

**NCMC  
First Quarter Board Meeting  
Raleigh, NC  
Historic Oak View County Park  
Monday, August 10, 2009  
11:00am**

In Attendance: Rich Sceiford, Perry Hurt, Stacy Kirby, Catherine Coulter, Lauren Elliott, Jenny Litzelman, Lindsey Lambert, Ashley Poteat, Chris Graham, Terra Schramm, Heidi Beazy, Kathryn Beach, Kyle Bryner, Britt Thomas

Call to Order and Introductions, 11:07am, by Rich Sceiford, President

**Consent Agenda**

1. Approve and ratify the stated meeting minutes: May 18, 2009.
2. Receive committee reports.
  
1. Motion Rich Sceiford, Perry Hurt approved, Ashley Poteat, Second, passed unanimously.
2. Motion Rich Sceiford, Kathryn Beach approved, Kyle Bryner, Second, passed unanimously.

**Business Items**

**AASLH Project Participation (Rich Sceiford, on behalf of Troy Burton)**

As Immediate Past President, Troy Burton is continuing to track this project. This federal initiative, separate from the IMLS, would move monies through museums and museums can apply for these monies next year. NCMC has been asked to participate and in the May meeting, a motion was passed to adopt AASLH's support resolution.

Steps to be taken:

1. Create board resolution on NCMC letterhead.
2. Make modifications in budget to allot \$500 over the course of two years, as opposed to \$150.
3. Appoint a representative to oversee our participation, this will be Edith Brady.

At the May meeting, the board approved \$150 to join AASLH; this number has changed to \$500 total (\$250 over the course of two years). Lindsey will double check on funds in budget.

Rich Sceiford motion, to allow \$250 per year to become official AASLH member. Perry Hurt, Second. Pass unanimously.

### **Awards Membership Requirements (Rich Sceiford, on behalf of Jenean Todd)**

Rich and Jenean are currently working on a note of recognition for Bill Cissna's contributions to NCMC over the years.

Discussion regarding if you need to be a member to submit an item or make a nomination for a professional service award. Jenean Todd sees awards as a benefit of being an NCMC member and she proposes that only NCMC members may participate in awards nominations and be the recipient of awards. Determined not to be a by-law issue. Nominations should also be made by an institutional membership, as opposed to an individual member.

Kathryn Beach also raised the concern that not all conference attendees have been members in the past, it should be understood and will be highlighted this year, that to attend the annual conference you must be a member (individually or institutionally).

Motion (Rich on behalf of Jenean): The Awards Committee will verify membership status and nominations submission forms will now include a line about membership application, encouraging people to become members. Terra Schramm, Second. Unanimously approved.

### **SEMC Representative (Rich Sceiford)**

SEMC would like us to find a person with NCMC to represent our board at their meetings. Our representative would have to attend board meetings, attend the conference, perform certain tasks and help them advertise. Martha Waters would like us to inquiry if anyone were interested in this position, which would be an ex-officio NCMC position.

We eliminated the SEMC representative position at the November 2008 meeting and now SEMC would like us to have a representative once again.

The board will put an advertisement out and make clear the exact responsibilities. Martha thinks we should give a three-week deadline for this potential member to sign up.

**Action Point: Rich will send a proposal out to the executive committee about this potential representative. A vote will follow.**

### **IRS Status (Lindsey Lambert)**

Troy found an accountant to work with us on our IRS Status at no charge. The account, Mac Barham, found that NCMC has been exempt from federal income tax since 1984. The letter indicates that NCMC never lost its standing. NCMC should now be able to file taxes thanks to Mac's assistance. NCMC's concern over lost standing came from a 'programming error' within the IRS.

**Action Point: File our most recent fiscal year.**

Discussion point: Can NCMC do amended taxes for the last several years? Lindsey thinks this is possible with time (up to a 3-year period) and NCMC could potentially receive \$1,500 back.

Lindsey suggests NCMC do a 990 form rather than a 990-N (electronic postcard) so that we could try to get back some Federal Back-up Withholding and State Sales Tax.

Current IRS status is good. NCMC will need to go back and fix past filing errors due to IRS 'programming error.'

**Action point: Rich will write thank you note to Mac.**

In addition, NC Central renewed its membership.

**Audit (Lindsey Lambert)**

Lindsey suggests NCMC undergo an audit at some point and is not sure if NCMC has been audited in the last decade. Lindsey will explore this with Mac and see if Mac knows anyone who will do an audit pro-bono or at a reduced cost. The board discussed whether a full audit is necessary or a review of records, which would be less expensive.

**Action point: Lindsey will look into the cost of an audit and see if Mac can help us find someone to do this for NCMC.**

**D&O Insurance (Lindsey Lambert)**

NCMC currently has no insurance. Most organizations have some form of insurance. The board discussed various types of insurance and is concerned about issues of harassment and alcohol consumption. What D&O insurance exactly covers is still unclear; Ashley will talk to her rep for clarification. D&O insurance would cost \$500 a year potentially.

The board views the conference, specifically the hospitality suite as the most vulnerable point for NCMC because of alcohol consumption. If NCMC purchases alcohol, NCMC is responsible. In the past, alcohol consumption has not been regulated at the conference. Within liability insurance NCMC would need to have additional coverage for alcohol related incidences.

There will be no hospitality suite at this year's conference to avoid potential issues.

**Action point: Ashley will talk to her insurance rep for guidance.  
PayPal (Lindsey Lambert)**

PayPal is set up and ready for use. Lindsey would like to use PayPal for the next conference so people can pay online. PayPal can also be used for general donations. Terra thinks it would be beneficial to use PayPal as a method for paying for memberships as well. People can pay for their memberships and the conference all at once with PayPal.

Motion by Lindsey Lambert: NCMC continues to move forward with PayPal account for the purposes of annual conference registration, donations, and membership fees – with transaction fees assumed by the purchaser. Perry Hurt, Second. Passed unanimously.

### **Annual Meeting (Perry Hurt)**

The 2010 NCMC annual conference will be Sunday March 7 & Monday March 8 in Raleigh. The theme is ‘Breaking Ground in Capital Ways.’ The board is still looking for a science representative to serve on the local arrangements committee. On Sunday, there will be optional tours and people will be in charge of their own transportation. Preregistration required at the sites. There will be a Sunday reception at Yates Mill County Park (caterer to be determined/caterer in charge of alcohol). Sunday night will be a reception, not a dinner, and will feature a silent auction.

The local arrangements committee is planning for 125-175 and hope to keep conference fees with the \$50 range. The hotel accommodations will be the Clarion (\$79 per night) on Hillsborough Street. NCMC will not be holding sessions or meals at the hotel.

Possible session locations: Marbles, State Capitol, NC Museum of History, and the NC Museum of Natural Sciences pending a representative. Marbles will most likely be the location of the Monday lunch and potential break out sessions. There will be a Monday morning introduction with remarks from Rich and possibly Mayor Meeker. Following will be two morning sessions, the business lunch, (which will include awards and the keynote speaker) and two afternoon sessions, ending at 5:15pm.

Linda Carlisle will most likely be the keynote speaker and will talk for 15 minutes max.

Discussion on how to work with vendors this year as the conference has changed. Rich and Catherine suggested vendors can have their own session where they ideally collaborate with a museum they’ve worked with in the past. When people register for the conference it would be made clear which sessions are vendor sessions.

**Action step: Perry, Rich, and Kathryn to explore fees for vendors. Terra will check into the membership category for vendors.**

Perry’s estimated budget is \$5,000-\$6,000 including catering, postage, registration folders, nametags, transportation if we use the trolley (book through Troy).

Kathryn to have session proposals by September and collected by October, will have idea of overall session layout by November.

No hospitality suite.

**Action step: Sam Rogers previously donated \$500 to the hospitality suite; Rich will contact him about reallocating sponsorship. Lindsey will meet with website committee about making the website cleaner and more navigable.**

### **New Business**

#### **Directory (Catherine Coulter)**

Catherine will do a fall mailing to update the directory, send membership forms, and other news items to remind people about NCMC. This mailing will include a 'save the date' for the March conference. The current directory budget will not cover mailing; possibly allocate money from the conference over to the directory. Catherine suggests we offer to sell the membership in museum stores throughout the state should the public be interested. NCMC could potentially sell the directory for \$5 on the website and \$3 in museum stores.

**Action point: Catherine will look into reformatting the directory into a public friendly version.**

#### **Western NC Conference (Rich Sceiford, on behalf of Peter Koch)**

Peter Koch is working on putting together a small conference for the western part of NC. The conference will be Monday, December 7 in Asheville. There will be two morning sessions, a lunch, and one fall session. Conference fees will be \$10. John Campbell and Peter Koch will represent NCMC. Peter will do a lunch presentation and John with talk about FOCUS. The board believes NCMC should provide an information session as this is the first year of the conference. Ashley and Lindsey think they may be able to attend.

**Action point: Rich will continue to correspond with Peter about NCMC's participation.**

#### **Newsletter (Kyle Bryner)**

Kyle is looking for items for the fall newsletter, due October 15.

Next Meeting: November 16, 11am in Raleigh (possibly at Marbles)

Adjourned: 1:54pm

Respectfully submitted by,  
Jenny Litzelman, Secretary