



## **Board of Trustees Meeting**

**N o v e m b e r 1 , 2 0 2 3      3 : 0 0 p m**

**G i l k e y R o o m a n d M i c r o s o f t T e a m s**

**Call-in information:**

**509-703-4414 Conference ID: 701 478 489#**

Our mission is to engage our audiences in the appreciation of art, history, and culture of the Inland Northwest and beyond through collection stewardship, exhibitions, and programs that enrich and inspire.

**Northwest Museum of Arts & Culture**  
**BOARD OF TRUSTEES MEETING**  
**Wednesday, November 1, 2023**  
**Gilkey Room and Microsoft Teams**

<b>Time</b>	<b>Agenda Item</b>	<b>Responsible</b>	<b>Page</b>
3:00 pm	Call to Order, Establish Quorum	Peter Sanburn, President	
3:02 pm	<b>ACTION: Approve Minutes 10.4.23</b>	Peter Sanburn, President	2-3
3:05 pm	President's Report <b>ACTION: Approve 2024 Board Meeting Schedule</b>	Peter Sanburn, President	4
3:10 pm	Open Comment Period	Peter Sanburn, President	
3:15 pm	Director's Report	Wesley Jessup, Director	
3:25 pm	Finance Committee Report <b>ACTION: Authorize Wes Jessup to purchase Balazs Collection for up to \$550,000.00</b> <ul style="list-style-type: none"> <li>EWSHS Dashboard 9.30.23</li> <li>EWSHS P&amp;L 9.30.23</li> <li>Variance Explanation</li> <li>Cash Flow Projections (separate attachments)</li> </ul>	Lukus Collins, Board Treasurer	4 5 6
3:35 pm	Development Committee Report	Peter Sanburn, Chair	
3:45 pm	Education Update <ul style="list-style-type: none"> <li>Holiday Calendar Events</li> </ul>	Rob Worstell, Director of Education	7-8
3:55pm	Foundation Report	Michael Flannery, Foundation Representative	
4:05 pm	If Needed May Adjourn to Executive Session	Peter Sanburn, President	
4:15pm	End Executive Session Call Regular Meeting to Order; Take Action If Needed	Peter Sanburn, President	
4:20pm	Adjourn	Peter Sanburn, President	

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Northwest Museum of Arts and Culture  
October 4, 2023, Board of Trustees Meeting Minutes

**Trustees Present:** Laurie Arnold, Jason Brown, Lukus Collins, Michael Dunn, Janet Durnford, Steve Duvoisin, Greg Hesler, Frank Velázquez

**Staff Present:** Anna Bresnahan, Wes Jessup, Francis Langston, Kate Rau, Carol Summers, Kayla Tackett, Rennee Webber, Rob Worstell

**Others Present:** Carrie Culver (AAG,) Michael Flannery

**Call to order:** With a quorum present, Ms. Durnford called the meeting to order at 3:01

**Action: Approve minutes from September 6, 2023, meeting. Mr. Dunn moved to approve, Dr. Velázquez seconded, and the motion was carried unanimously.**

**President's Report:** Vice President Durnford reported that the gala was a great success.

**Director's Report:** Mr. Jessup reported that STCU family day was a huge success, with a line to the sidewalk all day, doing almost \$6,000 in the store that day. We are working with Jay Babineau to purchase his extensive collection of Harold Balasz pieces. There will be a showing of these works at Mr. Babineau's home, later in October. We have so far raised around \$16,000 toward the purchase. Mr. Jessup will be recommending that the 2024 Board of Trustee meetings are held every-other month so that trustees have the time to participate in our ad-hoc committees.

**Finance Committee Report:** Mr. Collins reports that we are ahead of projections for admissions and the store; behind in memberships, but we expect to recover as we move through the Minecraft exhibition.

**Development Committee:** Ms. Bresnahan reported that the gala was a great success, raising \$96,075 for the Campbell House endowment. Mr. Jessup added that the other revenue and expenses from the event appear to net positive at this point, but we are still awaiting final invoices.

**Governance Committee:** Mr. Hesler stated that there had been no meeting, so there is no report.

**Exhibitions and Collections Committee:** Ms. Tackett reports that a delegation from the Central Council of the *Tlingit* and *Haida Indian Tribes* of Alaska will arrive on campus Oct. 11<sup>th</sup>, to collect the items that were repatriated through NAGPRA. We will hold a repatriation ceremony on Oct. 13<sup>th</sup>. Ms. Tackett also mentioned that we need to deaccession selected Expo '74 archival materials. We are the official repository for Expo '74, and a recent review of over 300 boxes, indicated there were materials including employment records (with SSNs), medical records and multiple copies of memos, receipts, etc, which are inappropriate to maintain in our Archive. We also need to deaccession library materials that were incorrectly accessioned into the Archive.

**Action: Delegate authority over Expo '74 deaccession to Mr. Jessup. Dr. Velázquez moved to approve, Mr. Brown seconded, and the motion was carried unanimously.**

**Action: Delegate authority over library deaccession to Mr. Jessup. Dr. Velázquez moved to approve, Mr. Collins seconded, and the motion was carried unanimously.**

**Education Committee:** Mr. Worstell reports that we have over 3,000 school children enrolled to visit Minecraft; that's usually how many we do in a full year. We also hosted a teachers' night for Minecraft and had over 5 times the number of teachers we usually have. Programs and lectures are selling out.

Executive Session: Trustees convened for an Executive Session at 4:06pm. They reconvened at 4:25.

With no further business, Ms. Durnford adjourned the meeting at 4:26.

## **MAC Board of Trustees 2024 Meeting Schedule**

### **Board meetings on first Wednesday of odd months**

January 3, 2024	3:00-5:00	Gilkey Community room
March 6, 2024	3:00-5:00	Gilkey Community room
May 1, 2024	3:00-5:00	Gilkey Community room
July 3, 2024	3:00-5:00	Gilkey Community room
September 4, 2024	3:00-5:00	Gilkey Community room
November 6, 2024	3:00-5:00	Gilkey Community room

### **Committee meetings on even months**

- Staff member of committee to schedule these meetings.

February 2024

April 2024

June 2024

No meeting in August

October 2024

No meeting in December

# Northwest Museum of Arts and Culture

Metrics as of September 30, 2023

FY 2024 Metrics		Current Mo.	FYTD Cumulative	FYTD Budget	% Variance
Exhibitions & Visitor Services	<b>Attendance:</b>				
	Paid Admissions	3,386	8,704	8,758	-0.6%
	Total Admissions	6,059	14,406	13,225	8.9%
	<b>Museum Store:</b>				
	Retail Sales	\$ 31,811	\$ 63,258	\$ 46,894	34.9%
	Retail Sales per SqFt (annualized)^	\$ 493.82	\$ 491.00	\$ 363.98	34.9%
	^ AECOM Benchmark: \$250/sq ft				
	Sales per Attendee*	\$ 5.25	\$ 4.39	\$ 3.55	23.8%
	* AECOM Benchmark: \$1.50 to \$2.50 in retail sales per attendee				
Development	<b>Membership:</b>				# Change
	New Memberships	142	232	182	27.4%
	Membership Rejoins/Renewals	373	659	590	11.7%
	Total Active Memberships	3,674		3,825	-3.9%
	<b>Non-State Dollars Raised:</b>				
	Non-state Dollars Raised:	17,127	192,893	439,736	-56.1%
Education	<b>Educational Program Revenues:</b>				
	Educational Program Revenues:	7,347	14,305	14,745	-3.0%
Collections	<b>Collections Inventory Updates:</b>				
	Collections Inventory Updates:	2,599	9,692	6,000	61.5%

# Eastern Washington State Historical Society

Income Statement  
For the month ending 09/30/2023

Appropriated Funds Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Total Revenue	82	0	0	2,031	0	2,031
Operating Expenses	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Salary/Wages/Benefits:	222,022	205,032	(16,990)	641,253	645,616	4,363
Utilities & Communications:	21,173	20,201	(972)	60,934	60,403	(531)
Insurance	199	147,800	147,601	160,548	157,490	(3,058)
Purchased Services	74,723	177,712	102,989	230,796	440,086	209,290
Travel	623	1,000	377	1,000	8,200	7,200
JA, JB, JC Equipment	2,937	5,500	2,563	43,090	51,000	7,910
Total Operating Expenses	321,676	557,245	235,569	1,137,621	1,362,795	225,174
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Appropriations	(321,676)	(557,245)	235,569	(1,137,621)	(1,362,795)	225,174

Full Year Budget*
0
Full Year Budget
2,453,262
191,116
158,255
1,489,919
33,700
78,200
4,404,452
Full Year Budget
(4,404,452)

Local Fund Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
04/20/000020 Admissions	58,253	46,476	11,777	110,478	95,521	14,957
04/20/000021 Fundraising Events	5,598	20,000	(14,402)	52,841	50,000	2,841
Other Revenues	104,721	53,607	51,114	189,422	142,778	46,644
Contributions & Grants Received in the Museum	31,309	203,500	(172,191)	77,417	557,046	(479,629)
Total Revenue	199,881	323,583	(123,702)	430,158	845,345	(415,187)
Operating Expenses	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Salary/Wages/Benefits:	92,608	131,267	38,659	349,364	400,196	50,832
Communications & Utilities	5,316	962	(4,354)	5,522	2,486	(3,036)
Purchased Goods and Services	120,956	243,692	122,736	234,566	444,859	210,293
Travel	2,401	510	(1,891)	3,504	8,780	5,276
Equipment & Furnishings (JA/JB/JC/JM)	41,903	0	(41,903)	41,903	500	(41,403)
Total Expenses	263,184	376,431	113,247	634,859	856,821	221,962
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Local Funds	(63,303)	(52,848)	(10,455)	(204,700)	(11,476)	(193,224)

Full Year Budget
432,162
153,000
585,263
2,031,371
3,201,796
Full Year Budget
1,692,607
7,594
1,468,716
45,120
9,500
3,223,537
Full Year Budget
(21,741)

\* As adjusted by supplemental budget

For the Board's Information:	Current Mo. Actual (New)	Current Mo. Planned	Variance	Balance Available
Contributions & Grants Restricted Acct	10,010	188,500	(178,490)	1,480,175
Endowment Distributions - Foundation - Restricted*	0	0	0	146,221
Endowment Distributions - Foundation - Unrestricted*	0	0	0	439,072
* These funds have not yet been recognized by the Museum, and thus do not show up on financial reports generated by the State financial system.				

## **Explanation of Significant P&L Variances**

### **For the Month Ending 9/30/2023**

#### **Appropriated Fund Section**

**Purchased Services, FYTD Variance \$209,290:** Timing differences—including software expenses (\$75,274), other contractual services (\$64,682), repairs (\$22,133), professional services (\$16,988), supplies (\$11,015).

#### **Local Fund Section**

**Admissions, FYTD Variance \$14,957:** Strong Minecraft attendance is outpacing expectations.

**Other Revenues, FYTD Variance \$46,644:** Exceeding expectations in memberships (\$15,005) and merchandise sales (\$11,274). Also had other revenue (mostly prior period adjustments) of \$18,071.

**Contributions & Grants, FYTD Variance \$-479,629:** Timing difference. Endowment distributions of \$54K were expected in September but received in October. Much of our ARPA grant (\$270,000) was to have been received in September, but is now expected this week after delays in the details of the grant contract.

**Salaries/Wages/Benefits, FYTD Variance \$50,832:** Planned hires were brought on later than planned or have not yet been hired, including IT Technician (hired mid-Sept), Director of Marketing (expected in November 2023), and archives intern (hired in October 2023).

**Purchased Goods & Services; FYTD Variance \$210,293:** Timing differences, including professional services variance \$18,600, (predominantly exhibitions), supplies variance \$7,846, printing & reproduction \$7,928, Other contracts & services (\$153,217).

**Non-capitalized equipment, FYTD Variance \$-41,403.** This variance is due to the purchase of new furniture for the café.



Education Holiday Programs  
2023

1. **Holiday Kick Off:** November 25<sup>th</sup> 4:00-6:00pm
  - a. Extended hours for museum exhibits and museum store
  - b. Lighting Ceremony and opening remarks promoting our Holiday season with a countdown for Holiday lights on the outside of main museum entrance, Cheney Cowles building, and Campbell House. (Intention of having Chris Bovey's illustration in Library archive window)
  - c. Photo opportunity with Father Christmas on plaza
  - d. Music and Dancing:
    - i. Riley Gray playing holiday music on the Campbell House piano.
    - ii. St. John's children's choir in front of Campbell House: confirmed.
    - iii. Nutcracker dancers in L2: confirmed
    - iv. Will reach out to St. George's school about another children's choir.
  - e. Campbell House:
    - i. Piano music (Riley Gray)
    - ii. Free entrance to the house with timed tickets
    - iii. The house will be decorated with Christmas trees throughout the house and ornaments on the fireplace mantels. (decorating will begin November 13<sup>th</sup>)
    - iv. Living History actress Rebecca Cook will play Campbell House cook Hulda. She will hand out Mrs. Campbell's cookies as guests leave and banter with guests who are waiting to come in or are coming out.
    - v. Children's choirs outside of Campbell House singing Christmas Carols
  - f. Main museum building:
    - i. Nutcracker dancers on L2
    - ii. Holiday card making in Create Space
    - iii. Extended hours for exhibits (paid admissions) and museum store: 4-6pm
2. **Campbell House Holidays:** December 20<sup>th</sup> through December 23<sup>rd</sup> 12:00-4:00pm
  - a. Riley Gray will play piano music in CH library.
  - b. Living History actors throughout the house playing the roles of Helen Campbell, Hulda the cook, Coachman Joseph Gladding, Beta the Cook, and maybe a Mr. Campbell character.
  - c. Cookie making using Mrs. Campbell's sugar cookie recipe in the house's kitchen.
  - d. Calling Card activity in sunroom
  - e. Holiday Card making in Create Space
  - f. Closed Christmas eve (museum is only open ½ day).
3. **Campbell House will be open to the public** 12-4pm December 26<sup>th</sup> thru December 31<sup>st</sup>. The house will be decorated for the holidays. We will hand out candy canes at the door as visitors leave. We will have the calling card activity in the sunroom. Riley Gray will playing the piano in the library throughout the week. We expect this to be a busy week as schools are still on their winter holiday break and it is the last week of Minecraft.

4. **Thursday Night Live: 6:00pm-8:00pm**
  - a. Muppets Christmas Carol movie in auditorium
  - b. Musician in café area
  - c. Exhibits are open.
  - d. ½ price tickets for admissions
  - e. Beer and Wine sales
  
5. **Other Holiday programs headed by Development (not education team but involves volunteers and education staff members Linda and Ellen). These are Development programs/events.**
  - a. Artist Studio Tour and reception: December 2<sup>nd</sup>
  - b. Ten Capital Holiday party (museum and Campbell House): December 7<sup>th</sup>
  - c. Campbell House Wassail: December 10<sup>th</sup>: Museum members only

### MAC Board of Trustees 2023 Meeting Schedule

January 4, 2023	3:00-5:00	Gilkey Community room
February 1, 2023	3:00-5:00	Gilkey Community room
March 1, 2023	3:00-5:00	Gilkey Community room
No meeting for April		
May 3, 2023	3:00-5:00	Archives Library
June 7, 2023	3:00-5:00	Gilkey Community room
July 12, 2023	3:00-5:00	Gilkey Community room
(moved due to 4 <sup>th</sup> of July holiday)		
No meeting in August		
September 6, 2023	3:00-5:00	Gilkey Community room
October 4, 2023	3:00-5:00	Gilkey Community room
November 1, 2023	3:00-5:00	Gilkey Community room
No meeting in December		



## 2020-2023 Eastern Washington State Historical Society Board of Trustees

Name	Date Elected	Position	Affiliation/Notes
<b><u>TERM EXPIRING JUNE 30, 2023</u></b>			
1 Collins, Lukus (1 <sup>st</sup> )	03/04/2020	Treasurer	Treasurer & Balance Sheet Strategist, STCU
2 Hesler, Greg (1 <sup>st</sup> )	05/06/2020		Vice President, General Counsel and Chief Compliance Officer for Avista Corporation
3 Arnold, Laurie (1 <sup>st</sup> )	05/06/2020	Secretary	Director, Native American Studies, Associate Professor of History, Gonzaga University
<b><u>TERM EXPIRING JUNE 30, 2024</u></b>			
4 Sanburn, Peter (2nd)	06/01/2016	President	Retired Business Executive
5 Durnford, Janet (2nd)	07/18/2018	Vice President	Senior Strategist, Oracle
6 Henshaw, Matthew (2nd)	06/20/2018		Director of Curriculum and Instruction, Spokane Public Schools
7 Louie, Jeanie (1 <sup>st</sup> )	09/01/2021		American Indian Cultural Council
8 Schultz, Debra (2nd)	02/01/2017		Retired Business person/Retired educator
9 Velázquez, Frank (2nd)	09/26/2018		Spokane Regional Health Director
<b><u>TERM EXPIRING JUNE 30, 2025</u></b>			
10 Terry, Gayle (1 <sup>st</sup> )	03/04/2022		Broker/Realtor, Windermere Manito
11 Dunn, Michael (1 <sup>st</sup> )	06/01/2022		Retired Educator
<b><u>TERM EXPIRING JUNE 30, 2026</u></b>			
12 Duvoisin, Steve (1 <sup>st</sup> )	02/01/2023		Duvoisin Group CEO
13 Brown, Jason (1 <sup>st</sup> )	07/12/2023		Partner, Stevens Clay, P.S.
<b><u>Ex-Officio / Staff</u></b>			
Flannery, Michael			President, MAC Foundation Board of Trustees
Allard, Melissa			Executive Assistant, IT Liaison
Bresnahan, Anna			Director of Development
Jessup, Wesley			Executive Director, EWSHS
Langston, Francis			Chief Financial Officer
Worstell, Rob			Director of Education
Summers, Carol			Director of Marketing
Tackett, Kayla			Director of Exhibitions and Collections
Webber, Renee			Chief Operations Officer