

Bisbee Restoration Association and Historical Society, Inc.
Board Meeting August 20, 2016

ROLL CALL:

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

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

Meeting was called to order by President Vern Walker @ 9:32 AM.

APPROVAL OF MINUTES. Minutes from the July 23rd meeting were approved as written.

UNFINISHED BUSINESS. There was no unfinished business.

NEW BUSINESS.

REVIEW | DISCUSSION | APPROVAL OF MISSION STATEMENT

It was decided that the Mission Statement be made shorter and more succinct. The new mission statement was approved unanimously and will now read, "Our primary mission is to preserve our historic building and contents using the best conservation practices available and to educate our residents, students, and visitors about Bisbee's unique history through displays, topical speakers, and special events."

REVIEW | DISCUSSION | APPROVAL OF WHISTLE BLOWER AND CONFLICT OF INTEREST POLICIES

Both policies were reviewed and unanimously approved as written.

DISCUSS COMMITTEE CHAIR APPOINTMENTS

FACILITIES COMMITTEE - Ms. Berge agreed to lead the committee until she can find someone else to do so.

THE WAYS AND MEANS COMMITTEE - Ms. Berge nominated Ms. Dugie. Tammara Hodge said that she would also help.

PUBLICATIONS AND MARKETING COMMITTEE - Ms. Berge said that she would ask a new volunteer, Renne Riksheim to lead the committee. Mr. Macoviak said that he could also help.

COLLECTIONS MANAGEMENT COMMITTEE - Jean Walker agreed to lead the committee until she can find someone else to do so. Tammara Hodge and Mildred Anderson will also be involved.

VOLUNTEER COORDINATOR - Ms. Berge explained that Barbara Bruno would be in charge of the volunteers.

OTHER NEW BUSINESS.

PayPal. Jean Walker explained the new nonprofit PayPal account has been submitted. Once accepted, the Paypal account will allow for a donation button on the website for people to easily donate with a credit card.

Certification. Jean Walker spoke about the Arizona Historical Society Certified Museum Program and how such a certification can aid in marketing, credibility, and grant writing. The board unanimously agreed to pursue the certification.

Alliance. Jean Walker spoke about the Alliance of Arizona Nonprofits and how being a part of the alliance will give the Museum easy access to grant information and help with reference needs. The board unanimously agreed to become a part of the alliance.

Gloves. Tammara Hodge spoke about the need for volunteers to wear gloves when handling Museum items. Jean Walker said that boxes should be placed on each floor for easy access.

Purchase Form. Ms. Berge spoke about the new Purchase Request/Reimbursement Form which would be submitted to the Board for purchases greater than \$50. There was also discussion about whether the Museum should have a credit/debit card. It was unanimously decided that a credit/debit card be acquired and that Ms. Dugie would be responsible for safekeeping the card. It was also decided that since we would be obtaining a credit/debit card, a reorder of business checks would be unnecessary.

Sidewalk update. Ms. Berge said she contacted Arizona Historical Masonry in Mesa to come to Bisbee to look at the sidewalk and give an itemized repair cost analysis.

Grants. Jean Walker gave an update on the one grant the Museum has in process. It is for \$10,000 for window tinting and powder coating of shelves. The Museum windows were also discussed. Dr. Walker said he was going to meet with George Ramirez to discuss a proposal.

REPORTS - FINANCE

Ms. Dugie reported that the Museum had a beginning monthly balance of \$17,441.33. She also reported the Museum had collected a total of \$432.00 in July -- \$96 from sales and \$332 from donations. A check for \$1391.82 from the yard sale fundraiser was also deposited. Ms. Dugie reported the ending balance to be \$18,978.81.

TENATIVE DATE OF NEXT QUARTERLY MEETING

It was decided that the next meeting would be on November 5, 2016 at 9:30 AM.

The meeting was adjourned at 10:41 AM.