

Bisbee Restoration Association and Historical Society, Inc.
Quarterly Board Meeting | April 27, 2019 | 9:30 AM

ROLL CALL:

Vern Walker, President
Diana Berge, Vice President
Jason Macoviak, Secretary
Andy Doubleday, Treasurer
Barbara Bruno, Volunteer

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

MEETING CALLED TO ORDER: Meeting was called to order by President Vern Walker @ 9:35 AM

APPROVAL OF MINUTES: Minutes were approved, as written.

FINANCIAL REPORT: Ms. Doubleday distributed the Financial Report for the Quarter. She reported that the Museum had \$6,091.44 in the Checking Account and \$7,220.45 in the Savings Account for a total of \$13,311.89. Total walk-in donations since June 1, 2018 was \$7,718.24 and total gift shop sales was \$759.40 since June 1, 2018. She noted that the Museum was now accepting credit cards using the Square Application and that Gift Shop was selling new silver jewelry which seemed a more popular choice for tourists. She also noted that the emergency expenses to fix the broken window and the loose parapet had been devastating to the Museum's finances. However, she noted that the Museum received a \$5,000 emergency grant from the Legacy Foundation to help cover the cost of the repairs. The Financial Report contained detailed expense and income information from May 1, 2018 – April 18, 2019. The report was accepted as submitted.

NEW BUSINESS:

GRANTS:

Ms. Berge updated the Board on the Museum's grant process to restore the front façade of the Museum. The Museum has received a total of \$6,300 in grants and private donations. And the Museum has paid \$10,378.57 so far in its efforts to start the restoration process. Ms. Berge noted that the Museum's current grant writer, Melissa Holden, will be moving soon and that the Board would need a new grant writer to apply for a USDA Grant and a Freeport Grant. She recommended Melanie Greene. She also noted that Ben Lepley was working on a timeline of the restoration process that will be needed for the grants.

BUILDING:

Ms. Berge updated the Board on recent work done to the Building. She noted that Brent Weller was hired to fix the loose parapet on the front corner of the building. She showed the Board pictures of the work. She also noted that Paul Enright installed new lighting in the Museum, as well as smoke detectors. It was also stated that the fire extinguishers were inspected by United Fire.

ADVERTISING:

Ms. Berge noted that visitation and donations to the Museum were down compared to last year. There was discussion amongst the Board as to why that might be and what we could do about it, including advertising. Mr. Macoviak shared newly designed rack cards and brochures that were done for the Library and suggested that the Museum update their own brochure with a new design by local graphic designer Bridget Shanahan. The Board thought this was a good idea and decided to spend the next couple of weeks thinking of what information that new brochure should include. Mr. Macoviak said he would set up a meeting with Ms. Shanahan and the Museum in the near future to discuss the design.

He also noted that a new logo could be designed for the Museum and used to help "brand" the Museum. Ms. Doubleday noted that the logo could be used on hats and patches that the Museum could sell in the Gift Shop.

GIFT SHOP

Ms. Doubleday presented the idea to expand the Museum's Gift Shop to include more merchandise to sell. The plan would include moving the Gift Shop and the Volunteer Desk to the front of the Museum where the current military display is. The military display would be moved to another location to make room for the new Gift Shop/Museum Admission Desk. The Board liked this idea and voted to approve \$2,500 to spend on new merchandise for the Gift Shop. The Board also voted to hire the Verhelst Staff to move cabinets to help with creating this new space.

ADJOURNMENT: The meeting was adjourned at 10:47 AM.