

**Minutes of the Regular Meeting of the
Carlsbad Museum Advisory Board
held at the Carlsbad Museum & Art Center
On April 19th, 2017 at 1:30 PM**

Voting Members Present:

Margaret McClure	Member
Sam Denman	Vice President
Larry Pardue	Member
Duane Pearson	Member
Tom Bemis	Member

Voting Members Absent:

David Prell	President
Khushroo Ghadiali	Member
Gerri Mattson	Member
Lavern Shan	Member
Steve West	Member
KC Sparks	Member

Ex-Officio Members Present:

Ex-Officio Members Absent:

Mayor Dale Janway	Mayor
Steve McCutcheon	City Administrator
Patsy Jackson-Christopher	Arts & Culture Director

Others Present:

Dave Morgan	Museum Director
Edward VanScotter	Assistant Museum Director

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 April 19, 2017

The motion was made by Margaret McClure and seconded by Larry Pardue to approve the agenda of the April 19, 2017 meeting. The vote was as follows:

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

3. APPROVAL OF MINUTES OF THE February 15, 2017 REGULAR MEETING

The motion was made by Larry Pardue and seconded by Margaret McClure to approve the minutes of the February 15th, 2017 meeting. The vote was as follows:

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

4. APPROVAL OF FINANCIAL REPORT OF April 19, 2017

On March 29th Dave had a meeting at city hall to discuss the museum's budget for the next fiscal year. Overall, this meeting went well. Last fiscal year, the museum asked for \$64,000 for exhibit expenses. This year the museum is asking for \$103,000. The increase is largely due to added projects such as the Hall of Fame and Airport Tourism project. Steve McCutcheon asked for details on the increased request, as well as a breakdown on the museum's spending from the current fiscal year. It was shown that the exhibits expense line was heavily overdrawn this fiscal year, with other lines acting as a buffer. Currently, the museum has about \$17,000 left in the overall budget for this fiscal year. The quarterly foundation report is looking positive for the museum. The Amigos account increased \$2000 last quarter through donations and memberships. Dave went before the lodger's tax committee to ask for funds for the museum. The committee agreed to give the museum \$50,000. \$30,000 for promotional purposes and \$20,000 for an upcoming exhibit. The museum will host Flamenco!, put together by the Museum of International Folk Art. This is the same museum that put together *Empowering Women*, an exhibit that CMAC hosted a couple of years ago. CMAC will be among the first to host this travelling exhibit before it begins traveling the nation. For the in-state tour, the Museum of International Folk Art is renting it at a discounted rate of \$15,000, plus shipping. The museum will host this exhibit from November 2018 through January 2019.

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

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

5. APPROVAL OF DIRECTOR'S REPORT OF April 19, 2017

The first meeting of the Hall of Fame committee was held last month. The committee plans to open the Hall of Fame with 30 inductees. After the meeting the Mayor asked the committee for 15 "slam dunks" so that the museum could get started producing the exhibits. Larry Pardue asked if the current cases in the Hall of Fame will be enough to house the number of inductees that the HoF committee is set on. Dave Morgan stated that more cases might have to be built on the east wall, as well as in the middle. The concern of the current space being used for meetings was brought up. Kyle Marksteiner at city hall is making the initial contacts with inductees. It is hoped that Kyle will also help with the writing for labels and text panels. The CAAF exhibit at the airport is almost ready to open. The solar shades for the large windows have been installed. Larry Pardue asked when the opening reception would be. The board indicated that a Saturday might be the best option, probably not during the evening. Dave Morgan passed out the final designs for the medallions to be embedded in the walkway in front of the museum for phase III of the Halagueno Arts Park redesign. The museum has ordered the ceiling tiles that will replace the current tiles in the Hall of Fame, pioneer gallery, and the front lobby area. The new tiles are made of plastic, but made to look like antique tin. It should take about three weeks for the shipment to arrive. The overhead lights in these areas will eventually be replaced with adjustable track lighting. The museum has tentatively scheduled two "movie in the park" events, for May 26th and June 16th. These two movies will mark the first time the museum will collaborate with Mary Garwood and the Beautification Department. For park events such as these, the museum will plan and pay for the event, and provide whatever materials and supplies are needed, while Mary Garwood and her team will staff the events. This is a way to keep events going in the park while addressing the museum's limited staffing. The museum is also looking to work with Creative Carlsbad in the same manner. It is hoped that next fiscal year will see more staffing and positions reinstated. The planning for this year's art academy is mostly complete. Michele Robertson will send out flyers next week. Michele's last day at the museum will be May 20th. The job opening to replace Michele has already been posted and closed; hopefully interviews will start next week. It is hoped that there will be some overlap between the new

employee's start date and Michele's last day so that Michele can help train him or her. Owing to health complications, Gerry Mattson has resigned from the museum board. There have been complications in setting up the Square brand point of sale/inventory system for the gift store. If these issues cannot be resolved, the museum will look at other options. Dave Morgan is hoping to get into the store space on upcoming weekends to finish construction, which has been difficult lately. On May 16th, Dave Morgan will have knee replacement surgery. The next day will be May's museum board meeting. Margaret McClure asked if it would be possible to change the board meeting date to before Dave's surgery. Dave said he will check into that. Dave attended a project management class in Albuquerque last month. He indicated that the class was useful, with a beneficial part being networking with the other attendees. Dave met Gretchen Gurtler, director of the dinosaur museum at Mesalands. Gretchen indicated that their museum could lend CMAC some artifacts to coincide with our museum hosting the dinosaurs of New Mexico exhibit from November 2017 – February 2018. The dinosaur exhibit will interfere with the museum's pattern of hosting Cuban art exhibits during February, but staff feel like it will be a hit with the community.

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

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

6. Consider approval to recommend replacement for board member Gerri Mattson

The motion was made by Larry Pardue and seconded by Tom Bemis to table this agenda item. The vote was as follows:

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

7. Consider approval of naming the Pioneer Gallery or Atrium Gallery the Jed Howard Gallery

After a short discussion with agreement that this is a good idea the motion was made by Duane Pearson and seconded by Margaret McClure to table this agenda item until a larger body of the Board could discuss it. The vote was as follows:

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks

8. Discuss naming options for the temporary gallery

Dave brought up the idea of naming the temporary gallery, and asked the board for input. Sam Denman stated that he likes the straight-forward and descriptive nature of the temporary gallery's current name, as it is the gallery where temporary exhibits are installed. The "main gallery" was also a naming option brought up. The board said they will think of options for a future decision.

9. Discuss current and future exhibitions and activities

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

Exhibit – March 4th, CAAA annual show went up, opening reception on the 11th

Exhibit – March 10th, Local Hangout change, M. Cage came down and student photographer Adelaide Simmons went up

Exhibit – March 16th-17th, *Roderick Mead: The Prints* switched out for *Roderick Mead: The Watercolors*

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

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

Events – May 26th, June 16th, Movie in the Park


10. ADJOURN

The motion was made at 3:20 pm by Margaret McClure and seconded by Larry Pardue to adjourn. The vote was as follows:

Yes – Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis

No – None

Absent – David Prell, Khushroo Ghadiali, Gerri Mattson, LaVern Shan, Steve West, KC Sparks


David Prell, President

Date 05-17-2017

Samuel Wyatt Denman
Vice President