

**Minutes of the Regular Meeting of the
Carlsbad Museum Advisory Board
held in the Carlsbad Museum & Art Center
On August 16, 2017 at 1:30 PM**

Voting Members Present:

David Prell	President
Sam Denman	Vice President
Tom Bemis	Member
Khushroo Ghadiali	Member (in at 2:04)
Margaret McClure	Member
Larry Pardue	Member
Duane Pearson	Member
KC Sparks	Member

Voting Members Absent:

Lavern Shan	Member
Steve West	Member

Ex-Officio Members Present:

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

Dale Janway	Mayor
Steve McCutcheon	City Administrator
Dave Morgan	Museum Director

Others Present:

Edward VanScotter	Assistant Director
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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 AUGUST 16, 2017

The motion was made by Margaret McClure and seconded by Sam Denman to approve the agenda of the August 16 meeting.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Steve West

3. APPROVAL OF MINUTES OF THE JULY 19, 2017 REGULAR MEETING

The motion was made by Sam Denman and seconded by Tom Bemis to approve the minutes of the July 19, 2017 meeting.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Steve West

4. APPROVAL OF FINANCIAL REPORT

The main expenses so far this fiscal year have been for the Hall of Fame, with about \$3,000 being spent from exhibit expenses. Last fiscal year, about \$26,000 was spent on the Hall of Fame from the museum budget. David Prell asked Patsy how the financial situation was with the city as a whole. She indicated that finances are as tight as they were last year, but that gross receipt taxes are trending upwards, due to an uptick in the oil industry. Prell also asked about the budgetary situation with the potash museum project. Patsy stated some money was carried over in the Arts & Culture budget from last fiscal year to pay for concrete pads for large equipment donated by Mosaic. Security fences will be needed around the equipment when it is set in the Potash Park (2 pieces planned for this fall) and the potash committee is looking at the possibility of setting temporary chain link fences around each piece because of budget constraints. The entire display can be fenced later with nicer fencing. Prell expressed frustration with the still incomplete gift shop and asked Patsy if she would encourage Dave to complete the project through less labor-intensive means. Patsy said she would. Prell stated that the store is complete enough to do a "soft opening".

The motion was made by Margaret McClure and seconded by Sam Denman to approve the financial report.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Steve West

5. APPROVAL OF DIRECTOR'S REPORT

Patsy was asked about the possibility of moving the McMillan Dam house to Heritage Park. She responded that the historic stone building is on the National Historic Register and is currently sitting on Bureau of Reclamation (BOR) land, and BOR wants to donate it to the city and have them move it. The initial paperwork will be between BOR and the State Historic Preservation Office (SHPO). If the city accepts it, the building will probably be moved to Heritage Park to aid in the interpretation of the Carlsbad Irrigation District. As an artifact, it will be a part of the Museum Director's and Museum Board's responsibility to care for it. The Board responded favorably to the possible project. The museum's main focus now is working on the Hall of Fame. Cassie Parks, who was hired to work on the exhibit, took a full-time job

elsewhere. Instead of hiring someone to replace Cassie, it has been decided that the exhibit will be an in-house production. The city has agreed to increase Frankie Cruzeiro's and Emmalee Carrigan's hours at the museum from 25 hours a week to 40, with the extra hours going toward the Hall of Fame. The *Childhood Classics* exhibit is still up; attendance and feedback for this exhibit have been positive. Art Academy classes wrapped up in July. The last set of classes had to be cancelled due to the teacher taking a full-time position; students signed up for these classes were reimbursed. The Halagueno Arts Park phase three of renovations is almost complete. The bronze medallions for the front of the museum have not yet arrived. Veterans Day on November 11 will be a big day. The Dirt Dobbers car club will be holding an event. This is also the planned opening for the Hall of Fame. The family of Dickie Harrell is planning on attending the event. The *Dinos of New Mexico* exhibit is still on track to be at the museum from November 2017 through February 2018. The museum is still working on hosting the *Flamenco!* exhibit offered by The International Museum of Folk Art in Santa Fe.

The motion was made by Larry Pardue and seconded by Margaret McClure to approve the Director's Report.

The vote was as follows:

Yes – David Prell, Khushroo Ghhadiali, Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks

No – None

Absent – LaVern Shan, Steve West

6. CONSIDER APPROVAL TO RECOMMEND REPLACEMENT FOR GERRI MATTSON.

The board would like to further discuss the needs of the board before making a recommendation to fill Gerri Mattson's vacancy. An ad hoc committee will meet to discuss what is needed in potential museum board members.

The motion was made by Khushroo Ghadiali and seconded by Duane Pearson to table this item.

The vote was as follows:

Yes – David Prell, Khushroo Ghhadiali, Margaret McClure, Sam Denman, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks

No – None

Absent – LaVern Shan, Steve West

7. CONSIDER APPROVAL TO RECOMMEND UPDATE TO CITY MUSEUM ORDINANCE

The museum has been working for many years to align itself with requirements for accreditation by the American Alliance of Museums. As discussed previously, the board reviewed the Museum & Art Center ordinance and recommends changes to the disposition of receipts regarding the special museum fund so to bring the ordinance into compliance with AAM accreditation requirements. They also recommend the requirement of the director to present preliminary budgets to the board in advance of submission to City Administration and City Council for approval.

The motion was made by Khushroo Ghadiali and seconded by Margaret McClure to recommend this update to City Council for the Museum & Art Center ordinance (attached).

The vote was as follows:

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

No – None

Absent – LaVern Shan, Steve West

8. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES

Exhibit – July 7th, 2017 – Sept. 30, 2017 *Childhood Classics: 100 years of Children's Book Illustration*

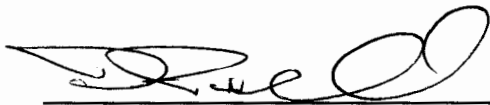
Exhibit – Oct. 2017 – Zia Quilt Guild Exhibit

Exhibit – Nov 2017 – Feb 2018 *Dinosaurs of New Mexico*

Exhibit – Nov 2018 – Jan 2019 *Flamenco!*

9. ADJOURN

The meeting adjourned at 2:43



David Prell, President

9-20-17

Date