



**BOARD OF TRUSTEES AGENDA**  
**Monday, March 18, 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, Kay Cargill Jenkins, Lorrina Segovia, Bill Siders, and Valli West.

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 February 25, 2019 meeting minutes
- E. New board member introductions
- F. Discuss and consider approval of Collection's Working Group

**INFORMATION ONLY ITEMS:**

- G. Membership/Attendance Report
- H. Director's Report
- I. RMAC Foundation Report
- J. Chair's Remarks and Board Announcements
- K. Public Comment
- L. 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: March 15, 2019

**ROSWELL MUSEUM AND ART CENTER  
MINUTES OF THE BOARD OF TRUSTEES  
Monday, February 25, 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 4:02 p.m.

**B. ROLL CALL**

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

**Staff present:** Caroline Brooks, Executive Director; Amberly Meli, Registrar; Wendy Cook, Communications and Events Coordinator; Cindy Torrez, Executive Director RMAC Foundation and Barry Foster, City Council Liaison.

**Community members present:** Christian Fulkerson.

**C. APPROVAL OF AGENDA**

Member Krantz motioned to approve the agenda. Member Baker seconded. A voice vote was unanimous, and the motion passed with members Schumacher, Parham and Segovia being absent.

**D. APPROVAL OF MINUTES**

Member Velasquez motioned to approve the minutes for the January 28, 2019, board meeting. Member Baker seconded. A voice vote was unanimous, and the motion passed with members Schumacher, Parham and Segovia being absent.

**E. DISCUSS BOARD VACANCIES AND NOMINATIONS. APPROVE NEXT STEPS**

Current members with expiring terms are; Nanette Schumacher, DeAngela Velasquez, Donovan Fulkerson, Bill Siders and Priscilla Ornelas. Members who have applied to return are Donovan Fulkerson, Bill Siders and Priscilla Ornelas. Members not returning are Nanette Schumacher and DeAngela Velasquez. Proposed new members are Kay Jenkins and Vallie West. A vote was taken on each candidate with those in current roles being asked to step out while their position was being voted on. Results are as follows:

- Kay Jenkins. Motion to approve by member Baker, seconded by member Krantz. A voice vote was unanimous, and Ms. Jenkins was approved with members Schumacher, Parham and Segovia being absent.
- Vallie West. Motion to approve by Chair Liakos, seconded by member Baker. A voice vote was unanimous, and Ms. West was approved with members Schumacher, Parham and Segovia being absent.

**FOR THE RECORD:** Member Jessica Parham joined the meeting at 4:11p.m.

- Donovan Fulkerson. Motion to approve by Chair Liakos, seconded by member Krantz. A voice vote was unanimous, and member Fulkerson was approved with members Schumacher, Segovia and Fulkerson being absent for the vote.

- Bill Siders. Motion to approve by member Baker, seconded by member Krantz. A voice vote was unanimous, and member Siders was approved with members Schumacher, Segovia and Siders being absent for the vote.
- Priscilla Ornelas. Motion to approve by Chair Liakos, seconded by member Baker. A voice vote was unanimous, and member Ornelas was re-approved with members Schumacher, Segovia and Ornelas being absent for the vote.

#### **F. MEMBERSHIP/EVENT REPORT**

Director Brooks shared attendance numbers for January 2019.

#### **G. UPDATE FROM LIBRARY WORKING GROUP**

Registrar Meli shared an update on the working group. Thus far the group has met to tour the library and begin the work of determining a formal policy similar to public and academic libraries as well as a review of current materials.

#### **H. UPDATE FROM EDUCATION WORKING GROUP**

Director Brooks shared an update from the working group's first meeting. Only two of four BOT members were able to attend. Director Brooks noted the current challenges of the education program including that the children's courses are not getting enough registrations and have to be canceled. She noted the desire of the museum to be the arts education leaders in the community and asked if we are meeting the community needs and who is the target audience. Director Brooks also noted the challenge of wanting to be the community leader in art education while only having one full-time educator on staff. Plans are in place to widen the group to a few community members to get more perspective and a second meeting will be scheduled.

#### **I. UPDATE FROM MEMBERSHIP WORKING GROUP**

Director Brooks shared an update from the city in regards to changes to fee structures in any city department. Currently fee structure changes are on hold indefinitely and will need to be presented to the city council for approval. Director Brooks then shared an update from the first working group meeting, including the elimination of the "student" level and group support of joining NARM and offering that benefit to our members. Member Fulkerson suggested an annual review of the membership levels and benefits as well as a re-consideration of an annual renewal date. A second working group will be scheduled.

#### **J. DIRECTOR'S REPORT**

##### **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.

### **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.

### **5. pARTY After Hours**

The fourth pARTY After Hours will be held on Friday, April 12. The theme is the 50<sup>th</sup> 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

#### **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.

### **6. 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.

**O. RMAC FOUNDATION REPORT**

Executive Director Torrez shared the success of the February 23<sup>rd</sup> Mystery at the Museum fundraiser. The event was sold out and was the highest grossing mystery event to date.

**P. CHAIR'S REMARKS AND BOARD ANNOUNCEMENTS**

None

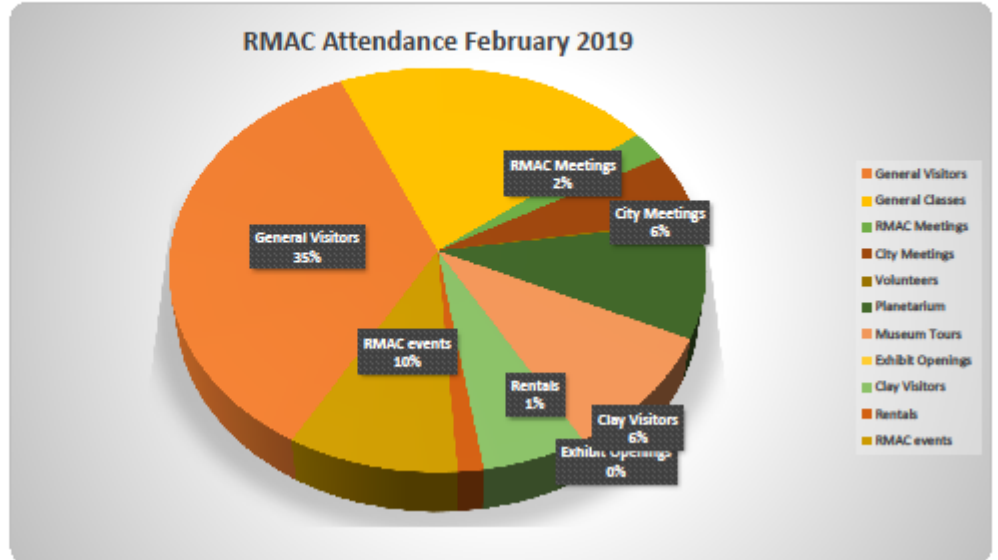
**Q. PUBLIC COMMENT**

None

**R. ADJOURN**

Member Parham motioned to adjourn. Member Krantz seconded. A voice vote was unanimous, and the motion passed. The meeting adjourned at 5:31 p.m.

Visitor Type	Totals
General Visitors	721
General Classes	430
RMAC Meetings	48
City Meetings	115
Volunteers	4
Planetarium	190
Museum Tours	199
Exhibit Openings	0
Clay Visitors	119
Rentals	29
RMAC events	193
	2048



Membership Totals	2019	2018
Current Memberships	428	404
New Members	2	1
Overdue	23	20
Renewals	9	\$14
Dues Receipts	\$440	\$1,235
YTD Dues	\$8,370	6865

**Director's Report to the RMAC Board of Trustees**  
**March 18, 2019 Board Meeting**  
**Submitted by: Caroline Brooks, Executive Director**

**1. Women's History Month Films Recap**

We had excellent attendance for the two films presented as part of Women's History Month in March. Girl Rising and Soufra brought in 54 and 45 people respectively. Congratulations to Wendy Cook for her stellar efforts in organizing the inspirational events and thanks to the RMAC Foundation and Yasine Armstrong for sponsorship support. We are planning for another film series this fall. The theme has yet to be decided.

**7. Storm Damage**

Storm damage was minimal at the museum during the March 13 wind event. Preliminary assessment presented some torn banners, a damaged sign and a cracked window in the ceramics studio. The roof is also being inspected. The museum also canceled the planetarium shows on Tuesday night due to concern for the public (the hail storm that didn't come after all) and Wednesday due to the power outage. And the museum itself was closed on Wednesday from 1-5 pm due to the power outage.

**8. April Brown Bag Talk: Roswell Film Festival**

Please join us on Friday, April 5 at noon in the auditorium for our monthly Brown Bag Talk. April's talk will be given by Donovan Fulkerson about the Roswell Film Festival, which honors international feature and short films of all genres during the April festival through screenings, panel discussions and special events.

**9. Volunteers Needed**

Plans are nearing completion for pARTy After Hours on April 12 and Family After Hours on May 9. Volunteers are still needed to assist at the events. If you are available, please connect with Wendy for details.

**10. Relighting Completed**

The Xcel Energy relighting project has been completed. An Advertorial for KOBR's Good Day New Mexico will be filmed on March 19 to promote the project.

**11. Civic Rec**

There has been a delay in the start of the new online registration system for classes and memberships due to a programming and ecommerce issue. The system should be ready by April 1.

**12. Potential Lunar Landing Anniversary Celebration**

Staff are looking to partner with the Roswell Astronomy Club to present a celebration of the 50<sup>th</sup> anniversary of the Lunar Landing on Saturday, July 20<sup>th</sup>. Ideas include an outdoor film, hands-on activities and moon gazing.

### **13. Renovation Update**

Myself and two RMAC Foundation Representatives, Riley Armstrong and Cindy Torrez, met with the City Manager, the Facilities Manager and City Councilor Barry Foster at the end of February to discuss the potential renovation. They were pleased with the progress with the conceptual drawings and budget estimate and encouraged us to talk further with the mayor and other councilors for further feedback and determine interest levels.

### **14. Logo Discussion**

I met with the City Manager and Director of Public Affairs regarding the City's rebranding and the direction for the museum's logo. A definitive conclusion was not reached, but they were both open to the idea of a focus group to discuss ideas around the museum's brand and name. At present, the City Manager is processing the conversation and I/we will await further thoughts and direction.