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

Ex-Officio Members Absent:
Dale Janway                                    Mayor
Steve McCutcheon                             City Administrator
Dave Morgan                                    Museum Director

Others Present:
Edward VanScotter                           Assistant 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 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 Ghadiali, 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 Ghadiali, 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 – 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

Minutes by Edward VanScotter
CITY OF CARLSBAD  
CODE OF ORDINANCES  
Current 8/2/17  

ARTICLE II. MUSEUM AND ART CENTER*  

*State law references: Authority to establish museums, NMSA 1978, § 3-18-15.  

DIVISION I. GENERALLY  

Sec. 12-26. Short title.  
This article shall be known and may be cited as the "Carlsbad Museum and Art Center Ordinance."  
(Ord. No. 1026, § 1, 2-26-91)  

Sec. 12-27. Definitions.  
The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:  
Board shall mean the board of trustees of the Carlsbad Museum and Art Center.  
Halagueno Arts Park shall mean the public park bound by Mermod, Halagueno, Fox, and Alameda Streets.  
Museum shall mean the Carlsbad Museum and Art Center. Those facilities located generally in the southwest area of the buildings located on the Halagueno Arts Park.  
Museum director shall mean the person in charge of day-to-day operations of the museum and responsible for all articles contained therein.  
(Ord. No. 1026, § 2, 2-26-91)  

All monies collected in connection with the operations of the museum shall be collected by the director and transmitted to the city treasurer for deposit in the special museum fund. The special museum fund shall also receive proceeds from the deaccessioning and disposal of museum collection items and disburse these proceeds for the sole purpose of acquiring objects for the museum's collection as recommended by the Board. All disbursements of these funds and additional funds allocated for operation of the museum by the city shall be made under the signature of the mayor and city treasurer.  
(Ord. No. 1026, § 8, 2-26-91)
Sec. 12-29. Director.
The board shall take part in the selection process and recommend the appointment of a
director for the museum and art center. The director, who shall be appointed by the mayor
and approved by the city council, shall have the following duties:
(1) The director shall have the operational control of the museum and art center and
responsibility for the proper placement and care of museum collections, exhibits, supplies
and other museum items as directed by the board and the city administrator.
(2) The director shall be in charge of all persons assigned to the museum.
(3) The director shall prepare a preliminary budget for submission to the board. The budget
shall then be submitted to the city administrator for approval by the city council.
(4) The director shall perform such other duties as may be established by the board or city
administrator.
(Ord. No. 1026, § 7(a)–(d), 2-26-91)
Secs. 12-30–12-40. Reserved.

DIVISION 2. BOARD OF TRUSTEES*

*Cross references: Boards, commissions and committees, § 2-221 et seq.

Sec. 12-41. Created.
There is hereby created a board to be known as the Board of Trustees of the Carlsbad
Museum and Art Center.
(Ord. No. 1026, § 3, 2-26-91)

Sec. 12-42. Membership.
The board shall consist of 11 trustees. The trustees shall be appointed by the mayor, with the
approval and consent of the city council, from the citizens of the city, provided however,
that the mayor may appoint one trustee on the board who may be a citizen that does not
reside within the city and is not a taxpayer of the city, but who resides in the county and is a
taxpayer of the county. The board may submit to the mayor a list of recommended appointees
for the board, which list shall be advisory only in nature. The term of office for the trustees
shall be five years beginning July 1 and ending June 30, five years later, except that the
initial board shall be appointed for staggered terms. Thereafter all appointments to vacancies
on the board shall be for the unexpired term of the trustee leaving the board. Two additional
trustees may be appointed to increase the number serving on the board to 11 members.
Vacancies occurring in the board by reason of death, resignation, removal from the city or
removal from the board for cause shall be filled by appointment by the mayor with the
approval and consent of the city council. No member may serve more than two consecutive
full terms. Former members may be eligible to serve again after one year of absence from the board.
(Ord. No. 1026, § 3, 2-26-91)

Sec. 12-43. Meetings.
The board shall meet at regular intervals, at least four times annually and such other regular meetings as may seem fit and proper. The mayor and city administrator shall be ex-officio members of the board but shall have no vote in any of the proceedings.
(Ord. No. 1026, § 4, 2-26-91)

Sec. 12-44. Rules, regulations.
The board shall take charge of the museum and art center and its collections, exhibits, supplies, furniture and fixtures and shall have the power from time to time to promulgate rules and regulations for the operation, management, care and custody of these items, subject to the approval of the city council. The rules and regulations of the board shall be kept in the office of the museum and art center and open to public inspection during all business hours. All rules and regulations regarding public use of the facilities shall be posted in a conspicuous place.
(Ord. No. 1026, § 6, 2-26-91)

Sec. 12-45. Secretary.
The museum and art center director shall be the secretary of the board and shall faithfully keep the minutes of the meetings of the board and all other correspondence of the board.
(Ord. No. 1026, § 7(e), 2-26-91)