



BOARD OF TRUSTEES AGENDA
Monday, February 25, 2019 at 4:00 PM

Bassett Auditorium at RMAC
1011 N. Richardson Street
Roswell, NM 88201

Chair: Cymantha Liakos

Members: Anne Baker, Jamie Barnes, Donovan Fulkerson, Peggy Krantz, Priscilla Ornelas,
Jessica Parham, Nanette Schumacher, Lorrina Segovia, Bill Siders, and De Angela Velasquez.

City Council Liaison: Barry Foster

RMAC Staff Coordinator: Caroline Brooks, Executive Director

RMAC Foundation: Cindy Torrez, Executive Director

- A. Call to Order
- B. Roll Call

ACTION ITEMS:

- C. Approval of Agenda
- D. Approval of the January 28, 2019 meeting minutes
- E. Discuss board vacancies and nominations and approve next steps

INFORMATION ONLY ITEMS:

- F. Membership/Attendance Report
- G. Update from library working group
- H. Update from education working group
- I. Update from membership working group
- J. Director's Report
- K. RMAC Foundation Report
- L. Chair's Remarks and Board Announcements
- M. Public Comment
- N. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 18-55.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: February 22, 2019

**ROSWELL MUSEUM AND ART CENTER
MINUTES OF THE BOARD OF TRUSTEES
Monday, January 28, 2019**

DRAFT DOCUMENT

REGULAR MEETING AT 4:00 p.m.

A. CALL TO ORDER

Chair Cymantha Liakos called the regular meeting of the Board of Trustees to order at 4:00 p.m.

B. ROLL CALL

The regular meeting of the Board of Trustees convened with members Donovan Fulkerson, Bill Siders, Jessica Parham, Jamie Barnes, Anne Baker, Peggy Krantz, Priscilla Ornelas, Nanette Schumacher, DeAngela Velasquez, and Lorrina Segovia being present.

Staff present: Caroline Brooks, Executive Director; Aubrey Hobart, Curator of Collections and Exhibitions; Amberly Meli, Registrar; Wendy Cook, Communications and Events Coordinator; and Barry Foster, City Council Liaison. Cindy Torrez, Executive Director RMAC Foundation being absent.

Community members present: None.

C. APPROVAL OF AGENDA

Member Parham motioned to approve the agenda. Member Velasquez seconded. A voice vote was unanimous, and the motion passed.

D. APPROVAL OF MINUTES

Member Parham motioned to approve the minutes for the November 19, 2018, board meeting. Member Segovia seconded. A voice vote was unanimous, and the motion passed.

E. DISCUSS AND CONSIDER BOARD VACANCIES AND POTENTIAL NOMINATIONS. APPROVE NEXT STEPS

Chair Liakos announced that members with expiring terms are: Nanette Schumacher, Donovan Fulkerson, Bill Siders, DeAngela Velasquez and Priscilla Ornelas. RMAC Director Brooks, asked that each of those with expiring terms contact herself or Chair Liakos to express if they will seek to continue on the board or step down when their term expires. Members were asked to make a decision by the February 25th meeting. Executive Director Brooks Member Baker moved to approve the action. Member Parham seconded. A voice vote was unanimous, and the motion passed.

F. DISCUSS AND CONSIDER APPROVAL OF APRIL BOT ANNUAL MEETING DATE AND TIME

Director Brooks requested an adjustment to the 2019 board of trustees meeting schedule to allow for a 2-hour annual meeting presentation and discussion on April 15. Member Parham motioned to approve the meeting be extended to 3-5 pm for April 15, 2019. Member Schumacher seconded. A voice vote was unanimous, and the motion passed.

G. RE-VISIT AND CONSIDER APPROVAL OF LIBRARY WORKING GROUP

Director Brooks and Registrar Meli explained the need for a library working group to determine the focus and purpose of the RMAC library, to establish lending and public access policy as well as to inventory the collection, remove outdated materials and investigate future digitization. Members volunteering for the group are Jessica Parham, Peggy Krantz, DeAngela Velasquez and Bill Siders. Member Parham motioned to approve a library working group. Member Baker seconded. A voice vote was unanimous, and the motion passed.

H. RE-VISIT AND CONSIDER APPROVAL OF EDUCATION WORKING GROUP

Director Brooks explained the need for an education working group to review our current educational offerings. Members volunteering for the group are: Jessica Parham, Lorrina Segovia, Jamie Barnes and Anne Baker. Member Parham motioned to approve an education working group. Member Baker seconded. A voice vote was unanimous, and the motion passed.

I. DISCUSS AND CONSIDER APPROVAL OF LOAN OF RAYMOND JONSON PAINTING TO CROCKER ART MUSEUM

Curator Hobart recommended the loan of painting "Watercolor #5" (Accession #1971.014.0001) by Raymond Jonson to the Crocker Art Museum for inclusion in a traveling exhibition. The work is in excellent condition to travel. Member Krantz motioned to approve the loan. Member Parham seconded. A voice vote was unanimous, and the motion passed.

J. DISCUSS AND CONSIDER APPROVAL OF DONATION OF TEJADA CHAIRS

Curator Hobart recommended the acceptance of the donation by Ray Dewey of Albuquerque of two chairs built by artisan Domingo Tejada as part of the original Roswell Federal Art Center furniture in the 1930s. Member Krantz motioned to accept the donation. Member Fulkerson seconded. A voice vote was unanimous, and the motion passed.

K. DISCUSS AND CONSIDER APPROVAL OF DONATION OF NAVAJO BLANKET

Curator Hobart recommended that upon further inspection of the Navajo Blanket the donation should be declined. Noting stains and poor condition, Curator Hobart explained that higher quality blankets of the same time period are already in the museum's collection. Member Parham motioned to decline the donation. Member Krantz seconded. A voice vote was unanimous, and the motion passed.

L. DISCUSS POTENTIAL CHANGES TO MEMBERSHIP LEVELS AND CONSIDER APPROVAL OF WORKING GROUP

Director Brooks explained the need to create a working group to review museum membership levels, fees and benefits as they have not been updated in several years. Members volunteering for the group are Cymantha Liakos, Anne Baker and Lorrina Segovia. Member Parham motioned to approve a membership working group. Member Segovia seconded. A voice vote was unanimous, and the motion passed.

M. MEMBERSHIP/EVENT REPORT

Director Brooks shared attendance numbers for November and December 2018. She reminded the group that when the city council meetings move from the museum to the convention center in March, attendance numbers will decline.

N. DIRECTOR'S REPORT

Holiday Open House

The Museum held its annual Holiday Open House on Saturday December 1 and had 152 attendees. Music was provided by a quartet from the Roswell Symphony Orchestra, gallery talks were given by Vicki Conley from the Studio Art Quilt Associates and Curator of Collections and Exhibitions Aubrey Hobart, and there were refreshments and art activities. Although attendance was lower than the last couple of years, the focus was more on enjoying the galleries and mingling rather than performances in the auditorium. We will look to increase attendance while still using the 2018 format next year. Overall, it was a very enjoyable event.

CivicRec

The release date of CivicRec, the online system for class registrations, membership renewals and planetarium tickets, is February 1 for a soft opening. In March it will be promoted more as we become familiar with the system.

Relighting

The Xcel Energy relighting project continues. There has been some delays to the initial estimated completion of January due to needing additional components and scheduling conflicts. The project will likely take another two months. A section of ceiling north of the Marshall Gallery was renovated that had severely stained and mismatched acoustic tiles before the new lighting was installed in that area.

Logo

The City is undertaking a rebranding campaign and in an effort to create one look, one voice has developed logos for each department in alignment with the campaign. The museum has shared concerns to the project lead regarding ufo-themed branding for the museum. The City administration is considering this request and what steps might be taken to be more in keeping with the museum's brand and audiences.

Renovation Conceptual Drawings

Initial work has been completed on conceptual drawings for the lobby/museum store/family gallery project with the Albuquerque-based architecture firm Huitt-Zollars. The estimated project costs are higher than originally anticipated, and programming costs for digital interactives and furnishings for the family gallery are still being worked on. The museum staff will be regrouping with the Foundation and City administrators to determine next steps on the project.

O. RMAC FOUNDATION REPORT

Executive Director Torrez was out of town and not in attendance.

P. CHAIR'S REMARKS AND BOARD ANNOUNCEMENTS

None

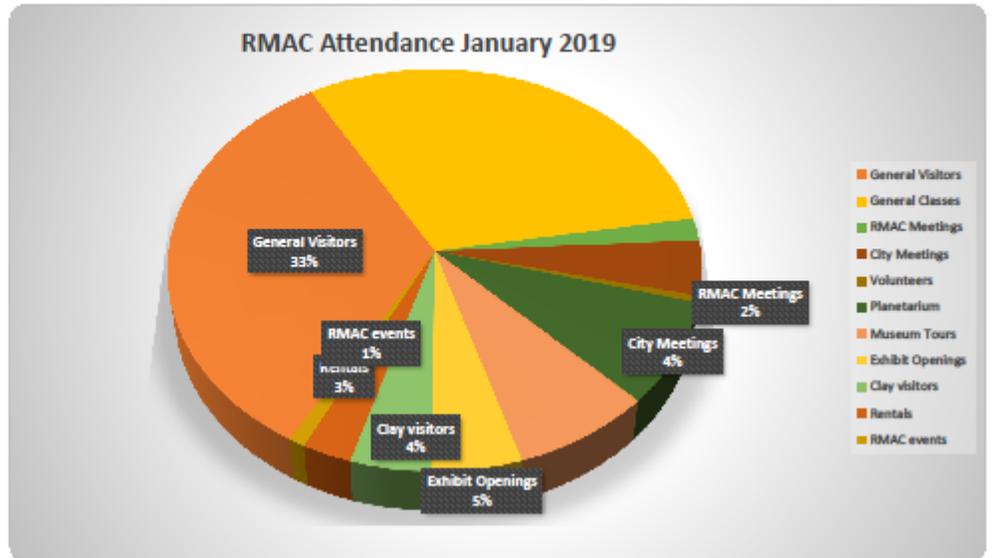
Q. PUBLIC COMMENT

None

R. ADJOURN

Member Parham motioned to adjourn. Member Baker seconded. A voice vote was unanimous, and the motion passed. The meeting adjourned at 5:24 p.m.

| Visitor Type | Totals |
|------------------|--------|
| General Visitors | 796 |
| General Classes | 736 |
| RMAC Meetings | 43 |
| City Meetings | 105 |
| Volunteers | 13 |
| Planetarium | 198 |
| Museum Tours | 187 |
| Exhibit Openings | 120 |
| Clay visitors | 107 |
| Rentals | 66 |
| RMAC events | 22 |
| | 2393 |



| Membership Totals | 2019 | 2018 |
|---------------------|---------|-------|
| Current Memberships | 439 | 415 |
| New Members | 7 | 8 |
| Overdue | 13 | 14 |
| Renewals | 12 | 513 |
| Dues Receipts | \$980 | \$980 |
| YTD Dues | \$7,930 | \$630 |

Director's Report to the RMAC Board of Trustees
February 25, 2019 Board Meeting
Submitted by: Caroline Brooks, Executive Director

1. Impact to Premiere in March + School District Planetarium Partnership

Impact is a new planetarium show that explores asteroids, comets and our cosmic origins. It is set to premiere on **Tuesday, March 5 at 7 pm**. The show is being purchased through combined funds from the RMAC Foundation and the museum's City budget.

Planetarium Coordinator Jeremy Howe and I are talking with new RISD curriculum development staff to determine ways in which the planetarium can be used as a more integrated resource for the school district. One discussion point is RISD's purchase of planetarium shows that teachers could develop curriculum around and which would be used for school visits in addition to public showings. An MOU will be drafted to solidify an agreement in the coming months.

2. Assistant Registrar

We are reviewing over 100 applications for the Assistant Registrar position and hope to complete the hiring process by mid-March. The position is a full-time, permanent position, which replaces/updates the part-time Librarian and Archivist position previously held by Candace Jordan for 23 years. The position is responsible for a broad range of registration functions of which primary duties include assistance with the care, maintenance, preservation and documentation of objects in the permanent collection and archives and the performance of registration functions relative to temporary exhibitions including loan agreements, condition reports, and data entry.

3. Women's History Month Films

Two inspiring films will be presented in celebration of Women's History Month in March. Girl Rising will be shown on **Thursday, March 7** and Soufra on **Thursday, March 14**. The screenings are free, courtesy of the RMAC Foundation. Both will be shown at 7 pm in the auditorium. For more information, visit www.roswellmuseum.org or peruse the Museum Magazine.

4. Brown Bag Talks

The new series of Brown Bag Talks has begun with two popular talks in January and February in which Aubrey Hobart, our Curator of Collections and Exhibitions, and Larry Bob Phillips, the new RAiR Director, introduced themselves. March's talk will be given by Amberly Meli, our Registrar, on the topic of the life and contributions of Esther Goddard, wife of famed rocket pioneer Robert Goddard. The talk will be given on **Friday, March 1 at noon. Please plan to attend and share with your friends.**

5. pARTY After Hours

The fourth pARTy After Hours will be held on Friday, April 12. The theme is the 50th anniversary of the lunar landing and activities will include food truck pizza (because the moon is round and “made of cheese”), beer provided by Red Door Brewery of Albuquerque, space bingo, Goddard exhibit tour with Bill Siders, DJ music, star shows in the planetarium, and possibly an art activity. The Kids Zone will return to allow parents to drop off children (ages 2-10) for a small nominal fee while they enjoy the event. The previous pARTY attracted 300 visitors and we expect a similar crowd for this one. **Volunteer opportunities are available.**

6. Family After Hours

We are planning a new family-focused event in partnership with the Creative Learning Center titled Family After Hours. Scheduled for Thursday, May 9, the event aims to build on the success of Family STEAM Nights and pARTy After Hours and will utilize funding that was previously earmarked for the Second Saturday programming. For the CLC’s part, they are using the event as a replacement for their Celebrate the Arts event that they held for more than 10 years and which had become something larger than they could sustain. Family After Hours will present activities celebrating the state of New Mexico, which connects to several exhibitions which will be on display at that time. We are expecting a large turn out. **Volunteer opportunities are available.**

7. City Updates

Director of Administrative Services Elizabeth Gilbert has taken a position at Virginia Commonwealth University as an HR Director. Her last day was February 20. It is uncertain whether her position will be filled due to restructuring at City Hall.

The Roswell Recreation and Aquatic Center is due to open in mid-July. Videos of the interior and construction progress can be seen on the City’s Facebook page.