

**Minutes of the Regular Meeting of the
Carlsbad Museum Advisory Board
Held in the Carlsbad Museum & Art Center
On August 21, 2019 at 1:30 PM**

Voting Members Present:

David Prell	Museum Board President
Allison Hervol	Member
Margaret McClure	Member
Steve West	Member
Larry Pardue	Member
Tom Bemis	Member
KC Sparks	Member
Mannie Bemis	Member

Voting Members Absent:

Khushroo Ghadiali	Museum Board Vice President
Mike Medrano	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

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 21, 2019

The motion was made by Steve West and seconded by Larry Pardue to approve the agenda of the August 21, 2019 meeting.

The vote was as follows:

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

No – None

Absent – Khushroo Ghadiali, Mike Medrano

3. APPROVAL OF MINUTES OF THE JUNE 19, 2019 REGULAR MEETING

The motion was made by Tom Bemis and seconded by Allison Hervol to approve the minutes of the June 19, 2019 meeting. There was no quorum at the July board meeting.

The vote was as follows:

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

No – None

Absent – Khushroo Ghadiali, Mike Medrano

4. APPROVAL OF FINANCIAL REPORT

- A combined sales report for June and July was included in the meeting packets, as there was not a quorum at last July's meeting. Sales for the two months were about \$350 for each month.
- A budget report was included in the meeting packets, showing the museum's remaining budget for the current FY. The contracts & professional fees line is almost depleted – a few hundred remain. In past years, the museum received about \$60-70,000 in this line. This fiscal year, the museum only received \$17,000.
- Mannie Bemis asked what usually comes out of the contracts & professional fees line. Dave Morgan replied that any professional services for events and exhibit openings come out of that line, as well as any work we have contracted out, such as a current project to produce text panels and graphics for the McAdoo gallery.
- David Prell brought up that he and Dave went to the last council meeting, and thanked the City Council for awarding the museum the funds for the HVAC project.

The Motion was made by Larry Pardue and seconded by Steve West to approve the financial report.

The vote was as follows:

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

No – None

Absent – Khushroo Ghadiali, Mike Medrano

5. APPROVAL OF DIRECTOR'S REPORT

- The budget allocation for the HVAC project has been finalized, and ENGIE is the contractor. They have visited the museum a handful of times for preliminary assessments and meetings.
- The HVAC project shouldn't be as intrusive as was once expected. Duct work will be minimal. The project will replace the units on the rooftop, and a water purification system for humidifying purposes will be installed in the Hall of Fame kitchenette. Some electrical panels and wiring will need to be updated and replaced.
- David Prell indicated that the Artist Gallery should be notified that their annual exhibit in March may need to be delayed or cancelled depending on the schedule of the HVAC

project. Dave replied that he will let them know but is more worried about the timing for the Zia Quilting & Stitchery Guild exhibit in October.

- The museum primarily needs to avoid any HVAC work being done from November through January because of the Frida travelling exhibit that it will be hosting.
- The new HVAC system will allow the museum to keep the temperature and humidity within industry standards, which will open the door to more options for hosting travelling exhibits.
- June and July saw the start of the photography and mask-making workshops being held by Run! exhibit curator Diana Molina and others.
- Mannie Bemis pointed out that the July monthly report stated that there was a monthly meeting of the historical society in the museum, when the historical society has taken the summer off from such meetings. Edward VanScotter apologized for the mistake.
- David Prell asked if Carolyn Olson has been talked to about an update on the Jed Howard collection being held at the Iron Mountain storage facility. Dave Morgan replied that he hasn't talked with her, and that there is no update, but he is hoping to talk to her soon.
- The Library arranged a concert with musician Robin Scott in the Hall of Fame on July 25th.
- Diana Molina will be presenting a Chautauqua presentation on August 22nd in the Hall of Fame.
- The museum, in partnership with POP Arts & Cultural District and Creative Carlsbad, hosted two movies in the park over the last two months: Mary Poppins Returns on July 14th, and Grease on August 4th. Both showings were well attended.
- The museum hosted musician Suitcase Junket in the park on August 8th. About 80 people attended.
- Dave Morgan asked the Board if they have considered meeting once every two months instead of monthly. The Board agreed to put the question on the agenda for September. Dave believes the statute says that board meetings only need to happen four times a year. If this change is agreed to it will take effect in January.
- John Andrews brought in some items for his Hall of Fame exhibit. Dave Morgan has been in contact with Hall of Fame nominee Anna Jay Hays.

The motion was made by Steve West and seconded by Tom Bemis to approve the Director's Report.

The vote was as follows:

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

No – None

Absent – Khushroo Ghadiali, Mike Medrano

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

This motion was tabled

7. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES

- August 22nd – Presentation by *RUN!* Exhibit curator Diana Molina
- September 8th – Movie in the Park: *Coco*
- June 8th – September 27th – *RUN! Super-Athletes of the Sierra Madre*, an exhibit by Diana Molina
- October – Zia Quilting & Stitchery Guild annual exhibit
- November 8th – Opening of *The World of Frida* exhibit from Bedford Gallery

8. ADJOURN

The motion was made by Larry Pardue and seconded by Tom Bemis to adjourn at 2:30.

The vote was as follows:

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

No – None

Absent – Khushroo Ghadiali, Mike Medrano



David Prell, President

10-16-19

Date