



Board of Trustees Meeting

July 12, 2023 3:00 pm

Gilkey Room and Microsoft Teams

Call-in information:

509-703-4414 Conference ID: 422 328 296#

Our mission is to engage our audiences in the appreciation of art, history, and culture of the Inland Northwest and beyond through collection stewardship, exhibitions, and programs that enrich and inspire.

Northwest Museum of Arts & Culture
BOARD OF TRUSTEES MEETING
Wednesday, July 12, 2023
Gilkey Room and Microsoft Teams

Time	Agenda Item	Responsible	Page
3:00 pm	Call to Order, Establish Quorum	Peter Sanburn, President	
3:02 pm	ACTION: Approve Minutes 6.7.23	Peter Sanburn, President	2
3:05 pm	President's Report <ul style="list-style-type: none"> • Welcome Jason Brown 	Peter Sanburn, President	
3:10 pm	Open Comment Period	Peter Sanburn, President	
3:15 pm	Director's Report <ul style="list-style-type: none"> • New staff • Welcome Carrie Culver, new AAG • Private collection of work by Harold Balazs 	Wesley Jessup, Director	
3:25 pm	Finance Committee Report <ul style="list-style-type: none"> • May 2023 P&L • Variance Explanation • Cash Flow Projections (separate attachment) • Starting Cashflow based on budget (or separate attachment) • FY24 Budget Summary (or separate attachment) ACTION: Approve FY24 Budget	Lukus Collins, Treasurer	3-4 5-6
3:35 pm	Development Committee Report	Peter Sanburn, Chair	
3:45 pm	Exhibitions and Collections	Kayla Tackett, Director of Exhibitions and Collections	
3:55 pm	Foundation Report	Foundation Representatives, Greer Bacon Michael Flannery	
4:05 pm	If Needed May Adjourn to Executive Session	Peter Sanburn, President	
4:15 pm	End Executive Session Call Regular Meeting to Order; Take Action If Needed	Peter Sanburn, President	
4:25 pm	Adjourn	Peter Sanburn, President	

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Northwest Museum of Arts and Culture

June 7, 2023 Board of Trustees Meeting Minutes

Trustees Present: Vicki Butler, Lukus Collins, Christy deViveiros, Michael Dunn, Steve Duvoisin, Greg Hesler, Peter Sanburn, Gayle Terry, Dr. Frank Velázquez

Staff Present: Melissa Allard, Carolyn Black, Anna Bresnahan, Betsy Godlewski, Wes Jessup, Francis Langston, Freya Liggett, Kate Rau, Carol Summers, Kayla Tackett, Renee Webber

Others Present: Michael Flannery, Paul Johnson, Rob Ruchotzke

Call to order: With a quorum present, Mr. Sanburn called the meeting to order at 3:00pm

Action: Approve minutes from May 3, 2023, meeting. Mr. Hesler moved to approve, Mr. Duvoisin seconded, and the motion was carried unanimously.

President's report: Mr. Sanburn reported that ArtFest was a huge success with more than 9,000 visitors. The artists he spoke to were very pleased with the support they received. This is Betsy Godlewski's last board meeting after 11 years.

Director's Report: Mr. Jessup reported that there are 2 trustees terming out. He thanked Vicki Butler for her long service to the MAC. Christy deViveiros will also be leaving. Mr. Jessup expressed gratitude for Ms. deViveiros' work on the Campbell House Committee, toward the restoration of the Campbell House, which is almost done. As such, the Campbell House Committee, formed in the late 1950s, has decided to disband.

Finance Committee Report: Mr. Collins reported that with two months left in the fiscal year, our bottom line is healthy.

Action: Motion to approve the check signers resolution. Dr. Velázquez moved to approve, Mr. Dunn seconded, and the motion was carried unanimously.

Action: Motion to approve the money market account resolution. Dr. Velázquez moved to approve, Mr. Dunn seconded, and the motion was carried unanimously.

Action: Motion to approve the 2nd term elections of Lukus Collins, Greg Hestler and Laurie Arnold . Mr. Sanburn moved to approve, Mr. Duvoisin seconded, and the motion was carried unanimously.

Action: Motion to approve the reelection of the current slate of officers. Mr. Dunn moved to approve, Ms. deViveiros seconded, and the motion was carried unanimously.

Action: Motion to approve the election of Jason Brown to the board of trustees. Mr. Sanburn moved to approve, Mr. Dunn seconded, and the motion was carried unanimously.

Paul Johnson and Rob Ruchotzke of Creative Fundraising Advisors presented the findings of their Development assessment. The trajectory of the MAC is very positive and well-positioned for growth.

With no further business, Mr. Sanburn adjourned the meeting at 4:40pm.

Eastern Washington State Historical Society

Income Statement
For the month ending 05/31/2023

Appropriated Funds Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Total Revenue	0	0	0	0	0	0
Operating Expenses	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Salary/Wages/Benefits:	234,405	251,454	17,049	2,476,638	2,472,757	(3,881)
Utilities & Communications:	16,369	19,335	2,966	74,460	217,775	143,315
Insurance	177	270	93	123,789	125,429	1,640
Purchased Services	102,932	234,190	131,258	1,008,510	1,085,406	76,896
Travel	57	1,450	1,393	28,896	16,430	(12,466)
JA, JB, JC Equipment	14,668	2,150	(12,518)	50,270	62,950	12,680
Total Operating Expenses	368,607	508,849	140,242	3,762,563	3,980,747	218,184
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Appropriations	(368,607)	(508,849)	140,242	(3,762,563)	(3,980,747)	218,184

Full Year Budget*
0
Full Year Budget
2,668,127
237,110
125,699
1,062,434
20,330
65,400
4,179,100
Full Year Budget
(4,179,100)

Local Fund Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
04/20/000020 Admissions	14,222	14,309	(87)	322,370	473,729	(151,359)
04/20/000021 Fundraising Events	50,752	16,000	34,752	84,248	21,000	63,248
Other Revenues	61,596	39,294	22,302	544,010	440,986	103,024
Contributions & Grants Received in the Museum	7,173	257,000	(249,827)	978,313	1,372,692	(394,379)
Total Revenue	133,743	326,603	(192,860)	1,928,941	2,308,407	(379,466)
Operating Expenses	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Salary/Wages/Benefits:	49,170	70,523	21,353	493,489	739,995	246,506
Communications & Utilities	159	3,250	3,091	14,441	22,850	8,409
Purchased Goods and Services	64,558	133,220	68,662	1,140,467	1,548,493	408,026
Travel	1,814	6,985	5,171	13,889	60,159	46,270
Equipment & Furnishings (JA/JB/JC/JM)	5,099	0	(5,099)	55,299	500	(54,799)
Total Expenses	120,800	213,978	93,178	1,717,585	2,371,997	654,412
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Local Funds	12,943	112,625	(99,682)	211,355	(63,590)	274,945

Full Year Budget
502,694
3,000
528,335
1,501,652
2,535,681
Full Year Budget
810,406
23,350
1,626,981
57,669
4,500
2,522,905
Full Year Budget
12,776

* As adjusted by supplemental budget

For the Board's Information:	Current Mo. Actual (New)	Current Mo. Planned	Variance	Balance Available
Contributions & Grants Restricted Acct	1,062	172,500	(171,438)	1,591,334
Endowment Distributions - Foundation - Restricted*	0	0	0	116,895
Endowment Distributions - Foundation - Unrestricted*	0	69,500	(69,500)	369,287

* These funds have not yet been recognized by the Museum, and thus do not show up on financial reports generated by the State financial system.

Northwest Museum of Arts and Culture

Metrics as of May 31, 2023

Year 2023 Metrics	Current Mo.	Prior Yr Month	% Change	CYTD	Prior CYTD	% Change
Attendance:						
Paid Admissions	1,808	4,543	-60.2%	10,012	14,923	-32.9%
Total Admissions	3,123	6,495	-51.9%	16,710	23,058	-27.5%
Membership:						
			# Change			# Change
New Memberships	52	87	(35)	285	418	(133)
Rejoins (Expired 3 mo. or more)	95	118	(23)	831	745	86
Total Active Memberships	3,792	3,596	196			
Museum Store:						
Retail Sales	\$ 12,058	\$ 17,136	-29.6%	\$ 72,070	\$ 81,998	-12.1%
Retail Sales per SqFt (annualized)^	\$ 212.69	\$ 302.25	-29.6%	\$ 254.24	\$ 289.27	-12.1%
^ AECOM Benchmark: \$250/sq ft						
Sales per Attendee*	\$ 3.86	\$ 2.64	46.3%	\$ 4.31	\$ 3.56	21.3%
* AECOM Benchmark: \$1.50 to \$2.50 in retail sales per attendee						

Explanation of Significant P&L Variances **For the Month Ending 5/31/2023**

Appropriated Fund Section

Utilities and Communications, FYTD Variance \$143,315: Energy incentive from Avista for last year's HVAC Controls capital project that was credited against our utility expenses.

Purchased Services, FYTD Variance \$76,896: We discovered that we were being double-charged for our Central Technology Fee and were able to have one of the fees reversed. The current positive variance is a result of us spending less on Professional Services (such as contract curators) than planned.

Travel, FYTD Variance \$-12,466: This overage is offset by revenue for Santa Fe donor trip in the Local Fund Section.

Equipment, FYTD Variance \$12,680: Timing difference due to not ordering some items when originally planned, and a few delays caused by lingering supply chain issues.

Local Fund Section

Admissions, FYTD Variance \$-151,359: Admission revenues are coming in at around 70% of projections. This is consistent with other regional museums post-COVID. Also, memberships spiked during DreamWorks due to higher admission pricing. Some of this negative variance is countered by membership's positive variance.

Fundraising Events, FYTD Variance \$63,248: Received an unbudgeted \$21,400 grant from the city for ArtFest and unplanned ticket purchases for September's Gala.

Other Revenues, FYTD Variance \$103,024: Due to sales of memberships (\$71,797 surplus) and educational programs (\$53,437 surplus, of which \$24,540 came from May's record-breaking Mother's Day Tour).

Grants & Contributions \$-394,379: Individual contributions (\$269,563) are deposited in our main bank account immediately, but restricted donations, which are deposited in a restricted bank account, are not recognized on the P&L until we pull them over to the main bank account. Our restricted account balance has been growing, but we've not yet needed to pull funds over. Therefore, we are showing a negative variance for grants and contributions (**\$-593,808**) because we've not pulled funds over to our main bank account according to budget projections.

Salaries/Wages/Benefits, FYTD Variance \$246,506: Planned hires were brought on later than planned or have not yet been hired, including new Director of Development, Director of Marketing, and IT Technician. At this point, almost all of this constitutes permanent savings.

Purchased Goods & Services; FYTD Variance \$428,026: Timing differences include: Professional Services variance \$211,789 (predominantly exhibitions), supplies variance \$72,478 (Café \$26K, exhibitions \$44K), Exhibition/equipment rental expense variance **\$-15,884** (including an unbudgeted \$25,000 prepayment for a 2026 exhibition), other contractual services \$85,927 (exhibitions \$147K), and other goods and services expenses \$39,342 (marketing invoices not yet received). While this is presently being considered a timing difference, the closer we get to the end of the fiscal year, the more likely these differences are to becoming permanent savings.

Travel, FYTD Variance \$46,270: Now that we've switched most full-time employees to state funding, most travel is happening among state-funded rather than locally funded employees, so to get a better idea of the true variance, one should net this against the \$-12,466 travel variance in the appropriated section. Several employees attended the AAM meeting in Denver this month, but the travel card expenses will be reflected in June. This also contains revenue from the Santa Fe trip.

Equipment & Furnishings, FYTD Variance \$-54,799: several unplanned expense areas: art acquisition (\$13K), several new computers; gallery and office furniture & AV equipment for exhibitions.

MAC Board of Trustees 2023 Meeting Schedule

January 4, 2023	3:00-5:00	Gilkey Community room
February 1, 2023	3:00-5:00	Gilkey Community room
March 1, 2023	3:00-5:00	Gilkey Community room
No meeting for April		
May 3, 2023	3:00-5:00	Archives Library
June 7, 2023	3:00-5:00	Gilkey Community room
July 12, 2023	3:00-5:00	Gilkey Community room
(moved due to 4 th of July holiday)		
No meeting in August		
September 6, 2023	3:00-5:00	Gilkey Community room
October 4, 2023	3:00-5:00	Gilkey Community room
November 1, 2023	3:00-5:00	Gilkey Community room
No meeting in December		



2020-2023 Eastern Washington State Historical Society Board of Trustees

Name	Date Elected	Position	Affiliation/Notes
<u>TERM EXPIRING JUNE 30, 2023</u>			
1 Collins, Lukus (1 st)	03/04/2020	Treasurer	Treasurer & Balance Sheet Strategist, STCU
2 Hesler, Greg (1 st)	05/06/2020		Vice President, General Counsel and Chief Compliance Officer for Avista Corporation
3 Arnold, Laurie (1 st)	05/06/2020	Secretary	Director, Native American Studies, Associate Professor of History, Gonzaga University
<u>TERM EXPIRING JUNE 30, 2024</u>			
4 Sanburn, Peter (2nd)	06/01/2016	President	Retired Business Executive
5 Durnford, Janet (2nd)	07/18/2018	Vice President	Senior Strategist, Oracle
6 Henshaw, Matthew (2nd)	06/20/2018		Director of Curriculum and Instruction, Spokane Public Schools
7 Louie, Jeanie (1 st)	09/01/2021		American Indian Cultural Council
8 Schultz, Debra (2nd)	02/01/2017		Retired Business person/Retired educator
9 Velázquez, Frank (2nd)	09/26/2018		Spokane Regional Health Director
<u>TERM EXPIRING JUNE 30, 2025</u>			
10 Terry, Gayle (1 st)	03/04/2022		Broker/Realtor, Windermere Manito
11 Dunn, Michael (1 st)	06/01/2022		Retired Educator
<u>TERM EXPIRING JUNE 30, 2026</u>			
12 Duvoisin, Steve (1 st)	02/01/2023		Duvoisin Group CEO
13 Brown, Jason (1 st)	07/12/2023		Partner, Stevens Clay, P.S.
<u>Ex-Officio / Staff</u>			
Flannery, Michael			President, MAC Foundation Board of Trustees
Allard, Melissa			Executive Assistant, IT Liaison
Bresnahan, Anna			Director of Development
Jessup, Wesley			Executive Director, EWSHS
Langston, Francis			Chief Financial Officer
Staib, Katie			Director of Education
Summers, Carol			Director of Marketing
Tackett, Kayla			Director of Exhibitions and Collections
Webber, Renee			Chief Operations Officer