

Bisbee Restoration Association and Historical Society, Inc.
Board Meeting November 5, 2016

ROLL CALL:

Vern Walker, President
Diana Berge, Vice President
Jason Macoviak, Secretary
Melva Dugie, Treasurer
Jean Walker, Volunteer

THE FOLLOWING WAS DISCUSSED, CONSIDERED, AND/OR DECIDED UPON AT THIS MEETING.

Meeting was called to order by President Vern Walker @ 9:20 AM.

APPROVAL OF MINUTES. Minutes from the August 20th meeting were approved as written.

FINANCIAL REPORT. Ms. Dugie gave a financial report and reported that at the end of July, the Museum had \$17,498.91 in the bank; at the end of August, \$19,117.41; at the end of September, \$19,376.21; and at the end of October, \$20,084.36. The report was approved and accepted. It was then decided that a check of \$306.23 be written for Paul Enright for the work he had done with the lighting.

UNFINISHED BUSINESS.

PAYPAL: Ms. Walker gave an update on the PayPal account that will be used for credit card transactions. She explained that PayPal was being difficult to work with and that they had yet to issue the Museum an account. She stated that the Museum was still moving forward to try to get the issues with PayPal resolved.

GRANTS: Ms. Walker stated that the grant for the window tinting and powder coating of shelves was still being worked. Also noted was that Dr. Walker's meeting with Mr. Ramirez ended with a decision to not use Mr. Ramirez to repair the museum windows. And, it was noted that an attempt to acquire a more detailed quote from Stan Greer was unsuccessful.

MUSEUM RECOGNITION: Ms. Walker notified the board that Arizona Historical Society had given museum certification to the Museum.

LOCKS: It was stated that the lock on the front door had been changed.

NEW BUSINESS.

COLLECTION MANAGEMENT

DONOR RECEIPTS: Ms. Walker discussed the new donor book that would be used to enter receipt of donations. It is organized alphabetically by donor and also alphabetically by item. She also explained that this new record keeping would comply with state law to properly manage items that are donated to the Museum. She also stated that a new Collection Management Policy was being drafted and would be presented to the Board once finished.

FUNDING REQUESTS:

1. Ms. Walker requested \$663.95 for the handling and storage (2 textile boxes, 2 burly boxes, cotton flannel, white polyester stockinet tubing, and polyester fiberfill) of 4 dresses that needed to be taken out of the display unit and stored properly because of their fragile and deteriorating condition. Funding was granted by the Board.
2. Ms. Walker also requested \$343.10 for a designated Museum camera and SD card that would be used for cataloging (a reimbursement to Andrea Doubleday), newspaper sleeves to

protect fragile newspapers, gloves for handling museum items, print cartridges for the printer, and a panoramic print box to store photographs. Funding was granted by the Board.

3. Ms. Walker also requested \$460.11 for a locking 5-drawer file cabinet to properly store museum documents. Funding was requested by the Board.

CATALOGING UPDATE: Ms. Walker gave an update on the cataloging efforts of volunteers Andy and Tam. New detailed worksheets are now being used to catalog items, as well as a camera to photograph and archive items. She also stated that a Visitor's Form was developed which would be used if a visitor had information on a donated item. That form would then be added to the archives.

FACILITIES COMMITTEE

BUILDING: Ms. Berge stated that 6 new fire extinguishers had been purchased to replace the old extinguishers. She also noted that the emergency lights also need to be replaced and that she would obtain an estimate for that.

PARKING: Ms. Berge presented the new parking passes to the Board. She also noted that Roka will be making a sign for the parking area and that it would be submitted to the Board for approval. Lastly, she stated that the red wall in the parking area would be painted soon.

OTHER NEW BUSINESS

OPEN HOUSE: It was noted that the Museum's Open House would be held of December 10, 2016 from 9 AM - Noon.

ADJOURNMENT: The meeting was adjourned at 10:12 AM.