengthen recognition, increase readership, and support membership growth.

The Committee evaluated several naming options, including *Valdez Museum Magazine*, *Valdez Museum Journal*, *Valdez Quarterly*, *Valdez Annual*, and *Valdez Muse*, and recommends moving forward with Valdez Museum Magazine as the most clear, professional, and mission-aligned option. The Committee also proposes conducting a short renaming and reader engagement campaign to build awareness and encourage community participation.

In addition to the name change, the Committee recommends a content and format refresh to expand beyond traditional historical features and incorporate modern “living history” content. This would include larger artifact imagery, arts and poetry submissions, visually engaging layouts, and higher-quality print design. The proposed model includes a high-quality annual print magazine supported by a possible quarterly in-house format to reach both print and digital audiences in a cost-effective manner.

This transition also presents a strategic opportunity to align the publication with the City of Valdez 125th Anniversary celebration in June 2026, positioning the magazine as a key engagement and storytelling tool. Staff coordination is already underway, with Caren Oberg attending initial anniversary planning meetings and a request made to include the Marketing & Communications Manager, Amber Dennis, in future communications to ensure alignment. While the Board does not direct staff duties, the Committee notes that anniversary-related storytelling and publication development naturally align with the roles of the Marketing & Communications Manager and Curator.

The Marketing Committee requests Board feedback and authorization to proceed with the renaming campaign and expanded content direction. Timely approval will allow staff to incorporate anniversary themes, increase community engagement, and modernize the Museum's primary publication in a manner consistent with strategic outreach and institutional branding.

ITEM TITLE:

Collections Committee report

SUBMITTED BY:

Richard Dunkin

FISCAL NOTES:

Expenditure Required:

Unknown.

Unencumbered Balance:

Funding Source:

RECOMMENDATION:

There is no clear path forward to allowing the artifact to be displayed in an unsecure private location at this time. Open for discussion

SUMMARY STATEMENT:

Review request to display slot machine at Elks lodge 2537

ITEM TITLE:

Presidents Report

SUBMITTED BY: Martha Barberio, Valdez Museum & Historical Archive

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive & File

SUMMARY STATEMENT:

State of Alaska Minimum Wage Increase – July 1, 2026

The State of Alaska minimum wage increases \$14.00 per hour scheduled to take effect on July 1, 2026, will possibly have operational and budget implications for the Museum. This change will require a review of current wage scales, part-time staffing, and seasonal staffing costs to ensure continued compliance with state law and alignment with Valdez Museum and Historical Archive personnel practices. The Executive Director and Finance Committee will begin evaluating potential budget adjustments and long-term sustainability impacts as part of fiscal planning for FY2026 and FY2027.

Strategic Work Session – February 13, 2026

On February 13, 2026, the Board held a productive strategic work session focused on the future of the Museum's infrastructure and facilities. The discussion was thoughtful, forward-looking, and resulted in a unified direction to reimagine our physical infrastructure in a way that supports long-term collections stewardship, public access, and operational sustainability. This alignment is an important step toward ensuring the Museum's facilities match the scale and significance of the collection and community expectations.

Collection Ownership Discussion – March 17, 2026 (Upcoming)

A discussion with the Owners of the Collection is scheduled for March 17, 2026 at 6:00pm. This conversation will be critical in reinforcing transparency, strengthening relationships, and ensuring continued clarity regarding stewardship, responsibilities, and long-term planning for the collection with the owners of the collection. The Board's engagement with the Owners in this work session reflects our commitment to accountability and proper governance.

City of Valdez 125th Birthday Celebration – June 2026

The City of Valdez will celebrate its 125th birthday this June, and planning efforts are underway for a community-wide celebration. The City has allocated funding for this

milestone event, which is envisioned to have a community-centered feel similar to the annual Tree Lighting Ceremony. The current concept includes a community gathering, a brief mayoral address, a ceremonial “birthday moment,” a town photo, and cake and refreshments, with City funding supporting food, entertainment, photography, and advertising.

We are still in the early stages of planning and have established a planning committee composed of City staff, community partners, and interested community members. Caren Oberg has attended initial meetings, and Amber Dennis has now been added to the invite list to ensure alignment with marketing and communications efforts.

From a broader perspective, there is strong interest in evolving the celebration into a multi-day, multi-event experience, similar in spirit to Gold Rush Days, where community organizations, businesses, and individuals can host events that become part of an official 125th Birthday schedule. This approach supports local energy, community pride, and broad participation.

Importantly, this celebration is intended to be community-focused rather than tourism-driven, emphasizing local engagement, shared history, and civic pride. The Museum is well-positioned to play a meaningful role in storytelling, historical interpretation, and community connection during this milestone year.

Overall, the past month reflects steady progress in strategic alignment, external coordination, and forward planning. The Board’s unified direction, proactive planning for regulatory changes, and engagement in community initiatives continue to strengthen the Museum’s governance and long-term stability.

Collections and Exhibitions
Board Report February 2026

Positive accomplishments

- Met a significant goal that has been on my plate: Completed cataloging all accessions from 2023-2025. This process required a dedicated month of focused data entry, documentation development, wrapping objects in appropriate archival materials, and identifying locations in Compact Storage for the objects.
- Marine Environment Oral History project underway.
- Curated *Threads*, the new exhibition in Egan Commons.
- Successful Collections Committee Meeting which resulted in several new acquisitions, including Phil Irish's Santa Suit from Old Town, and more work completed on updating the Collections Policy. The Collections Committee will meet monthly for the next 3 months to work specifically on the Collections Policy. Next meeting is February 23 at Noon at the Annex.

Negative or unaccomplished

- I had hoped to produce the labels for Going to the Goldrush exhibit refresh before Feb 3 but completing the cataloging project above, curating *Threads*, and doing the research for the Going to the Goldrush exhibit were higher priorities. Labels for Going to the Gold Rush will be completed by early March.

Need BOD assistance

- No specific assistance. Continued thank you to the Collections Committee and Native Gallery Exhibition Committees for their thoughtfulness and support.

January 2026 Marketing Activity Report

Highlights

- Onboarding of Sharing Alaska to increase our social media presence and reach new audiences through additional platforms
- Finalized Prince William Sound Museum Studies Internship for Summer '26 and Spring '27
- Promotion of Thread and Re-Opening
- We all seem less siloed in our work than a year ago

Lowlights

- Work computer completely died

Board Support

- Follow us on LinkedIn
- Approve of name/format change for quarterly newsletter