

**Minutes of the Regular Meeting of the
Carlsbad Museum Advisory Board
held in the Pilot's Lounge of the Cavern City Airport
On February 15th, 2017 at 1:30 PM**

Voting Members Present:

David Prell	President
Sam Denman	Vice President (in at 1:44)
Khushroo Ghadiali	Member
Margaret McClure	Member
Larry Pardue	Member
Steve West	Member
Tom Bemis	Member
Duane Pearson	Member

Voting Members Absent:

Gerri Mattson	Member
Lavern Shan	Member

Ex-Officio Members Present:

Patsy Jackson-Christopher	Arts & Culture Director
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Ex-Officio Members Absent:

Mayor Dale Janway	
Steve McCutcheon	City Administrator

Others Present:

Dave Morgan	Museum Director
Edward VanScotter	Assistant Museum Director
KC Sparks	Board Member Candidate

1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

Roll call was taken by Edward VanScotter. It was determined that a quorum was present.

2. APPROVAL OF THE AGENDA OF February 15, 2017

The motion was made by Khushroo Ghadiali and seconded by Steve West to approve the agenda of the February 15, 2017 meeting. The vote was as follows:

Yes – David Prell, Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – Gerri Mattson, LaVern Shan, Sam Denman

3. APPROVAL OF MINUTES OF THE January 18, 2017 REGULAR MEETING

The motion was made by Larry Pardue and seconded by Margaret McClure to approve the minutes of the January 18th, 2017 meeting. The vote was as follows:

Yes – David Prell, Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – Gerri Mattson, LaVern Shan, Sam Denman

4. APPROVAL OF FINANCIAL REPORT

Printouts of the museum's budget spreadsheet were passed out to the board for review. On Monday the 6th, Dave attended a preliminary budget meeting at City Hall. This meeting was to review how the museum is expending its current budget. It was determined that the museum is on-track, having expended just over 50% of its annual budget at mid-year. It was asked if the meeting could impact next fiscal year's budget for the museum, Patsy indicated that it will not. The museum budget is absorbing construction costs for the Hall of Fame exhibit and work being done at the new City Archive building. A board member asked how the city was doing monthly in terms of gross receipts; Patsy stated that monthly gross receipts are still under budget. Sam Denman asked if the museum still represents about 1% of the city's overall budget, Patsy answered that we will have to look at the totals on the City final budget and will get that information to the Board at the next meeting.

The motion was made by Steve West and seconded by Tom Bemis to approve the financial report. The vote was as follows:

Yes – David Prell, Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, Sam Denman

No – None

Absent – Gerri Mattson, LaVern Shan

5. APPROVAL OF DIRECTOR'S REPORT

Construction is mostly done with the Hall of Fame exhibit. Casework is complete except for installation of the glass sliding doors. A PO for Crews Glass is in the works. Larry Pardue asked how the Hall of Fame will impact the space which has been popular for public meetings. Dave stated that meetings will still be held in the space since cases for the Hall of Fame are only along two walls, and still leave the middle open. The construction crew that built the cases are now at the reintegration building, getting it ready to be the city archives building. David Prell asked if the archives project will require additional staff and resources from the museum, Dave said the archives will require purchase of appropriate shelving and furniture and some staff time, but there is no promise to add staff to help run the archive. It is hoped volunteers will help keep the archives open. Steve West asked what kind of materials were donated from the family research center, Dave explained the center decided to keep materials relating to Carlsbad, and that we received a significant genealogical research library and bound volumes of the Current Argus dating back over one hundred years. History Center staff said the museum will be allowed to scan or copy the Carlsbad and New Mexico related materials that were retained by the Family History Center. Patsy indicated that the Historical Society will likely be willing to volunteer to help organize archives material to get it ready to open to the public. NMSU interns and students enrolled in the Heritage Interpretation program might also be a source of volunteers. In January, the museum hosted a Chautauqua performance by Chuy Martinez, he sang songs about the Chicano movement. This event was well-attended. The exhibit, *Chicanitas, was taken down at the end of January and* shipped out on the 6th of February. The museum's current exhibit, *City of Faith*, opened on the 4th of February. The opening reception featured catering from K&P, open bar services from Milton's Brewing, and Spanish guitar by Omar Gutierrez. On February 2nd, the museum had a tour group of seniors from Colorado. Roderick Mead's *Zodiac Series* set of prints is set to be returned to owner Ross Feezer on February 17th. Khushroo Ghadiali asked Dave if Ross is thinking about donating the set to the museum, Dave indicated that Ross knows the museum is very interested in permanently acquiring the collection but the museum has not made a formal request yet. David Prell noted that a few people have asked him when the museum store will be open. Dave shared that work is still underway on the store; two cases remain to be built and an electronic point of sale system needs to be purchased and set up. The museum decided to go with the Clover POS system but is waiting to hear from Wells Fargo on what kind of rate they can give the museum for card transaction fees. The Square POS is another possibility. Khushroo Ghadiali asked if the museum will be able to qualify for a non-profit organization

card processing rate with the POS system. Dave stated that he is unsure, and will look into it. David Prell asked if volunteers could be rounded up to come in on a weekend to complete the store. Phase III of the Halagueno Arts Park project will begin on February 16th. Patsy passed out the conceptual plans for phase III. The CAAF exhibit at the airport is about 98-99% complete. The opening will be soon. Dave asked the Board if they support the idea to close the museum on Mondays. This is being considered since the museum minimally staffed. David Prell asked what the attendance numbers usually were for Mondays, whether Mondays are less busy than other days, and what the breakdown is for Mondays for visitors being from Carlsbad as opposed to from out of town. This data will be looked into, and shared with the board, before a final decision is made. Patsy talked about her meetings with Dr. Dwight Pitcaithley about the historical district of Carlsbad, and efforts to expand its boundary. She also talked about the efforts being undertaken to preserve the train depot.

The motion was made by Duane Pearson and seconded by Khushroo Ghadiali to approve the Director's Report of the February 15, 2017 meeting. The vote was as follows:

Yes – David Prell, Khushroo Ghadiali, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – Gerri Mattson, LaVern Shan

6. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES

Exhibit – Chicanitas came down January 28

Exhibit – February 4, 2017, City of Faith, H. Ferrer, Cuban photographer was installed

Event – February 18, 2017 Mary Louise Shoemaker, presentation on her photographs of Cuba

Exhibit – March 2017, CAAA annual show

Exhibit – March 2017, Local Hangout change, M. Cage comes down and student photographer Adelaide Simmons goes up

Exhibit – April 2017, Carlsbad Municipal Schools annual student art show

Exhibit – June 30, 2017 – Sept 30, 2017 *Childhood Classics: 100 Years of Children's Book Illustration*

Steve West asked if the museum will still be getting the paleo exhibit from the NM Natural History Museum. Dave indicated the details are being worked out but this museum should have that exhibit November 2017-February 2018.

7. ADJOURN

The motion was made at 2:50 pm by Duane Pearson and seconded by Sam Denman to adjourn. The vote was as follows:

Yes – David Prell, Khushroo Ghadiali, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – Gerri Mattson, LaVern Shan


David Prell, President

- Vice President -

Date

4/19/2017