

**GOVERNING BOARD OF THE HARWOOD FOUNDATION
OF THE UNIVERSITY OF NEW MEXICO**

Meeting Minutes, May 3, 2019

Arthur Bell Auditorium, 11:00 am

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

Collections Committee Members Present: Gus Foster and Janet Webb

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

Invited Guests: Dora Dillistone and Juniper Manley

Handouts: Agenda; Meeting Minutes, March 15, 2019; Board Chair Update; FY19 Financial Report; FY20 Budget; Facilities Report; Exhibitions Report

1. Confirmation of Quorum: Confirmed. Meeting called to order 11:08 am.
2. Approval of Agenda: Motion to approve the agenda by Tom Tkach, seconded by Lucile Grieder, all approved.
3. Approval of March 15, 2019 minutes: Motion to approve the minutes by Diane Reyna, seconded by Arif Khan, all approved.
4. Board Chair Update:
 - a. Alexandra Benjamin recognized Juniper Manley as the new Director of the Harwood Museum effective May 15, 2019 and remarked that everyone is eager and excited to work with her. Alexandra offered her thanks and gratitude to the Harwood staff, to members of the Review Team, to Linda Warning and Janet Webb, to the Governing Board and the Alliance for all their help and work that made the transition a productive period.
 - b. Alexandra plans to seek input from Board members regarding developing training materials for new Board Members. A Board Retreat is being considered for Board Development and the goal of defining Board objectives.
 - c. The Board will turn its focus to 2023, developing plans to celebrate the Harwood's 100th birthday.
 - d. To limit any Thanksgiving week scheduling conflicts, Alexandra proposed holding the Board meeting on November 22, 2019. All Governing Board Members approved the date. Alexandra requested members provide input regarding FY2019-2020 meeting dates.
 - e. In reviewing the upcoming exhibitions and all related events at the Harwood, Alexandra recognized the tremendous efforts that everyone at the Harwood has

contributed. Tom Tkach proposed the Harwood consider charging out of state visitors \$15 admission for the Judy Chicago exhibition. Juniper Manley and Janet Webb thought this was not a good idea at this time. Arif Khan mentioned that he had an admission fee model that he would share with the Board so that we could review admission fees in the future.

5. Financial Report:

a. In the absence of Francisco Certain, Nicole Dopson presented the FY19 Financial Report and stated that overall, the revenue of the Harwood Museum is fiscally trending better than it has in previous years. The unrestricted funds associated with the Funk Estate Fund are one reason that the revenue looks high, but we should keep in mind that is non-recurring revenue.

b. Expenses are higher than projected in the Museum Store, but it's anticipated that once the Judy Chicago exhibition opens, the costs will be offset by profits from the sales of Chicago merchandise. Nicole encourages a fiscal check in on recurring expenses.

c. Nicole also presented the FY20 "shell" Budget for the Harwood Museum.

- Some of the biggest changes are that all salaries are now going to I&G (Instruction & General) to help maximize the fringe pool by about 38.5%.
- The Endowment portion reflects a combo of restricted and unrestricted reserves.
- Facilities will need to be funded by another revenue source
- The balance for the UNM loan repayment is \$10K/year for 6 more years.
- There are \$240K in FY19 reserve balances, yet the FY20 budget reflects \$32K – this can be revised as needed.
- Anticipated funding from grants and gifts are similar to previous years.
- 3% increase of salaries; budget shows 2%, 1% revised with I&G funds.
- Expenses related to Marketing and Memberships will be determined by adjusting the exhibition budget.
- It is suggested and ideal to fundraise \$40K of recurring expenses.

6. Facilities Report:

a. Lacy Cantu reported that the Reverse Osmosis system has been delivered and installed by around May 13. This should not have any effect on the active loan reports.

b. Harwood is currently seeking contract labor to assist the Facilities Department. Lacy is working with UNM HR to create an accurate Facility employee plan as Edwin Cordova is no longer the Facilities Manager.

c. Lacy is planning to have the Emergency Evacuation Plan in place before the upcoming exhibitions. Nicole recommended we use SRS (Safety & Risk Services) as a resource. The local Fire Marshal recommends we work with a local architect to develop the plan. Diane Reyna inquired whether there will be extra security during the Judy Chicago opening and Lacy confirmed that there would

be. Tom asked if there is extra security during Public Programs, Lacy stated that there isn't, but that there is an evacuation plan for emergencies. Lucile inquired whether exhibition attendance would be counted, Lacy confirmed it would be. Gus asked if both the architect and the Fire Marshal needed to approve the Fire Escape, Lacy said she would check into this.

d. Lacy is working with UNM Project Manager and the Fire Marshal to develop a second story fire escape as the current one is out dated. Unfortunately there are no current legislature monies available to fund this plan. There were funds discovered from OPBA (Office of Planning and Budget Analysis) \$58K is earmarked for this project but funding could possibly expire soon. Other projects planned for these funds include work on the Auditorium and drainage canals.

e. There is more work to be done involving the parking lot off Ranchitos, however the project is on hold due to lack of funding. Nicole suggested seeking funds from the Provost office – better to seek a match; and also suggested it would be beneficial to build a relationship with Melissa Vargas who could become a Harwood supporter.

7. Nominating Committee Report:

a. Committee members Stephanie Bennett-Smith and Diane Reyna reviewed the Board Development Recruiting Policy and will fulfill nominations accordingly.

The Nominating Committee nominated:

- Barbara DeVane
- Karl Halpert
- Paula Fasken
- Janet Mockovciak
- Juanita Lavadie

Stephanie made the motion to approve the 5 nominations, Lucile seconded, all approved. The five new board members will join the board for FY2019-2020, and Dora Dillistone will return for a 3rd term and Alexandra will return for a 2nd term. All incoming members will be presented for approval to the Board of Regents in August. The Board is planning orientation for new members as well as a board retreat/training.

b. Chris Baker was suggested as a candidate for the Governing Board to be considered next year.

8. Collections Committee Report:

a. Janet Webb announced that Mary Ross Taylor will make a gift to the Harwood of one Judy Chicago serigraph each year for the next 4 years.

These serigraphs are all currently on view in the George Foster Jr. Gallery.

b. Janet recommended reading the Judy Chicago piece in the Taos Gallery Guide. She offered her appreciation to registrar Chris Albert for all his hard work and assistance with the Chicago exhibition.

- c. Nicole noted that if the Judy Chicago exhibit information was sent to the Provost office, they could broadcast this event thru UNM communications.
 - d. Nicole announced that James Holloway is the new Provost and is a supporter of museums.
9. Alliance/Events update:
- a. Dora Dillistone announced that preparations for Bash are in full swing for June 22. There will be a Bash auction preview June 15 – 20 at the Harwood. There is traditional and contemporary work in the auction. The auctioneers are Juniper Manley and KTAO's Brad Hockmeyer and there will be a raise-the-paddle for Education. Tickets are available for \$175 thru the Harwood website as are sponsorships for the event.
 - b. Alliance board is weighing the benefits vs the efforts involved in managing the Art of Wine fundraiser to determine whether to do it in 2020. This year's Art of Wine raised \$15K and is a good source of unrestricted funds for the Harwood. The Alliance is considering whether Art of Wine should alternate every other year, the event
 - c. As the Alliance is operating under a separate 501C3 than UNM, there is a local CPA handling the bookkeeping for the Alliance.
10. Public Comment: There were no public comments.
11. Adjournment to Executive Session – 1:13 PM
- a. Alexandra Benjamin made a motion that the meeting be adjourned to closed session, seconded by Diane Reyna. The meeting was adjourned to Executive Session at 12:27 pm to discuss limited personnel matters pursuant to Section 10-15 NMSA (1978).
 - b. Diane Reyna made a motion to open the meeting, seconded by Tom Tkach. The meeting was re-opened.
1. Adjournment:
- a. Tom Tkach made a motion that the meeting be adjourned, Diane Reyna seconded. All approve. Motion carried. Meeting adjourned at 1:54 pm.