

**Minutes of the Regular Meeting of the  
Carlsbad Museum Advisory Board  
held in the Carlsbad Museum & Art Center  
On September 20, 2017 at 1:30 PM**

**Voting Members Present:**

David Prell	President
Sam Denman	Vice President
Tom Bemis	Member
Margaret McClure	Member
Larry Pardue	Member
KC Sparks	Member
Steve West	Member

**Voting Members Absent:**

Khushroo Ghadiali	Member
Lavern Shan	Member
Duane Pearson	Member

**Ex-Officio Members Present:****Ex-Officio Members Absent:**

Dale Janway	Mayor
Steve McCutcheon	City Administrator

**Others Present:**

Dave Morgan	Museum Director
Edward VanScotter	Assistant Director

**1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM**

Roll call was taken by Edward VanScotter. It was determined that a quorum was present.

**2. APPROVAL OF THE AGENDA OF SEPTEMBER 20, 2017**

The motion was made by Steve West and seconded by Margaret McClure to approve the agenda of the September 20 meeting.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, Lavern Shan, Duane Pearson

### 3. APPROVAL OF MINUTES OF THE AUGUST 16, 2017 REGULAR MEETING

The motion was made by Larry Pardue and seconded by Margaret McClure to approve the minutes of the August 16, 2017 meeting.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Duane Pearson

### 4. APPROVAL OF FINANCIAL REPORT

Sam Denman has taken a position out of state, so he is stepping down from the board. This was his last board meeting. There are no new financial reports from the Foundation. The museum exhibit budget is currently in flux because of the unplanned costs associated with fabricating the Hall of Fame, it wasn't figured into the budget request for the year. Last FY about \$27K was spent from the museum's exhibit expenses line on the hall of fame. The museum is able to use some supplies that were purchased for other projects, but we expect expenditures this FY to be around \$20K. The mayor wants at least 40 hours a week put into the hall of fame. Museum attendants Frankie Cruzeiro and Emmalee Carrigan have had their hours temporarily increased over their budgeted 25 hours a week in order to put in more time on the hall of fame. The money to fund employees working additional hours comes out of the museum's labor line first and then general operating expenses. It is too early to determine the impact this will have on the operating budget. Dave Morgan and David Prell attended the most recent Potash Museum meeting. Prell said that current plans have the Potash Museum falling under the jurisdiction of the Carlsbad Museum & Art Center and its advisory board. While excited about having a Potash Museum and Park, the Board expressed concern that the City should ensure adequate operating funds and staff for the Potash museum.

The motion was made by Steve West and seconded by Sam Denman to approve the financial report.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Duane Pearson

### 5. APPROVAL OF DIRECTOR'S REPORT

The *Childhood Classics* is coming down on Friday, September 29<sup>th</sup>. This exhibit was well-received. The following Friday, the annual Zia Quilting & Stitchery Guild exhibit is going up. The Hall of Fame is still being worked on, the mayor has directed the city construction crew to build more exhibit cases along the east wall in the Hall of Fame. The museum is working on a list of 15 exhibits for the initial inductees in the hall of fame. There will be a big event on Veterans day when Dickie Harrell and Alejandro Ruiz will be inducted. The museum is still

waiting for artifacts to come in from inductees and their families; they are slowly starting to trickle in. The local hangout exhibit has been changed out, now on display are custom knives made by Tom Lewis. The medallions for the walkway in front of the museum have arrived. Jason is getting with the contractor to have them installed. The museum plans on utilizing the new light poles in front of the museum for custom banners. The banner arms that came on the light poles are too small, so the museum is looking into getting longer ones fabricated so that larger banners can be installed. The *Dinosaurs of New Mexico* exhibit is still on track for opening this fall. It should be a big draw for kids. Steve West indicated that he is going to head up to the lending institution to check up on it. Dave Morgan is going to make a trip to the Mesa Lands Dinosaur Museum to pick up a few bronze dinosaur bones they are lending us. The museum is looking for programming ideas while the dinosaur exhibit is up. The Museum is still planning on hosting the Museum of International Folk Art's travelling Flamenco exhibit in winter of 2018. On September 13<sup>th</sup>, Dave Morgan attended a training session about open meeting laws. Copies of the handout from this class were passed out to the board. In light of an incident of suspicious activities by museum patrons, and the recent library shooting in Clovis, museum staff has had active shooter training. The museum is in the process of getting quotes to improve security cameras throughout the building.

The motion was made by Sam Denman and seconded by Larry Pardue to approve the Director's Report.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Duane Pearson

#### **6. CONSIDER APPROVAL TO RECOMMEND REPLACEMENT FOR GERRI MATTSON.**

Larry Pardue made the motion to recommend Karen O'Neal to the board. The motion was seconded by Margaret McClure.

The vote was as follows:

Yes – David Prell, Margaret McClure, Sam Denman, Steve West, Larry Pardue, Tom Bemis, KC Sparks

No – None

Absent – Khushroo Ghadiali, LaVern Shan, Duane Pearson

#### **8. DISCUSS CURRENT AND FUTURE EXHIBITIONS AND ACTIVITIES**

Exhibit – July 7th, 2017 – Sept. 30, 2017 *Childhood Classics: 100 years of Children's Book Illustration*

Exhibit – Local Hangout exhibit – *Tom Lewis: Knife Maker*

Event – Sept. 22, 2017 – Movie in the Park: *Rogue One: A Star Wars Story*

Exhibit – Oct. 2017 – Zia Quilt Guild Exhibit

Exhibit – Nov 2017 – Feb 2018 *Dinosaurs of New Mexico*

Exhibit – Nov 2018 – Jan 2019 *Flamenco!*

**9. ADJOURN**

The meeting adjourned at 3:09



David Prell, President



Date