

**Minutes of the Regular Meeting of the  
Carlsbad Museum Advisory Board  
Held in the Carlsbad Museum & Art Center  
On October 16, 2019 at 1:30 PM**

**Voting Members Present:**

David Prell	Museum Board President
Margaret McClure	Member (in at 1:35)
Steve West	Member
Larry Pardue	Member
Mike Medrano	Member
Tom Bemis	Member
KC Sparks	Member
Mannie Bemis	Member

**Voting Members Absent:**

Khushroo Ghadiali	Museum Board Vice President
Allison Hervol	Member

**Ex-Officio Members Present:**

**Ex-Officio Members Absent:**

Dale Janway	Mayor
Mike Hernandez	City Administrator

**Others Present:**

Dave Morgan	Museum Director
Edward VanScotter	Museum Assistant Director
Desiree Kicker	Museum Board 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 OCTOBER 16, 2019**

The motion was made by Steve West and seconded by Larry Pardue to approve the agenda of the October 16, 2019 meeting.

The vote was as follows:

Yes –David Prell, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol, Margaret McClure

### **3. APPROVAL OF MINUTES OF THE AUGUST 21, 2019 REGULAR MEETING**

The motion was made by Tom Bemis and seconded by Steve West to approve the minutes of the August 21, 2019 meeting. There was no quorum at the September board meeting.

The vote was as follows:

Yes –David Prell, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol, Margaret McClure

### **4. APPROVAL OF FINANCIAL REPORT**

- Gift shop sales reports for August and September were included in the board meeting packets, both months seeing about \$400 in sales. This is about average for sales since the museum has implemented the Square POS system..
- Budget spending is on track for this point in the fiscal year except for the contracts & professional fees line, which is overdrawn. There will be more spending from this line throughout the fiscal year.

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

The vote was as follows:

Yes –David Prell, Margaret McClure, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol

### **5. APPROVAL OF DIRECTOR'S REPORT**

- There was no quorum at September's board meeting.
- The annual Heritage Fest was held in the Halagueno Arts Park on September 21<sup>st</sup>. This was a big event for the park and the Arts & Culture District. There was an estimated attendance of over 3,000. During this event, the museum held workshops including huarache making, print making, and a photography workshop showcase.



- The Hall of Fame is becoming increasingly popular as a public meeting space. The New Mexico Environmental Department held public meetings in the Hall of Fame on September 26<sup>th</sup>. The Carlsbad Municipal Schools finance department held an all-day meeting in the space on October 4<sup>th</sup>. The Historical Society held their monthly meeting in the HoF on October 7<sup>th</sup>. The Carlsbad Anti-Drug and Gang Coalition held a public meeting in the room on October 10<sup>th</sup>.
- The museum started deinstalling the *RUN!* exhibit on September 30<sup>th</sup>. Shortly after the RUN exhibit was down, work started on a new hanging system for the annual Zia Quilting & Stitchery Guild quilt show, involving steel cables strung across the room. The museum contracted with an outside contractor to help develop and install this system, but the contractor did not come through. The museum, with the help of city maintenance crew was able to get the system up in time to install the quilt exhibit on October 4<sup>th</sup>. There will be workshops given by members of the quilting guild at the museum every Saturday while the exhibit is up.
- A photography exhibit by local photographer Melissa Horn was installed in the Local Hangout exhibit space on October 14<sup>th</sup> and 15<sup>th</sup>. This exhibit will be up for approximately three months.
- On October 15<sup>th</sup>, the HK Company was in the museum filming spots to be used as part of an ongoing promotional project for the city.
- The Next big exhibit for the museum will be *The World of Frida*, opening on November 8<sup>th</sup>. The museum has been working to get ready for the opening of this exhibit.
- Larry Pardue wanted to know some details about an accession of a bombardier diary booklet that was recently donated to the museum.
- David Prell stated that he talked to city administrators about museum staffing concerns. Desiree Kicker asked if there used to be more staff at the museum, Prell answered that there was at one point.
- Dave Morgan stated that there has been a break on Hall of Fame inductions and exhibit installations, but that it is about to ramp up again. It was asked where new HoF exhibits will go, since the existing cases are almost at capacity. Dave indicated that there are a few plans floating around, but nothing has been decided. David Prell suggested that there needs to be a Hall of Fame policy implemented that outlines how many inductions there are a year, and how exhibits are rotated.
- Dave Morgan stated that he recently met with John Andrews, a member of the Mayor's cultural development council. John asked Dave what the museum needs. Dave replied that space is needed for the Jed Howard archives and potentially the Hall of Fame. John indicated that he would get the cultural development council together to find a solution.
- The museum has been trying to consolidate a general mailing list for sending out announcements. Dave said he will need the board's help editing the list. The list will also be used to help with soliciting potential Amigos memberships with the intent of having a membership drive event in February. KC Sparks volunteered to help with the list.
- David Prell asked if there has been any progress on the board's project of updating the



museum board information packets. Mike Medrano stated that there hasn't, and that Khushroo Ghadiali was spearheading this project. Also, they have been waiting on the museum to provide them updated museum policies, procedures, etc. David Prell stated that he would contact the members of this sub-committee for a planning session.

- There have been new items ordered for the gift shop, including various Frida Kahlo items to coincide with the Frida exhibit coming in November.

The motion was made by Mike Medrano and seconded by Mannie Bemis to approve the Director's Report.

The vote was as follows:

Yes –David Prell, Margaret McClure, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol

## **6. CONSIDER APPROVAL TO RECOMMEND REPLACEMENT OF BOARD MEMBER DUANE PEARSON**

The motion was made by Steve West and seconded by Margaret McClure to recommend Desiree Kicker to fill the museum board vacancy left by Duane Pearson.

The vote was as follows:

Yes –David Prell, Margaret McClure, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol

## **7. CONSIDER APPROVAL TO CHANGE THE FREQUENCY OF MUSEUM BOARD MEETINGS TO A BI-MONTHLY SCHEDULE STARTING IN 2020**

- Larry Pardue asked how many board meetings a year were required. Dave Morgan replied that four were required, and that the proposed change to the museum board meeting schedule would have six scheduled meetings a year.

The motion was made by Steve West and seconded by Mike Medrano to approve changing the frequency of museum board meetings to a bi-monthly schedule starting in 2020.

The vote was as follows:

Yes –David Prell, Margaret McClure, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol,

## 8. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES

- October 4<sup>th</sup> – The Annual Zia Quilting & Stitchery Guild exhibit was installed
- November 8<sup>th</sup> – *The World of Frida* exhibit opening reception. This exhibit will be up through January.
- The museum will not have an exhibit in the temporary gallery during February due to work on the new HVAC system.
- The annual Carlsbad Area Artists Association will have their annual exhibit in the museum in March.

## 9. ADJOURN

The motion was made by Larry Pardue and seconded by Tom Bemis to adjourn at 3:04.

The vote was as follows:

Yes –David Prell, Margaret McClure, Steve West, Larry Pardue, Mike Medrano, Tom Bemis, KC Sparks, Mannie Bemis

No – None

Absent – Khushroo Ghadiali, Allison Hervol,

*for to \$ Chadiali*

David Prell, President

*11/20/19*

Date

