

Bisbee Restoration Association and Historical Society, Inc.
Board Meeting May 6, 2017

ROLL CALL:

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

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

Meeting was called to order by President Vern Walker @ 9:28 AM.

APPROVAL OF MINUTES. Minutes from the February 4, 2017 meeting were approved as written.

FINANCIAL REPORT. Mr. Walker distributed the 2017 1st Quarterly Financial Report from Ms. Dugie. Gift sales, donations and expenses were listed. Beginning balance on January 3, 2017 was \$18,734.60 and ending balance was \$20,630.82, a net gain of \$1896.22. There was a new loss of \$401.49 for January, a new gain of \$1397.71 for February, and a net gain of \$1167.90 for March. One correction was noted on the report: the net income/loss for March should read as \$1167.90 instead of \$167.90. The rest of the financial report was approved as submitted. It was discussed that it may be a good idea to move the financials into Quickbooks (which could be obtained at a discounted price) and to have an audit done (for grant purposes).

UNFINISHED BUSINESS.

SECOND FLOOR COOLER: Ms. Berge discussed the state of the swamp cooler on the second floor. She stated that the float needed replacing for the cooler to work this summer. It was decided that the Museum should get a quote for the repair.

SUMMER HOURS: Ms. Berge discussed the hours for the Museum over the summer. She stated that the hours would be irregular due to many of the volunteers travelling over the summer, and that the summer weather (storms/heat) would also affect the hours of operation. She stated that a sign should be placed on the door to reflect that the hours would be dependent on volunteer power.

COLLECTION MANAGEMENT POLICY: Ms. Walker gave an update on the Collection Management Policy she is working on for the Museum. She stated that she was going to work on a Glossary of Terms page. She also stressed the importance of having a lawyer look at the Policy and Forms to make sure that they are legally appropriate. The Board moved to move forward with the Policy.

MUSEUM ASSOCIATION OF ARIZONA: Mr. Walker stated that \$40 would be needed to join the Museum Association of Arizona, which would give the Museum a support network and access to more grants. The Board approved membership. Mr. Walker also stated that a grant-writing workshop was to be held at Cochise College, if anyone was interested in attending. It is to be a four-part series, costing \$59/part.

NEW BUSINESS.

COLLECTION MANAGEMENT

STORAGE AREA

Ms. Walker discussed a recent visit from Sigfried Rempal from the Arizona State Archives to discuss the possible creation of a storage area on the third floor. She stated that he advised the Museum to check the load-bearing capacity of the floor to make sure that it could withstand the weight of the stored items, which may require a structural engineer. He also suggested that the Museum partition off the front half of the proposed storage area for future offices. He also noted that this would reduce the light entering the storage area.

CATALOGING UPDATE: Ms. Walker gave an update on the cataloging efforts of the volunteers. The team recently cataloged 100 Museum items, moved 150 photos from the old database to the new database, and cataloged 70 printed materials.

APPROVED DONATIONS: Ms. Walker presented items that had been donated for the Board's Approval. The following was approved by the Board: a pair of military shoes donated by Mr. Walker that will be used as a prop in the Military Display; a 1935 Cuprite Yearbook that will serve as a duplicate; and a bound volume of the American Cultivator from 1879.

OTHER NEW BUSINESS

ROOF: It was discussed that the Museum Roof be looked at before the warranty runs out (warranty expires in 5 years)

SV CHAMBER OF COMMERCE: Mr. Walker suggested the Museum join the Sierra Vista Chamber of Commerce for \$150/year, which would give the Museum for exposure to more people. The Board approved the membership.

FUNDRAISING IDEAS: Fundraising ideas were discussed. Ms. Stewart suggested that Mr. Walker sell his birdhouses at the Museum. She also suggested a Church Tour of Bisbee. Nothing was decided by the Board.

ADJOURNMENT: The meeting was adjourned at 10:16 AM.