

**Minutes of the Regular Meeting of the
Carlsbad Museum Advisory Board
held in the Carlsbad Museum & Art Center
On March 21, 2018 at 1:30 PM**

Voting Members Present:

Khushroo Ghadiali	Member
Margaret McClure	Member
Steve West	Member
Larry Pardue	Member
Duane Pearson	Member
Tom Bemis	Member
KC Sparks	Member
Karen O'Neal	Member

Voting Members Absent:

David Prell	Museum Board President
LaVern Shan	Member
Mike Medrano	Member

Ex-Officio Members Present:**Ex-Officio Members Absent:**

Dale Janway	Mayor
Steve McCutcheon	City Administrator
John Lowe	Director of Community Development

Others Present:

Dave Morgan	Museum Director
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 MARCH 21, 2018

The motion was made by Duane Pearson and seconded by Margaret McClure to approve the agenda of the March 21 meeting.

The vote was as follows:

Yes – Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks, Karen O'Neal

No – None

Absent – David Prell, LaVern Shan, Mike Medrano

3. APPROVAL OF MINUTES OF THE FEBRUARY 21, 2018 REGULAR MEETING

The motion was made by Steve West and seconded by Margaret McClure to approve the minutes of the February 21, 2018 meeting.

The vote was as follows:

Yes – Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks, Karen O'Neal

No – None

Absent – David Prell, LaVern Shan, Mike Medrano

4. APPROVAL OF FINANCIAL REPORT

- Ms. Emmons agreed to the purchase price of \$6,000 for her Jack Drake bird sculptures.
- On February 6, the Lodger's Tax Board accepted Dave's proposal and granted \$60,000 for museum advertising.
- The question was asked if this advertising money can be used for social media advertising. This is something the museum hasn't pursued in the past, but can be looked into.
- The advertising campaign at the local movie theater ended its term in January. The museum is undecided if it will pursue that venue for advertising again.
- On Tuesday the 20th, Dave had a preliminary meeting with Director of Community Development John Lowe to discuss the museum's FY 2018-19 budget. Final budget approvals still need to go through the city administrator. The museum is hoping to add a full-time curator of collections position, increase the hours of the two part-time front desk attendants to 30 hours a week, and receive a BPA intern.
- A question was asked about the museum's materials and supplies line being overdrawn. Dave explained that the materials and supplies line is usually the first line to be overdrawn, and surplus funds from other lines makes up for that deficit.
- Steve West asked about the HVAC system that is being requested for a capital improvement project in the next fiscal year. Dave Morgan explained that an update to the museum's HVAC system is needed for tighter climate control, which is crucial for the preservation of the museum's collections.
- An update to the museum's security cameras was also discussed as a capital improvement project. Dave Morgan stated that the current cameras in most of the museum are not high definition, and it is hard to make out faces on the footage. There are also blind spots in the

museum that are not reached by any present cameras.

The motion was made by Tom Bemis and seconded by Larry Pardue to approve the financial report.

The vote was as follows:

Yes – Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks, Karen O'Neal

No – None

Absent – David Prell, LaVern Shan, Mike Medrano

5. APPROVAL OF DIRECTOR'S REPORT

- Dave Morgan reiterated the museum's need for more staffing and volunteers
- The old Odd Fellows building is currently being renovated to be turned into a new business. It was stated that there are a lot of historical pictures and artifacts in the building that would make sense to go to the museum. Khushroo Ghadiali offered to set up a tour with the new owners of the building so the museum board can see what artifacts are in there.
- Ron Grimes' son came into the museum on March 22nd. He donated some historical Carlsbad materials left behind by his father. Grimes' son will be cleaning out his father's house over the next few months, and is expecting to donate more items to the museum. Ron Grimes was a supporter of the museum and has donated many items over the years.
- Crew's glass installed the glass doors on the second set of Hall of Fame cases on the morning of March 22nd.
- There will be a Hall of Fame committee meeting on March 26th, where it is expected that more inductees will be decided upon.
- The Board asked about the status of the historic Bujac house, still owned by the family of Carlsbad Hall of Fame member Bruce Cabot. Dave mentioned that at one point there was a possibility of the property being donated to the city to be used as a historic house museum. Duane Pearson stated that he knew the caretaker of the property and could probably arrange a tour for the museum board.
- At the beginning of March, the carpet was torn off the walls in the temporary and local hangout galleries. These surfaces were then skim coated and painted. It was brought up that these painted surfaces would require more patching and painting between exhibits. Dave answered that that is correct, but that a new hanging system will be installed similar

to the system in the Mead gallery that will help prevent new holes being put into the walls.

- New LED spotlights were installed outside of the front of the museum to light the Goodacre sculptures.
- Dave Morgan is travelling to Silver City on March 23rd to see the *Flamenco!* exhibit that is currently installed at the museum there. The Carlsbad Museum is scheduled to have this exhibit in the fall of 2018, so Dave is looking at the setup and installation for ideas. Dave stated that the exhibit comes in more than 20 crates of all shapes and sizes, and he isn't sure the museum has the space to properly store them all. The rental of the exhibit might have to be cancelled if the problem of crate storage isn't solved.

The motion was made by Karen O'Neal and seconded by Duane Pearson to approve the Director's Report.

The vote was as follows:

Yes – Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks, Karen O'Neal

No – None

Absent – David Prell, LaVern Shan, Mike Medrano

7. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES

- Exhibit – March-May – Local Hangout – Harold Buff, *Insight*
- Exhibit – March 3-March 31 – *CAAA Spring Show*
- Exhibit – April 2018 – Mid May 2018 – Carlsbad Municipal Schools Shows
- Exhibit – mid-May – mid-June – Atomic Culture, *OJALA*
- Exhibit – July – mid-Sept – *Bison*, from the National Buffalo Foundation
- Exhibit – Nov 2018 – Jan 2019 *Flamenco!*

8. ADJOURN

The motion was made by Tom Bemis and seconded by Larry Pardue to adjourn at 2:54.

The vote was as follows:

Yes – Khushroo Ghadiali, Margaret McClure, Steve West, Larry Pardue, Duane Pearson, Tom Bemis, KC Sparks, Karen O'Neal

No – None

Absent – David Prell, LaVern Shan, Mike Medrano



David Prell, President

4-19-18

Date