



Roswell Museum

## BOARD OF TRUSTEES MEETING AGENDA

Monday, August 15, 2022 at 4:00 p.m.

1011 N. Richardson Ave.

Roswell, NM 88201

Members: Cymantha Liakos, Anne Baker, Donovan Fulkerson, Priscilla Ornelas, Kay Cargill Jenkins, Lorrina Segovia, Valli West, Tim Hartwick, Kyle Bayless, Kate Huebner and Elisa Begueria.

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 July 18, 2022 meeting minutes
- E. Discussion and consideration of approval of Strategic Planning Workshop Date and Time
- F. Discussion and consideration of approval of Renovation and Master Plan Working Group

### INFORMATION ONLY ITEMS:

- G. Renovation Check-In
- 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 22-14.

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, and no action will be taken.

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: Friday, August 12, 2022

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Roswell Museum

**ROSWELL MUSEUM**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Monday, July 18, 2022 at 4:00 p.m.**  
1011 N. Richardson Ave.  
Roswell, NM 88201

**DRAFT DOCUMENT**

REGULAR MEETING AT 4:00 p.m.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 22-14.

For the Record: Meeting is being streamed live for the public through GoToMeeting. There was no public on GoTo Meeting.

**A. CALL TO ORDER**

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

**B. ROLL CALL**

The meeting of the Board of Trustees convenes with members Cymantha Liakos, Kyle Bayless, Valli West, Kay Cargill Jenkins, Kate Griffio, and Donovan Fulkerson, Pricilla Ornelas, and Anne Baker being present. A quorum was established with members Lorrina Segovia, Tim Hartwick, and Elisa Begueria being absent.

**City Council members present:** Barry Foster.

**Staff present:** Caroline Brooks, Executive Director. Aaron Wilder, Curator of Collections and Exhibitions, Cloe Medrano, Registrar, Gabriella Jimenez, Museum Intern, and Janet Freeman, Museum Intern.

**Community members present:** Cindy Torrez, Director RMAC Foundation and Erica Entrop.

**ACTION ITEMS**

**C. APPROVAL OF AGENDA**

Member West motions to approve the agenda. Member Bayless was the second. A voice vote was 8-0 and the motion passed with members Segovia, Hartwick, and Begueria being absent.

**D. APPROVAL OF May 16, 2022 MINUTES**

Member Jenkins motions to approve the agenda with the change of Action Item D due to the wrong date in the title. Member Baker was the second. A voice vote was 8-0 and the motion passed with members Segovia, Hartwick, and Begueria being absent.

**E. APPROVAL OF June 20, 2022 MINUTES**

Member West motions to approve the agenda. Member Baker was the second. A voice vote was 8-0 and the motion passed with members Segovia, Hartwick, and Begueria being absent.

**F. Consideration of approval of donation of "Untitled" painting by Clinton Taylor Meigs offered by Margaret Mayer**

This gift is a painting by Clinton Taylor Meigs. Member West motions to approve donation by Margaret Mayer of "Untitled" painting by Clinton Taylor Meigs. Member Ornelas was the second. A voice vote was 8-0 and the motion passed with members Segovia, Hartwick, and Begueria being absent.

### **G. Consideration of approval for loan of “Cattle Kings of the Pecos” by Kim Wiggins to Steamboat Springs Art Museum in Steamboat Springs, Colorado**

Member West motions to approve the loan of “Cattle Kings of the Pecos” by Kim Wiggins to Steamboat Springs Art Museum in Steamboat Springs, Colorado. Member Baker was the second. A voice vote was 8-0 and the motion passed with members Segovia, Hartwick, and Begueria being absent.

### **INFORMATION ONLY ITEMS**

#### **H. Introduction of Erica Entrop and Public Programs Manager status**

Director Brooks explains how the City of Roswell froze the Public Programs Manager position, when the museum was in the process of hiring Erica Entrop full time. When the position became frozen, the RMAC Foundation came through to hire Entrop part-time for three months. The museum is hopeful that in three months the City of Roswell will unfreeze the Public Programs Manager position.

#### **I. AAM Accreditation Extension**

Director Books shares the museums has been given a one year extension for American Alliance of Museum re-accreditation. The new date for the museum to turn in the self-evaluation is November 1, 2023.

#### **J. Membership Working Group Updated**

The membership met to discuss the museum’s 85<sup>th</sup> anniversary, they are planning on serving free birthday cake on October 6th. Director Brooks informs that the membership group will be meeting again to further discuss the plans for the 85<sup>th</sup> anniversary in October.

#### **K. Director Report**

Director Brooks notes visitation in May and June was higher than the past few years. The Fiber Art Guild was also acknowledged for their fantastic job of yarn bombing the museum. Director Brooks notes the UFO festival went smoothly and was well-received. The Giovanni String Quartet was a hit with both local and out-of-town attendees. For the exhibition “Future Shock” the museum is extending hours on Thursday until September 15, the museum is open until 8pm. The museum is hosting a gallery talk every third Thursday with the Curator of Collections and Exhibitions, Aaron, at 5 pm. The new RiAR exhibition “Vacations,” featuring artist Yifan Jiang and her collaborator James J.A. Mercer, opened July 15. Director Brooks informs the board an artwork on loan was damaged by a vendor on July 11 and coordination for repair is underway.

#### **L. RMAC’s Foundation Report**

RMAC Foundation Director Cindy Torrez recaps fundraising events planning for 2022. The foundation is planning an event on September 17<sup>th</sup> and tickets selling for general admission level \$100 and VIP level \$150. The event is taking place at the conference center with entertainment by Vanilla Pop.

#### **M. Chair’s Remarks and Board Announcements**

No comments.

#### **N. Public Comments**

Baker reminds everyone about the Jazz Festival, October 12-15. The opening reception is happening at Steller’s.

FOR THE RECORD: Mayor Tim Jennings arrived at 5:04 p.m.

Mayor Jennings thanked the museum for hosting the state legislature financial meeting on May 19, 2022.

FOR THE RECORD: Member West, and Foster left at 5:18 p.m.  
FOR THE RECORD: Mayor Tim Jennings left at 5:20 p.m.

**O. Adjourn**

Member Baker motioned to approve the agenda. Member Ornelas was the second. A voice vote was 7-0 and the motion passed with members West, Segovia, Hartwick, and Begueria being absent.

The meeting adjourned at 5:21 p.m.

DRAFT



## JULY ATTENDANCE

	2022	2021	2020	2019
MUSEUM	2,185	1,563	13	1,987
EVENTS/PROGRAMS	375	80	0	192
CLASSES	109	314	0	308
PLANETARIUM	1,242	1,725	0	1,653
SCHOOL/ADULT TOURS	47	0	0	288
FACILITY USE	98	144	0	28
OUTREACH	0	0	0	15
VOLUNTEER VISITS	13	11	37	19
MUSEUM BUSINESS	16	4	0	0
<b>JULY TOTALS</b>	<b>4,085</b>	<b>3,841</b>	<b>50</b>	<b>4,490</b>
<b>YEAR TO DATE TOTALS</b>	<b>20,756</b>	<b>7,853</b>	<b>5,458</b>	<b>22,445</b>

## JULY REVENUES

	2022	2021	2020	2019
ADMISSIONS	12,338	9,037	0	0
CLASSES	1,565	1,955	0	2,653
PLANETARIUM	10,274	11,654	0	9,511
MEMBERSHIP	1,135	1,850	450	500
FACILITY USE	0	175	0	0
STORE	5,546	9,335	110	6,283
<b>JULY TOTALS</b>	<b>30,858</b>	<b>34,106</b>	<b>560</b>	<b>18,947</b>
<b>YEAR TO DATE TOTALS</b>	<b>136,180</b>	<b>93,804</b>	<b>30,419</b>	<b>102,535</b>

## JULY ADMISSIONS AND PROGRAMMING

MUSEUM ADMISSIONS	VISITS for MONTH	REVENUE for MONTH	YEAR to DATE VISITS	YEAR to DATE REVENUE
Members	89		379	
Children 15 and under	543		1824	
Adult Residents	106	742	321	1505
Adult Non-Residents	665	6650	2119	21206
Adult Combo Ticket	89	757	387	3288
Seniors	274	1918	1440	10100
Military	168	1176	521	3653
Student (16+)	146	1029	473	2289
Museums for All	22	66	63	189
Senior Free Days	44		362	
Resident Free Day	32		686	
NARM (free)	7		54	
Galleries Closed for Install, Admission Discounted			644	3220
Member Guest Pass	0		3	
Store Only	0		1	
<b>TOTALS</b>	<b>2185</b>	<b>\$12338</b>	<b>9275</b>	<b>\$47,181</b>

CLASSES	SESSIONS for MONTH	STUDENTS	ATTENDANCE
Clay Open Studio			109
<b>TOTAL</b>			<b>109</b>

EVENTS/PROGRAMS	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIP
Second Saturday Art Activity	1	120	RMAC Foundation
Second Saturday Planetarium	1	43	
Yoga in the Museum	2	13	
Sew Crafty	4	29	
RAiR Lecture and Reception	1	56	RAiR Foundation
Giovanni String Quartet	1	72	RAiR Foundation, RSO
Future Shock Happy Hour	1	42	RMAC Foundation
<b>TOTAL</b>		<b>375</b>	

PLANETARIUM	SHOWS for MONTH	ATTENDEES
Planetarium General Shows	72	692
Scifi + Laser Shows	10	550
<b>TOTAL</b>		<b>1242</b>

TOURS/GROUP VISITS	GRADE(S)	STUDENTS	ADULTS	GALLERIES	PLANETARIUM
Boy Scouts, 7/15		9	12	X	X
Boys and Girls Club, 7/28		11	6	X	X
Third Thursday Gallery Talk, 7/21			9	X	
<b>TOTALS</b>		<b>20</b>	<b>27</b>	<b>3</b>	<b>2</b>

### MEMBERS



**465**  
current active memberships

**758**  
current active members

FOR MONTH

**5**  
new memberships

**14**  
renewals

YEAR to DATE

**36**  
new memberships

**128**  
renewals

### VOLUNTEERS



FOR MONTH

**16**  
volunteer hours

**13**  
volunteers

YEAR to DATE

**69**  
volunteer hours

**60**  
volunteer visits



**4,891** FACEBOOK FOLLOWERS



**1062** INSTAGRAM FOLLOWERS

**406** E-NEWSLETTER SUBSCRIBERS

# ACTIVITIES & HIGHLIGHTS

## EXHIBITION: FUTURE SHOCK

*Future Shock: (Re)Visions of Tomorrow* continues through October 30. Take advantage of additional opportunities during the exhibition:

### Extended Summer Hours

On Thursdays through September 15, the Museum is open until 8 p.m. Normal admission rates apply.

### Third Thursday Gallery Talks

The final two Future Shock gallery talks with Curator of Collections and Exhibitions Aaron Wilder, will take place on Thursdays, August 18 and September 15 at 5 p.m.

### "A Machine to Live In" Film Screenings

"A Machine to Live In"—a hybrid documentary/art film about Brazil's capital city, Brasilia, a sixties-era "cosmo-futurist" utopia is being shown on Thursdays through September 15 at 6 p.m. and on Saturdays, through October 29 at 3 p.m.

## NEW AND UPCOMING EXHIBITIONS

*Enduring Generosity: Gifts of Art 2017-2022* is a celebration of the generous spirit of our donors and presents a small selection of donations accepted by the Roswell Museum over the past five years. The exhibition opened July 31 and runs through February 2023.

Roswell Artist-in-Residence exhibition, *Lauren Clay: Phantom Stairway*, will open to the public on September 10, followed by a lecture and reception on Friday, September 16 at 5:30 pm. Lauren Clay's installations and sculptures allude to the ethereal architecture of dreams, visionary experiences, and astral travel.

## ROSWELL SCIENCE AND ART FESTIVAL

The Roswell Science and Art festival returns Saturday, October 8, 10 am to 4 pm, next door at the Roswell Convention Center. Kate "the Chemist" Biberdorf will present a headline performance at 11 am, and special guests Explora, Science Spectrum, and Wonder on Wheels mobile museum and others will share activities and demonstrations. The New Mexico Military Institute cadets will lead our Make Lab hands-on science activity area and the Tinker Tots area will present colorful activities for our youngest visitors. The event is free and open to the public and is sponsored by Excel Energy and the RMAC Foundation. Chalk the Walk, our chalk art competition will also be held, which includes a free draw area and a small fee to cover supplies for competitors.

## GRANT SUBMISSION

A Recreation/Quality of Life grant was submitted to the State of New Mexico in support of the Family Discovery Center, a family-friendly hands-on activity area to be located where the Roswell Museum Store is currently among the exhibition galleries. In the coming months, the store will move to the front of the museum vacating the present space. If awarded, the grant will allow for the planning, design, construction and partial furnishing of the Center with the remainder supplied through fundraising.

## NEWSLETTER

A new format of newsletter will be published this month as a benefit of membership. The museum printed newsletters from February 1949 through the winter issue of 2021 when printing stopped with the closure of the museum during the pandemic and subsequent budgetary constraints.

While e-newsletters have gone out intermittently, they do not reach all of our member households due to limitations of the email format, leaving some members disconnected.

The new format will be physically smaller than the previous publication, but will be supplemented by QR codes for a link to more information on our website, and an eventual annual report will cover additional details such as a full list of collection acquisitions, staffing changes, and an annual member list.

## WORKSHOPS AND CLASSES

An exciting line-up of adult and children's classes and workshops in ceramics, board game design, watercolor, drawing and ukulele will be offered in September and October. Visit our website for details and to register.

## RENOVATION NEWS

A contract with Huitt Zollars, Inc was approved at the August 11 City Council meeting in the amount of \$240,391 for the following renovation services:

- Schematic and Engineering Designs for Phase I Renovations (Relocated Museum Store, Lobby, Flooring and Exterior Signage, consideration of Façade Improvements)
- Construction Estimates
- Construction Contract Administration
- Master Plan to align current and future renovation needs

The first steps in the project will be information gathering consisting of questionnaires and interviews to determine what is and isn't working in the present building. To aid the process, staff and interns photographed approximately 30 museum blueprints showcasing the original construction in 1937 and expansions dating back to 1954.

## BUILDING REPAIRS

The audio system in the auditorium is malfunctioning and the system is in need of repairs and updates. A request is being extended to the City Administration in hopes of additional funds to correct the issues.

Ongoing: 5 replacement HVAC units are on backorder due to supply chain issues. Two to three additional units are malfunctioning and under evaluation for repair/replacement.

## DAMAGE AND VANDALISM UPDATES

The artist for the artwork that was damaged on July 11 is scheduled to repair the work and it shall return to the *Future Shock* exhibition by August 15 barring any complications.

The vandalism of a large amount of scribbled permanent marker on the stone Goddard seating area outside on Main Street from July 13 was able to be cleaned by staff.

## STAFFING

Gabriella "Kats" Jimenez completed her 10-week summer internship with the Museum and returned to San Marcos, Texas, to finish her Master's degree in History at the University of Texas. During her tenure she assisted with processing the incoming Doris Cross Collection, inventorying the collection vaults, opening events for the *Future Shock* exhibition and research.

Our second intern, Janet Freeman, continues through September. The summer internship program is geared towards graduate students with an interest in museum careers. The program supports two 10-week internships and is sponsored by the RMAC Foundation.

Ongoing: The Public Programs Manager position is frozen per budgetary constraints. The post is currently being filled on contract through temporary support of the RMAC Foundation.