

**GOVERNING BOARD OF THE HARWOOD FOUNDATION
OF THE UNIVERSITY OF NEW MEXICO
Meeting Minutes, Nov. 28, 2017
Arthur Bell Auditorium, 2:00 pm**

Governing Board Members Present: Dora Dillistone, Lucile Grieder, Dr. Kymberly Pinder, Alexandra Benjamin, Dr. Stephanie Bennett-Smith, Tom Tkach, Diane Reyna

Advisory Board Members Present: Gus Foster, Janet Webb, Marcia Winter

Staff Members Present: Dr. Richard Tobin, Lacy Cantu, Matt Thomas, Sonya Davis

Handouts: Agenda; Meeting Minutes, October 10, 2017; Director's Report on Pros and Cons of opening museum on Tuesdays; Sales-Admissions Revenues relative to Days Open 2013-2017; Harwood Operating Statement through 10/31/2017; Development Report/ first six months; Collection Dept. Report; Collections Committee Recommendations; Governing Board Standing Committees

Confirmation of a Quorum: confirmed

Approval of Agenda: Diane Reyna made motion to approve the agenda; seconded by Lucile Grieder; motion carried.

Approval of October 10, 2017 Minutes: Dora Dillistone requested correction be made to minutes item #5, sentence 2 changing the word "accepted" to "acknowledged". Motion was made by Dora Dillistone to approve the minutes with correction; seconded by Kymberley Pinder; motion carried.

Board Chair Report:

1. Non-collection artworks previously stored in collections storage were moved to the Alliance storage in the Alcalde Building.
2. Advisory Task Force met and discussed the museum financial needs.
3. Alexandra reported she plans to meet with Lacy Cantu to gain a comprehensive understanding of Harwood finances; Tom Tkach is working with Lacy as well.

Director's Report: (see handouts)

1. The next major exhibit will open Feb. 9, *Work by Women*. Director is pleased to have two guest curators for the show: Judith Kendall and Janet Webb.
2. Question of whether the Harwood should again be open on Tuesdays. (see chart handouts) Charts show attendance by month for 2013-2017 and sales figures for each year factored against number of days open. Director wants to pull attendance figures for Tuesdays during the years when Harwood remained open on Tuesday. Director will get attendance figures for the Santa Fe museums to compare and see if their attendance is lower. Also looking at issue of being clear and consistent about hours. Considering having docents on weekends to

promote attendance. Wants to compare attendance numbers for different exhibits as well. Director is leaning toward reopening on Tuesdays mid-May through mid-September or October 1.

Budget/Financial Report by Lacy Cantu (see handout)

1. Facility Report: restoration of portal is completed. Bids are being prepared for repairs to the door/gate on exterior to Ledoux as well as water damage to the front of Alcalde Building. The boiler is being replaced in December. The fire marshal has said we need a 2nd story fire escape, and a design has been submitted to the historical P&C.
2. Al Espinosa passed away suddenly. There is a new job posting for Facilities Services Manager on the UNM job site.
3. The Operating Statement handout covers the first 4 months of the current fiscal year thru Oct. 31, 2017. The BASH funds have not yet been deposited. The budget reflects \$30,000 for Art of Wine and \$25,000 for the BASH. Expenses thus far are less than 34% of the year which means we are in good shape.

Development Report by Sonya Davis (see handout)

1. During her first six months with the Harwood, Sonya:
 - a. Met 100+ people/potential donors in the community
 - b. Attended a womens' giving circle
 - c. Attended the community foundation
 - d. Has been assessing the philanthropic climate
 - e. Worked on raising \$10,000 to secure the Fasken Foundation match fund for education (has \$5000 to date)
 - f. Worked with Jayne Schell on several education grants
 - g. Conducted three Needs Assessment Task Force meetings
 - h. Is working on the Advisory Council and has met with previous council members for input
2. Because more endowment funding allows the Harwood Museum to be more independent from UNM, Sonya is exploring the viability of and framework for a capital campaign drive to culminate in 2023, the Harwood's 100 year anniversary.
3. Board members discussed the need to promote the Harwood Museum of Art, not the UNM Foundation.

Collections Dept. Report by Matt Thomas (see handout)

Ongoing tasks include:

1. Managing gifts, new acquisitions and loans
2. Managing upstairs galleries: preparatory staffing, hanging shows, labels, cleaning and lighting
3. Maintaining the collection and Archive: preserving, conserving and managing

4. Fielding image requests, exhibition requests and general requests regarding the collection and exhibitions
5. Kathleen Brennan is coming in one day a week to complete digital photography of the collection
6. TMS migration: the parallel server is active, awaiting final update and move
7. Working on a policy revision re “Found In Collection” items over 7 years; developing an addition to collections policy

Collection Visits:

1. Carmella Pedilla for documentation of our WPA works for her new book.
2. an archivist who has worked with IAIA and Penn State is coming to help streamline the way our archives are organized.

Ongoing work on exhibits and events: Spring 2018 exhibition, *Work by Women*; Studio 238 curation, install and marketing/PR; Call for Selfies – Works by Women call to local female artists.

Collections Committee Report by Janet Webb

The Collections Committee submitted a list of 14 items for consideration to become part of the Harwood permanent collection. (see handout) Motion to approve and accept listed items into collection was made by Lucile Grieder; seconded by Tom Tkach; motion passed.

Alliance/Events Update by Linda Warning and Dora Dillistone

1. Alliance financials are good, the same as last year.
2. Lighting of Ledoux coming up Sat, Dec. 2.
3. *Art of Wine* planning is underway. Admin person will start entering items for the silent auction.
4. The Alliance president Linda Warning suggests that membership income go directly the Harwood; Alliance would be exclusively involved in events and fund-raising.
5. Alliance president suggests that the Harwood Director and the Governing Board discuss reorganization of the Alliance, a change the membership from “Members of Alliance” to “Members of the Harwood Museum.”
6. Donations of art for the *Art of Wine* silent auction are needed. The event needs to raise \$30,000. Auction items will be previewed the week prior to the event – in the museum, also will be posted on the Harwood website. All members may attend *Art of Wine* at no charge; non-member tickets are \$20.

Discussion and Board recommendations regarding day(s) of the week the museum is closed, and the annual seasonal calendar. Alexandra Benjamin

As this issue was discussed earlier during Director’s Report, the Chairman of the Board simply said she wants a decision made and policy set as soon as possible.

Discussion of Board Member matters. (see handout) Alexandra Benjamin

It was agreed there's a need for a set of criteria for recruiting Board Members. To be considered: can the candidate give major gift; become actively involved, influence NM politics, have influence in the broader art world?

Discussion regarding re-establishing the Board Standing Committees Alexandra Benjamin

A list of Harwood Museum of Art Governing Board Standing Committees was distributed. Many of these committees are not active at the moment. Chairman said there needs to be one Governing Board member on each standing committee. Need clarity from the Board on what is required of a committee member.

Diane Reyna and Stephanie Bennett-Smith volunteered to serve on the Education Committee. Tom Tkach volunteered to serve on the Finance Committee.

Diane Reyna and Stephanie Bennett-Smith volunteered to be on the Board Nominating Committee.

Next Steps:

1. Next meeting, introduce and vote on motion to restore standing committee, and discuss.
2. Create a Board Nominating Committee. This committee will present a report recommending criteria, responsibilities and contribution for candidates to the Governing Board.

Adjournment

Motion to adjourn was made by Stephanie Bennett Smith and seconded by Dora Dillistone. Motion carried and meeting was adjourned.