



## **Board of Trustees Meeting**

**O c t o b e r 4 , 2 0 2 3      3 : 0 0 p m**

**G i l k e y R o o m a n d M i c r o s o f t T e a m s**

**Call-in information:**

**509-703-4414 Conference ID: 323 727 930#**

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, October 4, 2023**  
**In Person in the Gilkey Room and Via Microsoft Teams**

<b>Time</b>	<b>Agenda Item</b>	<b>Responsible</b>	<b>Page</b>
3:00 pm	Call to Order, Establish Quorum	Janet Dunford, Vice President	
3:02 pm	<b>ACTION: Approve Minutes 9/6/23</b>	Janet Dunford, Vice President	2
3:05 pm	President's Report	Janet Dunford, Vice President	
3:15 pm	Open Comment Period	Janet Dunford, Vice President	
3:20 pm	Director's Report <ul style="list-style-type: none"> <li>2024 Board/Committee meetings schedule</li> <li>Spring Exhibitions</li> </ul>	Wesley Jessup, Director	3
3:35 pm	Finance Committee Report <ul style="list-style-type: none"> <li>EWSHS Dashboard 083123</li> <li>August 2023 P&amp;L</li> <li>Variance Explanation</li> <li>Cash Flow Projections (separate attachment)</li> </ul>	Lukus Collins, Treasurer	4 5 6
3:45 pm	Development Committee Report <ul style="list-style-type: none"> <li>Gala Update</li> </ul>	Anna Bresnahan, Director of Development	
3:50 pm	Governance Committee Report	Debra Schultz, Chair	
4:00 pm	Exhibitions and Collections <ul style="list-style-type: none"> <li>Archival Deaccessioning</li> </ul>	Kayla Tackett, Director of Exhibitions and Collections	
4:10 pm	Education Committee Report	Matthew Henshaw, Chair	
4:20 pm	Foundation Report	Michael Flannery, Foundation Representative	
4:20 pm	If Needed May Adjourn to Executive Session	Janet Dunford, Vice President	
4:25 pm	End Executive Session Call Regular Meeting to Order; Take Action If Needed	Janet Dunford, Vice President	
4:30pm	Adjourn	Janet Dunford, Vice President	

	Meeting Schedule		7
	Board Roster and Terms		8

Northwest Museum of Arts and Culture  
September 6, Board of Trustees Meeting Minutes

**Trustees Present:** Laurie Arnold, Jason Brown, Lukus Collins, Michael Dunn, Janet Durnford, Greg Hesler, Matthew Henshaw, Peter Sanburn, Gayle Terry

**Staff Present:** Melissa Allard, Anna Bresnahan, Wes Jessup, Francis Langston, Kate Rau, Carol Summers, Kayla Tackett, Renee Webber, Rob Worstell

**Others Present:** Carrie Culver AAG, Michael Flannery, Melville Holmes

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

**Action: Approve minutes from July 12, 2023, meeting. Mr. Brown moved to approve, Mr. Dunn seconded, and the motion was carried unanimously.**

**Action: Approve minutes from August 22, 2023, meeting. Mr. Collins moved to approve, Ms. Durnford seconded, and the motion was carried with Ms. Arnold abstaining.**

**President's report:** Mr. Sanburn reported that the Minecraft VIP event is Friday Sept. 15. Hopes to see everyone here.

**Action: Renew the contract of lobbyist Lisa Thatcher for one year. Mr. Henshaw moved, Mr. Sanburn seconded and the motion was carried unanimously.**

**Director's Report:** Mr. Jessup reported that the museum has an opportunity to purchase, from a private collector, 32 pieces of work by well-known Spokane artist Harold Balazs. We have asked the state to fund this purchase, as well as the purchase of the collection of important Plateau Indian beadwork owned by Fred Mitchell. We will exhibit the Balazs collection in the spring of 2024.

**Finance Committee Report:** Mr. Collins reported that we ended FY23 with a positive variance of \$276, 152 in Appropriated Funds and \$194,262 in Local Funds. The board approved opening a money market account, which earned \$2,750 in the first partial month.

**Development Committee:** Ms. Bresnahan reports that we are almost maxed out on gala attendees with 340 seats reserved. We will be honoring Cheney Cowles, one of our most significant donors, with an Arts Leadership award.

**Governance Committee:** Mr. Jessup reported that he has meetings planned with several promising candidates.

**Exhibitions and Collections Committee:** Ms. Tackett reported that there has been an influx in potential donations to the collection, including a gift of a Joe Feddersen piece. The museum purchased a piece from the Humaira Abid exhibition to add to our collection.

Museum staff presented updates on the strategic plan progress.

With no further business, Mr. Sanburn adjourned the meeting at 4:04pm.

## **MAC Board of Trustees 2024 Meeting Schedule**

### **Board meetings on first Wednesday of odd months**

January 3, 2024	3:00-5:00	Gilkey Community room
March 6, 2024	3:00-5:00	Gilkey Community room
May 1, 2024	3:00-5:00	Gilkey Community room
July 3, 2024	3:00-5:00	Gilkey Community room
September 4, 2024	3:00-5:00	Gilkey Community room
November 6, 2024	3:00-5:00	Gilkey Community room

### **Committee meetings on even months**

- **Staff member of committee to schedule these meetings.**

February 2024

April 2024

June 2024

No meeting in August

October 2024

No meeting in December

# Northwest Museum of Arts and Culture

Metrics as of August 31, 2023

FY 2023 Metrics		Current Mo.	FYTD Cumulative	FYTD Budget	% Variance
Exhibitions & Visitor Services	<b>Attendance:</b>				
	Paid Admissions	2,900	5,318	4,770	11.5%
	Total Admissions	4,502	8,347	7,203	15.9%
	<b>Museum Store:</b>				
	Retail Sales	\$ 16,871	\$ 31,447	\$ 30,102	4.5%
	Retail Sales per SqFt (annualized)^	\$ 261.90	\$ 244.09	\$ 233.64	4.5%
	^ AECOM Benchmark: \$250/sq ft				
Development	Sales per Attendee*	\$ 3.75	\$ 3.77	\$ 4.18	-9.9%
	* AECOM Benchmark: \$1.50 to \$2.50 in retail sales per attendee				
	<b>Membership:</b>				# Change
	New Memberships	49	90	106	-15.3%
	Membership Rejoins/Renewals	150	286	344	-16.9%
	Total Active Memberships	3,606		3,751	-3.9%
	<b>Non-State Dollars Raised:</b>				
Education	Non-state Dollars Raised:	22,945	175,766	236,236	-25.6%
	<b>Educational Program Revenues:</b>				
Collections	Educational Program Revenues:	36,391	95,780	71,470	34.0%
	<b>Collections Inventory Updates:</b>				
	Collections Inventory Updates:	11,974	14,186	4,000	254.7%

# Eastern Washington State Historical Society

Income Statement  
For the month ending 08/31/2023

## 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:	192,831	200,326	7,495	419,231	440,584	21,353
Utilities & Communications:	34,885	20,101	(14,784)	39,761	40,202	441
Insurance	155,903	85	(155,818)	160,349	9,690	(150,659)
Purchased Services	131,709	106,648	(25,061)	156,073	262,374	106,301
Travel	58	5,000	4,942	378	7,200	6,822
JA, JB, JC Equipment	36,859	11,900	(24,959)	40,154	45,500	5,346
Total Operating Expenses	552,245	344,060	(208,185)	815,946	805,550	(10,396)
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Appropriations	(552,245)	(344,060)	(208,185)	(815,946)	(805,550)	(10,396)

Full Year Budget*
0
Full Year Budget
2,453,262
191,116
158,255
1,489,919
33,700
78,200
4,404,452
Full Year Budget
(4,404,452)

## Local Fund Summary

Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
04/20/000020 Admissions	26,309	24,143	2,166	52,226	49,045	3,181
04/20/000021 Fundraising Events	15,065	0	15,065	47,243	30,000	17,243
Other Revenues	37,037	46,752	(9,715)	84,701	89,171	(4,470)
Contributions & Grants Received in the Museum	13,747	146,518	(132,771)	46,107	353,546	(307,439)
Total Revenue	92,158	217,413	(125,255)	230,277	521,762	(291,485)
Operating Expenses	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Salary/Wages/Benefits:	123,804	124,711	907	256,756	268,929	12,173
Communications & Utilities	147	1,512	1,365	206	1,524	1,318
Purchased Goods and Services	82,694	98,119	15,425	113,610	201,167	87,557
Travel	1,103	10	(1,093)	1,103	8,270	7,167
Equipment & Furnishings (JA/JB/JC/JM)	0	0	0	0	500	500
Total Expenses	207,748	224,352	16,604	371,675	480,390	108,715
Net Income	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
TOTAL Net Income, Local Funds	(115,590)	(6,939)	(108,651)	(141,398)	41,372	(182,770)

Full Year Budget
432,162
153,000
585,263
2,031,371
3,201,796
Full Year Budget
1,692,607
7,594
1,468,716
45,120
9,500
3,223,537
Full Year Budget
(21,741)

\* As adjusted by supplemental budget

For the Board's Information:	Current Mo. Actual (New)	Current Mo. Planned	Variance	Balance Available
Contributions & Grants Restricted Acct	11,236	96,736	(85,500)	1,470,182
Endowment Distributions - Foundation - Restricted*	0	14,782	(14,782)	146,221
Endowment Distributions - Foundation - Unrestricted*	0	30,000	(30,000)	439,072
* 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.				

## **Explanation of Significant P&L Variances**

### **For the Month Ending 8/31/2023**

#### **Appropriated Fund Section**

**Salaries/Wages/Benefits, Variance \$21,353:** Variance due to positions budgeted but not yet hired, including IT director (hired Sept. 2023).

**Insurance, FYD Variance \$-150,659:** Timing Difference—this expense was budgeted for Sept.

**Purchased Services, FYTD Variance \$106,301:** Timing differences—including software expenses (\$35,080), other contractual services (\$24,263), repairs (\$15,400), professional services (\$14,097), supplies (\$9,952).

#### **Local Fund Section**

**Fundraising Events, FYTD Variance \$17,243:** Advance ticket sales for our fall Gala.

**Grants & Contributions Variance \$-307,439:** Timing differences--some grants expected in August have come in in September.

**Salaries/Wages/Benefits, Variance \$12,173:** Planned hires were brought on later than planned or have not yet been hired, including Director of Marketing (expected October 2023), school visits educator and temporary Minecraft educator (both hired in September 2023).

**Purchased Goods & Services; Variance \$87,557:** Professional Services variance \$36,723, (predominantly exhibitions), supplies variance \$15,247, insurance \$39,328.

### 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 <sup>th</sup> 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		



Name	Date Elected	Position	Affiliation/Notes
<b><u>TERM EXPIRING JUNE 30, 2023</u></b>			
1 Collins, Lukus (1 <sup>st</sup> )	03/04/2020	Treasurer	Treasurer & Balance Sheet Strategist, STCU
2 Hesler, Greg (1 <sup>st</sup> )	05/06/2020		Vice President, General Counsel and Chief Compliance Officer for Avista Corporation
3 Arnold, Laurie (1 <sup>st</sup> )	05/06/2020	Secretary	Director, Native American Studies, Associate Professor of History, Gonzaga University
<b><u>TERM EXPIRING JUNE 30, 2024</u></b>			
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 <sup>st</sup> )	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
<b><u>TERM EXPIRING JUNE 30, 2025</u></b>			
10 Terry, Gayle (1 <sup>st</sup> )	03/04/2022		Broker/Realter, Windermere Manito
11 Dunn, Michael (1 <sup>st</sup> )	06/01/2022		Retired Educator
<b><u>TERM EXPIRING JUNE 30, 2026</u></b>			
12 Duvoisin, Steve (1 <sup>st</sup> )	02/01/2023		Duvoisin Group CEO
13 Brown, Jason (1 <sup>st</sup> )	07/12/2023		Partner, Stevens Clay, P.S.
<b><u>Ex-Officio / Staff</u></b>			
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