

**GOVERNING BOARD OF THE HARWOOD FOUNDATION
OF THE UNIVERSITY OF NEW MEXICO
Meeting Minutes, Tuesday June 30th, 2015
Arthur Bell Auditorium, 2:00 pm**

Board Members Present: Marcia Winter, Dora Dillistone, Dr. Wynn Goering, Dr. Amy Wohlert, Dr. Kymberly Pinder, Linda Warning, Tim Larsen, Lucile Greider

Advisory Board Members Present: Janet Webb, Sherri Wood, Kay Pittiglio, Steve Rose

Staff Present: Susan Longhenry, Liz Neely, James Kent, Chris Albert, Juniper Manley, Lacy Cantu, Mary Lyon

Handouts: Agenda; June 3, 2015 Minutes; Operating Statement for Harwood Museum of Art as of May 31, 2015; Deficit Reduction Plan Draft; Collections Management Policy; Collections Plan; *Art on Tap* flyer

1. Confirmation of a Quorum - It was confirmed that there was a quorum.
2. Approval of Agenda - There were two changes to the agenda. Lucile Greider gave the report on consideration of board members instead of Marcia Winter and Marcia Winter gave an update on the search for a new director. With those changes, Linda Warning made a motion to approve the agenda, Dora Dillistone seconded and it was approved.
3. Approval of June 3, 2015, Minutes - Amy Wohlert made a motion to approve, Lucile Greider seconded and it was approved.
4. Thanks to Outgoing Board Member and Director -
Marcia Winter expressed the Board's thanks to Linda Warning, who has served two full terms on the board. She has been involved with the Harwood since before 2005. Flowers were presented, an Abby Salsbury plate was promised and Linda expressed her thanks and her interest in continuing to be involved with the work at the Harwood Museum of Art.
Marcia Winter then gave thanks to Susan Longhenry, who be leaving after serving as director for 6 years. Marcia noted all that Susan has accomplished, including the increased level of professionalism and the likely accreditation by AAM. Flowers were also given to Susan and a framed print of the first Guadalupe Church. Susan said she would miss all her Taos friends and thanked everybody for all their help during this transition period.
5. Consideration of Board Members for 2015/16 - Lucile Greider reported that Dora Dillistone and Kymberly Pinder have agreed to serve a second term as board members. That leaves two openings on the board to be filled, one for one year and one for 3 years. Lucile reported that discussions as to who to elect have begun but are not yet to

the interview stage. Linda Warning put forth a motion to re-elect Dora Dillistone and Kymberly Pinder, it was seconded by Lucile Greider and the reelection was approved.

6. Consideration of Officers for 2015/16 - The officers suggested were Marcia Winter (chair), Dora Dillistone (vice- chair), Lucile Greider (secretary) and Wynn Goering (treasurer). Amy Wohlert made a motion to approve, Tim Larsen seconded and the officers roster was approved.

Marcia Winter then gave an update on the search for a new director. The Executive Session today will be to finalize the wording for the position posting, it will then go to UNM for review. Hopefully, the position will be posted in the next two weeks, running for approximately six weeks. Telephone interviews should begin in September, in person interviews and public presentations in October, with an offer to a candidate in November. The new director should begin around the first of the year. There is a search committee which will handle the application process, then make recommendations to the board. The board will make the final decision.

7. Update on Museum Interim Management - Wynn Goering reported that it was decided that it would be difficult to find a temporary director for six months. Consequently, Marcia Winter has agreed to help with day-to-day administrative duties. Wynn Goering will help with UNM concerns and will try to be at the Harwood once a week. Various members of the staff have agreed to take on additional duties.

8. Meeting Calendar for 2015/16 - It was suggested that the meetings be moved to Wednesday because the museum will be closed on Monday and Tuesday starting in November, Glory Penington works on that day so it is easier for her to be here to give reports and it was a better day for some of the board members. It was also suggested that the board meet monthly until there is a new director. The dates suggested were: August 5, September 2, October 14, November 4, December 2, January 20, March 16, May 18 and June 29. It was noted that these dates could be adjusted as needed. Wynn Goering made a motion to accept these dates, Dora Dillistone seconded and the motion was approved.

9. Director's Report

a. Budget/financial report - Handout with the budget details was provided. Susan pointed out that "unrestricted revenue" did not include the proceeds from The Starry Night fundraiser and that the gift shop is doing very well but that admissions revenue remains lower than projected. The public programs revenue is also lower than projected because fewer events have been done. With regard to expenses, the budget is approximately where it should be at this point in the fiscal year.

b. Consideration for approval of deficit reduction plan - The internal audit discussion went well. Susan presented a plan to eliminate the current deficit of \$89,444 in six years, with five payments of \$15,000 a year and a final payment of \$14,444. After some discussion, it was decided to present a ten year plan with nine payments of \$10,000 with the remainder paid the final year. Linda Warning made a motion to adopt the ten year plan, Lucile Greider seconded the motion and it was approved.

- c. Staffing update - Susan mentioned that the search for a curator and director of public programs and education will wait until the new director is in place. Jayne Schell in education and Amy Rankin in public programs will be taking on additional responsibilities in the meantime. It was also noted that more curatorial help will be needed, particularly for the Mabel Dodge Lujan exhibit, and two temporary positions for this have been approved by UNM. In response to a question about marketing, it was also mentioned that marketing funds come out of individual programs and exhibits and the funds are minimal at this point.
- d. AAM visit - the visit will occur on July 15 and 16. The visit will include meeting with Susan Longhenry, then with the staff, then with the governing board, community stakeholders and volunteers. It will also include a curatorial and facilities tour. Linda Warning will host a dinner Wednesday night, which happens to be the 100th anniversary of the founding of the Taos Society of Artists. Lucile Greider asked to see the list of community stakeholders.
- e. Consideration for approval of revised Collections Management Policy - This document came about after the UNM audit. After discussion, it was noted that two changes needed to be made to the document. One was that there needed to be more explicit wording stating that the permanent collection is insured. Second, valuation for insurance will be made by the lender of an item. The valuation will not be made "in consultation with museum", so that wording will be removed. After further discussion and clarification, Linda Warning made a motion to approve the document after the two changes have been made. Wynn Goering seconded the motion and it was approved.
- f. Consideration for approval of Collections Plan - Susan Longhenry mentioned that having a collections plan would help with the accreditation process, though it wasn't required. The collections committee has approved this plan, as have Susan Longhenry and the staff. AAM format was used. A condensed version will be available for potential donors. The long version is an internal document, to be reviewed every year. The motion to accept the document was brought by Linda Warning, seconded by Dora Dillistone and the motion was approved.

10. Curatorial Update - Liz Neely gave a presentation of the new, almost completed, digitized record of the collection. This was work done by several staff members, including James Kent on photography, Chris Albert on data entry and Juniper Manley. Liz brought up the collection categories page, explained the various ways to search for items, to see what is on exhibit, to find information on a particular artist or on an individual item. There are also links to Wikipedia for further information on individual artists. She also demonstrated how the back of each painting has been photographed so that researchers can see all the detail of the back as well as the front of each item. Liz also explained the "My Harwood" portion, where, using a password to set up an account, an individual can create a collection of images of items in the collection. This feature could be used to share with others and for teaching in a classroom setting. There will be a presentation of the system to UNM faculty at some point. It was also noted that changes can be made very quickly, can be made off-site and that the process of adding images and data will be continuous. Long term loan items will be included but not short term loans. The grant that funded this work ends in September

but the work will need to continue as items are added. This is not in the current budget. The board asked many questions and gave a round of applause for the work and presentation.

11. Alliance Report - Linda Warning reported that Karen Lievense will be leaving the Alliance Board and that Lisa Sharp is a new board member. Work continues with Shemai Rodriguez to make data management more efficient. Linda also mentioned that an annual meeting between the museum and Alliance boards needs to be scheduled.

12. Development Report - Juniper Manley reported that the museum received a grant of over \$7,000 from NM Arts and that there were many positive comments regarding the outreach by the museum to special needs, rural and low income children and visitors. NM Arts also mentioned the self-evaluation done by the staff and the alignment with academic curriculum. With respect to the Mabel Dodge Lujan exhibition, \$292,000 has been committed from multiple sources, including Luce Foundation, Stephanie Bennett-Smith, NEA, Healy Foundation, Leslie Ramsey, Scott Foundation, Siegel Foundation, Mabel Dodge Lujan House, Cynthia Toles, Mary Ross Taylor, Rumsfeld Foundation, Kay Harvey, Joann Phillips and the Charles Redd Center. It has been realized that more curatorial staff will be needed so the goal is to raise an additional \$150,000. Juniper also listed the upcoming events: July 9 & 10 Art Santa Fe (the museum is a cultural partner), July 23 a presentation of the digitizing of the collection to donors, August 16 tour of the Couse house and Sharp studio with Randall LaGro for donors, Aug. 23 *Art on Tap* at Taos Mesa Brewery and in September the dinner with the chef Andreas Padilla from the restaurant Topolabombo.

13. Public Comment - There was no public comment.

14. Adjourn Regular Meeting to Go Into Executive Session –

Marcia Winter closed the meeting to enter into Executive session, for the discussion and determination where appropriate of limited personnel matters. The regular meeting was adjourned at 4:00 pm. The meeting was re-opened. There being no further business, the meeting was adjourned at 4:55pm.