

Bisbee Restoration Association and Historical Society, Inc.
Board Meeting February 4, 2017

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 @ 9:29 AM.

APPROVAL OF MINUTES. Minutes from the November 5, 2016 meeting were approved as written.

FINANCIAL REPORT. Ms. Dugie distributed the quarterly financial report for October - December 2016. Gift sales, donations and member dues were listed. There was a net income gain of \$390.63 for October; a net income gain of \$409.55 for November; and a net income loss of \$975.48 for December. The report also listed cleared checks for that quarter. The financial report was approved as submitted.

UNFINISHED BUSINESS.

PAYPAL: Ms. Walker gave an update on the PayPal account that is used for credit card transactions. She stated that it was working, but there was an ongoing problem with the credit card slider. She also stated that the PayPal "button" was now on the website and that people could now use it to donate money to the Museum. There was some discussion on whether the Museum should advertise in the paper for tax-deductible donations. No decision was made.

GRANTS: Mr. Walker reported that the Museum did not get the grant from Freeport McMoran for replacing the windows. He also reported on the two quotes he got from Greer and Home Depot, Home Depot being the better bid. It was decided that until the Museum had the funding, nothing could be done about the windows. There was some discussion on how repairs should be prioritized. It was decided that the cases should be repaired first and that some of the textiles should be stabilized.

EMERGENCY PLAN: Mr. Walker stated that the Museum needed to have an emergency plan. He noted that there was an upcoming workshop to held at the Patagonia Museum on April 9, 2017.

NEW BUSINESS.

COLLECTION MANAGEMENT

COLLECTIONS POLICY: Ms. Walker distributed a draft of a Collections Management Policy. She explained that this maps out how an item is handled when it is donated or loaned to the Museum. She explained that this was highlighted on the Accessions Flow Chart. She also noted that the item had to fit the Museum's Mission and that all items would be presented to the board for a vote with the recommendation of the Collection Management team. She also described a more detailed donor receipt which is filled out upon receipt of a donated item.

FINANCIAL REPORT: Ms. Walker explained that the new file cabinet approved for purchase at the November 5th meeting had been set up. She stated that the cabinet will house all physical copies of donor receipts, financial reports, meeting minutes, etc. She also distributed a financial report from the Collections Management Committee. The report highlighted a funding request overage. Extra supplies were purchased beyond the approved amounts, however, all items would be used and a new system for purchasing supplies has been put into place to avoid any more overages.

ARCHIVING REPORT: Ms. Walker noted that a very informational Archive Workshop had been attended by Ms. Walker, Barb, Andy, Tam and Susan Bassett. She also noted that four (4) dresses had been archived. She also stated that the Committee was going to look into storage options for the next quarter, because they are running out of storage room for archived materials.

FUNDING REQUESTS:

1. Ms. Walker requested \$177.50 for 30 archival hangers which would help support the Museums textiles. Funding was approved.

APPROVED DONATIONS:

Ms. Walker presented items that had been donated for the Board's Approval. The following was approved by the Board: the military display for a Bisbee native; a donation of thirteen dolls (13) that will enhance our current doll collection; a December 1977 edition of Old Timers Wild West magazine that will be used for research; a book entitled "Gun Notches" that will be used for research; and a copy of the novel "Bisbee '17 by Robert Houston that will be sold, since the museum

VOLUNTEERS

Ms. Berge distributed information on Volunteer Hours worked over that past four (4) months. The total was 989 hours. The handout also contained the total miles driven by volunteers. The total was 2,067 miles.

OTHER NEW BUSINESS

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