

## Minutes History Museum Advisory Board November 5, 2009

Minutes of the History Museum Advisory Board held on November 5, 2009, 9:00 a.m., at the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, Arizona.

**Board Present:**

Lisa Roach, Chair  
Anne Chandler  
Betty Enz  
Gail Fisher  
Dan Killoren, Vice Chair  
Julie Symopoulos

**Board Absent:**

Robert McKinley

**City Staff Present:**

Adrienne Richwine, Deputy Community Services Manager, Library and Cultural Services  
Amy Douglass, Museum Administrator  
Jerri Copenhaver, Administrative Assistant

**Meeting convened at 9:05 a.m.**

**Chair Lisa Roach** called the meeting to order.

**Agenda Item 1 – Consideration of Meeting Minutes for October 1, 2009**

**MOTION:** Betty Enz moved to approve the minutes of October 1, 2009.

**SECOND:** Gail Fisher

**DECISION:** Carried unanimously.

**Agenda Item 2 – Communications**

**There were no communications.**

**Agenda Item 3 – Renovation Project**

**Dr. Amy Douglass** said the museum **renovation** is progressing well.

- She said there have been many changes in the last week.
- **Dr. Douglass** talked about many of the items that are being installed, including the landscaping, exterior LED lighting, items in the exhibit hall, and the audio visual system in the Community Room.
- She said the cement footprints have been reinstalled, just to the west of the new entry court.
- **Dr. Douglass** indicated that new footprints of the current and past Museum Advisory Board Chairs will be created and installed before the museum's reopening.
- She said the construction should be complete by December 1.

**Agenda Item 4 – Reopening Event Planning**

**Dr. Amy Douglass** reported that the **reopening event planning** committee had a meeting on November 3.

- Subcommittees have been formed to work on planning the evening reception on Friday,

February 26 and the public reopening event on Saturday, February 27.

- **Chair Lisa Roach** and **Dr. Douglass** gave some of the details about the two events, including the times they will be held, the entertainment and activities that have been scheduled, the types of food that will be served, and the groups and individuals that will participate.
- The **Tempe Historical Society** has been invited to sell memberships at both events and to sell water and soda on Saturday, as a fundraiser.
- **Ms. Roach** said students at some of the Tempe elementary schools will participate in an essay contest, in conjunction with the reopening.
- The Board discussed contacting corporate sponsors to see if they would sponsor either of the events.

#### **Agenda Item 5 – Budget and Staffing**

**Chair Lisa Roach** distributed a flyer about two upcoming community budget forums.

- **Adrienne Richwine** encouraged the Board members to attend the forums.
- She indicated that there is a projected \$22.4 million deficit for next fiscal year, so all of the City's departments will be facing budget cuts.
- **Ms. Richwine** said that many internal budget meetings have been taking place to discuss ways to generate revenue and cut costs.
- The Board discussed the issue and voiced their concerns.
- It was decided that **Dan Killoren** would draft a letter to the City Council, reminding them about the investment that has been made to renovate the museum and the importance of retaining staff to operate the facility.

#### **Agenda Item 6 – Fundraising**

**Chair Lisa Roach** indicated that this might be a good time to start thinking about **fundraising**.

- She asked if all fundraising for the museum needs to be done by the **Tempe Historical Society (THS)** or if other volunteers can also raise funds.
- **Dr. Amy Douglass** said that other individuals or groups could raise funds. She added the fact that many companies would only donate to 501(c)(3) organizations, like the **THS**.
- **Ms. Roach** suggested having a joint meeting with the **THS** Board to discuss **fundraising**.
- The Board discussed ideas for raising funds and for seeking corporate donations. They also discussed ideas for the merchandise that will be sold in the new museum store.
- **Dr. Douglass** reported that she would be spending a significant amount of time writing grants and determining ways to bring in funding, once the museum reopens.

#### **Agenda Item 7 – Attracting New Volunteers**

**Chair Lisa Roach** indicated that she would like to use *Facebook* and *Twitter* to attract a new generation of **volunteers**.

- **Dr. Amy Douglass** said that the museum can access these through the City's *Facebook* and *Twitter* accounts.
- She said that someone, other than the staff, could create their own page that promotes the museum.
- **Dr. Douglass** reported that there will be a Volunteer Fair to recruit new volunteers on January 7. She said volunteers are needed to help staff the museum's table at the event.
- **Dan Killoren** suggested that the Board members help recruit applicants for the three vacancies on the Museum Advisory Board.

#### **Agenda Item 8 – Board Standing Committee and Representative Reports**

##### **8A Petersen House Endowment Committee**

There was no report. A new representative is needed for the committee.

##### **8B Public Programs Representative**

**Chair Lisa Roach** said the **Public Programs Committee** has not met.

##### **8C Policy, Procedures and Accessions Representative**

**Anne Chandler** read the **Policy, Procedures and Accessions Committee** report for October.

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- There are currently 18 provisional deposits. There was one new incoming loan and no new accessions.
  - The collections staff and volunteers have been busy locating artifacts for the exhibit hall renovation, cataloging the **Howard Pyle** collection, and entering artifact location codes into *The Museum System* software.

#### **8D Historic Preservation Representative**

**Dan Killoren** reported on the recent activities of the **Historic Preservation Commission**.

- He said they are still working on the design guidelines for the **Roosevelt Addition Historic District**.
- **Mr. Killoren** also said the design has been completed for the bronze plaques that will be displayed at the City's individually-designated historic properties. It is still being determined whether the plaques will be mounted on stanchions or attached to the buildings.
- He said the City has provided some funding for the plaques and the **Tempe Historic Preservation Foundation** might provide additional funding.

#### **8E Tempe Historical Society Representative**

**Betty Enz** reported that the **Tempe Historical Society (THS) Board** met on November 4.

- She said the **THS** Lunch Talk on November 4, which featured **L.M. Larry Edmonds** as **Carl T. Hayden**, was attended by 41 people. The next talk, on January 13, will feature **Jay Mark** presenting, *Marked Men: Tempe on the Big Screen*.
- **Ms. Enz** said the reception for the *Larry Campbell Tree of Lights* fundraiser will be on December 13.

#### **8F Diversity Awareness Representative**

**Dr. Amy Douglass** said the **African American Advisory Committee** continues to meet monthly.

- She reported that the committee is applying for a grant from the **Arizona Humanities Council**, to publish a booklet on the history of African Americans in Tempe.

#### **8G Oral History Representative**

There was no report.

#### **Agenda Item 9 – Board Announcements**

- **Chair Lisa Roach** announced that she has helped form a new organization, **Tempe Neighbors Helping Neighbors, Inc.** The group will assist senior and disabled citizens with minor repairs and landscaping at their homes.

#### **Agenda Item 10 – Future Agenda Items**

- Budget letter
- Communication and Media Relations information

The Board's next meeting will be December 3, 2009.

**MOTION: Gail Fisher moved to adjourn the meeting.**

**SECOND: Betty Enz**

**DECISION: Carried unanimously.**

**Meeting adjourned at 10:06 a.m.**

Prepared by: Jerri Copenhaver