

NORTH CAROLINA MUSEUMS COUNCIL

3rd Quarter Board Meeting 11:00am November 16, 2009 Marbles Kids Museum, Raleigh NC

In Attendance: Terra Schramm, Lindsey Lambert, Jenean Todd, Kyle Bryner, Perry Hurt, Kari Wouk, Kathryn Beach, Heidi Bleazy, Chris Graham, Troy Burton, Leah Chumbley, Britt Thomas, Rich Sceiford, Courtney Rounds, Ashley Poteat, Jenny Litzelman, Kellie Lewis, Harry Warren, Catherine Coulter

Call to Order & Introductions: 11:09am, by Rich Sceiford, President

CONSENT AGENDA

1. Approve and ratify the stated meeting minutes: August 10, 2009.
 2. Receive Committee Reports
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1. Motion Rich Sceiford, Ashley Poteat approved, Kyle Bryner second, passed unanimously.
 2. Motion Rich Sceiford, Troy Burton approved, Perry Hurt second, passed unanimously.

BUSINESS ITEMS

Directory/Survey/Membership Mailing, Rich Sceiford

The mailing is not yet ready. Mailing goes to all membership and directory list, asking them to update their directory listing. The mailing includes a membership letter and survey by Jeff Pettus. Rich has been working with Gary to direct people to complete information on the website so we don't bother with return envelopes etc. The final copy will be in an Excel format and people can renew their memberships/become members with PayPal.

This mailing is separate from the conference mailing. Catherine Coulter's facility will cover the mailing and she will use her staff to stuff them. The goal is for them to go out in December.

Action Point: Rich and Catherine to continue to work on mailing.

Troy suggests we send survey to board for approval before we send it to general membership.

Kellie wants to call inactive science institutions directly to appeal to them to become members. Rich hopes to do a major membership campaign after the conference. Rich

suggests starting with informal phone calls about membership then followed up by a formal call after the conference.

Treasurer's Report, Lindsey Lambert

IRS status still resolved, Lindsey will continue to work with Mac, our pro bono accountant. NCMC is officially recognized as a non-profit. As a result, SECU does not withhold tax from us on a monthly basis.

We requested three-year federal withholding backup refund, and we received those monies totally \$1,596, which has been deposited in our checking account. We will also receive \$420 by mid-January for the current year.

Lindsey completed 990 forms for last few years tracing back to 2000. Nothing should come out of that other than being in a more stable state with the IRS.

Sales Tax – We should receive \$243 back for sales tax NCMC has paid. Lindsey answered a series of questions to get these monies back. Due to current laws we can only ask for one year back for state sales tax.

Lindsey added a line in the budget to include tax returns. For the conference, we will pay sales tax and then appeal to get it back afterwards. E585 or E536R to be filled out every six months to get sales tax back.

Lindsey removed a line from the budget referring to Arts Section grant. We haven't applied for the grant since Perry has been on the Arts Committee because there is nothing to apply for this fiscal year. In the past we used the monies for scholarships. Jeff and Perry worked on this in the past, they will see if the funds are available next spring.

Action Point: See if arts grants are available next spring.

Troy and the rest of the board thank Lindsey for the FANTASTIC job he's done.

Action Point: Invite Mac to Sunday dinner at conference for free (two tickets) or lunch at the conference and get him a gift certificate to a favorite restaurant. The board also suggested we make an announcement at the conference acknowledging Mac. Rich will work with Lindsey/Troy on getting Mac a gift certificate for a restaurant. Kathryn suggests a special recognition for him. We can give him gift certificate at the conference.

PayPal, Lindsey Lambert

PayPal account is set up. Gary created a test page underneath the website. The website gives people membership options and then they pay through PayPal. Lindsey has yet to test PayPal. Gary plans to add membership form that people can fill out online. When payments are submitted information will go both to Lindsey and the conference manager, Lindsey will then follow up to check if the payment is submitted.

Troy suggests we look at our Operating Guidelines since business structures have changed. Lindsey suggests we test it out and make sure the flow works before putting it down in writing. Rich suggests once we get through conference we can come back, reevaluate, and figure out what works and what does not.

With current membership people aren't assigned a number. For now people email Terra to check if they are members. The board needs to work out a convenience fee of around \$3 for PayPal. People have to assume cost if they use PayPal.

Web Site committee, Lindsey Lambert

The committee has not really gotten anywhere due to Lindsey's efforts elsewhere. Lindsey would like someone else to take over. Gary has worked on making the website more appealing to the general public. Jeff, Jenean, and Kyle were all on the initial committee.

Rich asks for suggestions on how to improve the website. Rich thinks the Public Relations chair should be in charge as opposed to the Treasurer. Kyle says she will set up a time to sit down with Gary. Some of the work will be within Gary's contract. We may have to add on to his contract later.

Action Point: Kyle to meet with Gary and check out other organization's websites etc.

Directory, Catherine Coulter

Catherine thinks there is interest in selling the directory at museum gift shops. There would be no minimum/maximum for consignments. The cost is \$2.09 per book. We are not redesigning the cover this year. Catherine says she can make the directory available in a PDF version. Kellie suggests making it available on the website, but Catherine says museums are already listed on website.

Heidi suggests that museums should have a link to NCMC on their websites.

Motion: (Catherine) NCMC will sell \$6 retail for directories that will be sold in gift shops and on the website (via PayPal). The wholesale price will be \$3, resulting in a 91-cent income for NCMC. The board will add a survey question to the upcoming mailing to see if museums want to preorder directories. Only institutional members can purchase at wholesale price. Courtney, second. Passed unanimously.

Annual Meeting, Local Arrangements Committee

There are 19 sessions for conference. We will have multiple science and children's section sessions.

Kathryn needs information on hotel to give to Gary so we can put that information on the website. \$65.90 rates for the hotel, includes free parking.

Action Point: Troy will send Kathryn hotel information for the conference.

There will be a section session after lunch for 15 minutes. We will coordinate session rooms so that the follow up session will be in that same room. Rich will announce section sessions to handle the transition. Rich will call for volunteers to facilitate sessions and to get more involvement.

Linda Carlisle will be the keynote speaker at lunch.

Action Point: Rich to get topic of speech and will get topic to Kathryn so she can have a title for registration.

Attendance may be determined by state travel bans, some have been denied to take vacation time to come to the meeting. Rich will see if he can talk to whoever is in charge if this becomes an issue again this year. Part of the reason to move the conference to Monday was so that people could go.

Action Point: Rich will monitor state travel bans.

Next LAC meeting will tentatively be January 19 at 2pm at the State Capitol.

Jenean extends thanks to LAC members on hard work.

There is no transportation to the tours this year; people are in charge of their own transportation. Troy has trolley available if we want to use it.

Marriott honoring fee for the entire weekend, not just the conference

Chris wants to reduce student fees even more in future years. This year student fees are \$22.50. Rich suggest they do sessions and have them volunteer as a way to compensate for conference fees.

NEW BUSINESS

- 1. Archives**, how do you access the archives? Rich wants to add this to Operating Guidelines. You go to State Archives and ask to see the NCMC Collection. NCMC's contact is Gwen Mays, 919-807-7350. Harry will continue to sift through the collections.
- 2. Facebook** page needs to be created. **Action Point:** Rich to ask Jeff to set it up.
- 3. SEMC** representative, Rich did call and nobody responded. This will continue to be an open issue. Their annual meeting is October 2010 and will be in Baton Rouge. They have biannual board meetings, the next one being March. Greg Shack is their interim Executive Director.
- 4. Connecting to Collections**, Western Conference, NCMC will be a presence at the Asheville meeting between John Campbell and Peter Koch. In the other three locations, local board members will look into being a presence at these meetings.

- 5. Conference Manager**, the board needs to set up a contract with Leah. **Action Point:** Authorize LAC to set up contract with Leah Chumbley. The cost is \$1000. Courtney has a copy of the old contract from last year and Troy has worked on tweaking it. Leah will help with envelope stuffing for conference, work with Lindsey on processing registrations, printing out itineraries and mailing them to people, working registration table in a 24/7 capacity, and she will work with Jenny/Terra on mailbox and processing mail. She will also put together nametags. She will then collect and process surveys. Going beyond \$1000 may happen if she needs more hours.

Motion: (Troy) NCMC board authorizes LAC to enter into a contract with conference manager, utilizing the job descriptions and responsibilities and payments there of. Jenean second. Passed unanimously.

Troy suggests after this conference if all goes well that we'll make this part of the Operating Guidelines. Rich suggests we hold off until next meeting regarding new Operating Guidelines.

- 6. 2011 Conference**, there has been mention of Greensboro and Wilmington. Budget cuts still an issue. Kathryn thinks maybe we'll use the abbreviated schedule again. Rich is not sure Wilmington will be ready at that point economically. The board should announce 2011 conference location at 2010 conference. **Action Step:** Jenean to talk with people in Wilmington and Ashley/Lindsey to talk to people in Greensboro. Courtney suggests 2011 Greensboro, 2012 in Wilmington. Wilmington illogical for one day drive. Perry also suggests Charlotte in future years since we do not have much energy coming from that city.

- 7. Nominating**, Other than Executive Committee many positions are opening this year. Rich will contact Peter and get Peter to contact potentially open positions and then find people to replace them.

Motion: (Troy) The board will approve by electronic vote the slate of officers for the 2010 vote. Jenean second. Passed unanimously

ADJOURNMENT

Adjourned, 2:23pm

Next Meeting: March 7 at annual conference