

**GOVERNING BOARD OF THE HARWOOD FOUNDATION
OF THE UNIVERSITY OF NEW MEXICO
Meeting Minutes, February 1, 2019
Harwood Conference Room, 11:00 AM**

Governing Board Members Present: Alexandra Benjamin, Tom Tkach, Marcia Winter, Lucile Grieder, Arif Khan, Nicole Dopson, Tim Larson, Stephanie Bennett-Smith (by conference call) and Diane Reyna (by conference call)

Advisory Board Members Present: Janet Webb

Staff Members Present: Sonya Davis, Lacy Cantu, and Susie Crowley (taking minutes)

Invited Guests: Barbara DeVane and Kara Moler

Handouts: Agenda; Meeting Minutes, November 30, 2018; FY19 Financial Report; Facilities Report; Development Report; Collections and Exhibitions Report; Museum Store Report

1. Confirmation of Quorum: Confirmed. Meeting called to order 11:05 AM
2. Approval of Agenda: Alexandra stated that Agenda Item 9 regarding the Disposition of Surplus Property will be revised and proposed at the next Governing Board Meeting. Motion to approve agenda by Lucile Grieder, seconded by Tom Tkach, all approved
3. Approval of November 30, 2018 minutes: Motion by Nicole Dopson, seconded by Marcia Winter, all approved.
4. Board Chair Update:
 - a. Alexandra Benjamin reported that Marcia Winter and Linda Warning went to the Legislature on January 24 to seek funding for the Harwood. They presented a Capital Outlay outline for \$500,000 needed for critical repairs (roof, elevator, fire escape and parking lot). Linda Warning will return to the Legislature before the end of session.
 - b. From the Museum Store Report, Alexandra Benjamin highlighted store revenue of \$7,000 for the month of January.

- c. Traci Quinn, Curator of Education at UNM Art Museum visited the Harwood Education Department last month to review the Art in the Schools program. A report of her visit with recommendations for the program will be presented at the next Governing Board meeting.
- d. The Director Search Committee has narrowed the candidates down to 4 finalists. The finalists will be invited to meet with the Search Committee, Staff, Board and Harwood stakeholders during a 3 day visit in Taos and Albuquerque.
- e. Alexandra Benjamin recognized and thanked Tom Tkach for his leadership as the Interim Director, and the Review team for their guidance and assistance during this transition period.
- f. Current and future Board Meeting Minutes will be posted on the Harwood website going forward.
- g. A transfer of Harwood's e-museum from Taos Net to UNM will take place on February 18. Janet Webb stated her concern regarding UNM hosting e-museum and the Harwood website. Lacy spoke for Chris Albert and Jonathan Kushner and stated that there should be no issues with the transfer.
- h. Future Governing Board meetings will be March 15, May 3 and June 28.

5. Financial Report:

- a. Nicole Dopson introduced her financial assistant Kara Moler. In the future, financial assistant Francisco Certain will present the Financial Reports. Nicole stated that Fiscal Shared Services (FSS) is getting familiarized with the workings of the Harwood financials. The Operating Statement (Banner/UNM) is the mid-year review with projections and revisions in both Revenue and Expenses for FY19. FSS is flexible regarding the layout of this report should the board wish to see it modified.
- b. It is projected that 100% of Harwood Museum Employee Salaries will come from ING (Instruction in General) funds as the restructure of the organization finalizes.
- c. Board comments regarding the FY19 Revenue charts were positive. Arif Khan commented that hopefully we'll see Endowments as a source of Revenue in future Financial Reports. Tom Tkach wants to see verified details to project the budget, and Lacy Cantu wants to see Membership detail in the next report. Lacy remarked on the

importance of having a preview of the FY20 budget in mid-March before finalizing in mid-April.

- d. Nicole Dopson stated that as we continue to seek financial sustainability, we'll need to develop a plan for the Museum Store merchandise write-offs. We also need to keep in mind that the current Salary Savings are a wash relative to extra spending that is needed, however, over all, the Harwood's finances look better this year than this time last year.

6. Facilities Report:

- a. Lacy Cantu presented that to the humidification system in the older part of the building needs repair. PPD (Physical Plant Department) is evaluating the option of a Reverse Osmosis system that could cost about \$10,000.
- b. Issues regarding the new Harwood Parking lot are being addressed; there are easement changes and needs for approval of plat revisions by the lot neighbors and the UNM Real Estate Office. We are seeking bids for proposals for the necessary improvements, including a drainage plan, grading of the lot, lighting, signage and crosswalk. Current estimates range between \$75,000 and \$100,000. More funding will be needed for this project.
- c. Roof drainage canals need repairs, estimates are being collected.

7. Development Report:

- a. Sonya Davis stated that for the proposed Endowment Campaign she plans to redo the UNM Foundation branded info booklet into a Harwood branded booklet, which is more appropriate for Harwood donors. Sonya is hopeful for an increase in donations from the year-end appeal with rebranded materials.
- b. Planned Giving (Estate Gifts) have been small but positive.
- c. Harwood is seeking \$60,000 in funding to support the Judy Chicago exhibit. Gifts have been identified and marketing for the exhibit has been approved.
- d. Art of Wine fundraiser and Bash at the Blake this summer will raise funds for Exhibitions.

8. Collections Committee Report:

- a. Janet Webb presented a list of 18 items the committee selected for acceptance into the permanent collection (see attachment).
- 11 Douglas Kent Hall photographs of Taos artists
 - 6 Robert Miller photographs, portraits
 - Peter Chinni's "Ancient Mask" a bronze sculpture. Several donors have contributed funds towards the purchase of the Chinni piece, potentially Art Acquisition funds can be used to complete this purchase.
- b. Tom Tkach made a motion to accept the 18 items, seconded by Lucile Grieder, all approved.

9. Disposition of Surplus Property not in the Harwood permanent collection

Alexandra Benjamin stated that Harwood items designated for transfer to UNM Surplus need to be properly itemized and documented prior to the transfer. The board will consider the disposition of the Surplus Property at the March 15 board meeting.

10. Public Comment

Mary Jo Whiteman shared concern for the hazards of low lighting in the new Harwood Parking Lot, especially during winter. She'd like to see the lot illuminated. She would also like the Yoga program to return to the Harwood.

11. Adjournment to Closed Session

Tim Larson made a motion that the meeting be adjourned to closed session; motion was seconded by Lucile Grieder. Adjourned at 1:00pm

12. Executive Session

13. Adjournment

Nicole Dopson made a motion that the meeting be adjourned; motion seconded by Arif Khan.