

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

Meeting Minutes, November 30, 2018

Arthur Bell Auditorium, 11:00 am

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

Governing Board Members Not Present: Diane Reyna and Nicole Dopson

Advisory Board Members Present: Janet Webb

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

Handouts: Agenda; Meeting Minutes, October 12, 2018; Financial Summary Statement; Financial Operating Statement; Collections and Exhibitions Report; Museum Store Report; Development Report

1. **Confirmation of Quorum:** Confirmed. Meeting called to order 11:07 AM
2. **Approval of Agenda:** Motion by Marcia Winter, seconded by Arif Khan, all approved
3. **Approval of October 12, 2018 minutes:** Motion by Stephanie Bennett-Smith, seconded by Marcia Winter, all approved, motion carried.
4. **Board Chair Update:**
 - a. Alexandra Benjamin reports that the Wurlitzer exhibition opened, and all opening events were well attended and well received. Matt Tomas and curatorial team mounted an excellent exhibit.
 - b. The Director Search is underway with 45 applicants. Phone interviews with candidates will be conducted in January.
 - c. Governing Board should consider the pros and cons of reducing the number of board meetings from 6 to 4 annually, also should consider holding some of the meetings in Albuquerque. Stephanie and Marcia shared concerns about these concepts. Any reduction in number of board meetings will require the approval of the UNM Board of Regents.
5. **Interim Director Report:**
 - a. Tom Tkach announced that the Docents Program has been re-energized, docent led tours have been reinstated on Sundays at 2 pm, also a docent will be

available by request. There has been outreach to the Harwood volunteers in an effort to get their feedback and better meet their needs. A meeting will take place December 5. Lucile Grieder shared her admiration for the positive forward movement of both the Docent and Volunteer Programs. Susie Crowley is now assisting with these programs. Docents and staff toured the home of Helene Wurlitzer and the Wurlitzer exhibit. Alexandra suggests having a docent on the Board and will propose that to the Nominating committee.

- b. Currently Tom Tkach is working with staff on their reviews, goal setting and strategic planning for operations in their departments and for the organization as a whole. Staff can opt to evaluate their operations now or wait for the new Director. Tom stated that the Harwood staff is very dedicated and that the Harwood is lucky to have them.
- c. Tom conveyed appreciation for the opportunity to be Interim Director of the Harwood. December will be his last month in the position however he will remain available as needed. Stephanie asked who would be Interim Director after Tom; Tim Larson motioned that this discussion be held during closed session. Lucile seconded, all approved, motion was carried.

6. Facilities Report:

- a. Lacy Cantu reported there has been no action on the roof repairs for the auditorium. Project Coordinator Sharron Rogers and Architect Roy Wood have estimated the project cost at \$200,000. Nicole Dopson has been provided a list of the Harwood's facilities needs.
- b. Regarding the new parking lot, Lacy, Jim Pollard and Alexandra met with the adjoining neighbors to discuss the drainage plan and modification of the easement. Estimate for parking lot improvements is \$50,000. Abeyta Engineering has been paid.
- c. The Harwood's humidification system is currently being supplemented by "home humidifiers" to keep levels within the AAM guidelines. Two new humidifying systems have been installed but these require a reverse osmosis (RO) system in place before they can be activated. We are waiting for bids on the RO system. Lucile asked if any of these facilities needs could be taken to the Legislature. Alexandra stated that Linda Warning and Gus Foster are planning to go to the Legislature to seek funding. They will visit with UNM's David Harris for his guidance.

7. Budget/Financial Report:

- a. Lacy reports that the Harwood accounting process moved to UNM's Fiscal Shared Services (FSS) on November 1 and all is progressing well. Nicole Dopson will present the financials at the next Board meeting.
- b. There has been increased revenue with the Operating expense largely due to unrestricted gifts including large donations, membership revenue and the transfer

of funds from the Alliance. Education revenue increased from last year and the Wilder-Green match was successful. In general, the Harwood is currently operating within budget guidelines.

8. Development Report:

- a. Sonya Davis plans to begin interviewing Governing Board members to discuss the concept and feasibility of an Endowment Campaign and will follow up with a report to the Board at the January meeting. Stephanie recommended a formal feasibility study and suggested consulting a professional for guidance. Sonya conveyed that the internal feasible study is thorough and effective. Tom Tkach states \$250,000 a year in endowments is needed to operate the Museum and that the Harwood is currently living on salary savings and reserves.
- b. Planned Giving Campaign began in May
- c. Sonya offered thanks to Janet Webb and Matt Thomas for their work producing the Wurlitzer exhibit and with developing the Judy Chicago summer exhibit.
- d. The upcoming Art Basel Miami trip offers opportunities to secure funding for the Judy Chicago exhibit. Other upcoming fund raising events include Art of Wine and Bash at the Blake. The Taos Ski Valley is including Harwood marketing in the Taos Winter Wine Festival.
- e. Membership is on track to meet budget. Susie Crowley and Shemai Rodriguez have collaborated on Membership duties; Shemai's membership goals will be reviewed in January.
- f. The donor recognition video monitor is up and running in the museum Lobby.
- g. Sonya is seeking Board feedback and support for Annual Giving as rebranded with Harwood logo (vs. UNM Foundation)

9. Collections Committee Report:

- a. Janet Webb reports that information about the upcoming Judy Chicago exhibition is posted on the Harwood website.
- b. Janet proposes a list of gifts to be considered as part of the Harwood's permanent collection: Melissa Zink, Deborah Buckley, Natalie Goldberg and Tina Barney. Stephanie questioned the relevance of the Tina Barney photos to the Permanent Collection. Arif motioned for the Barney photos to be accepted into the Permanent Collection, Marcia seconded, 4 approved, 2 disapproved, motion carried. Stephanie motioned for the Zink, Rael Buckley and Goldberg art works be accepted into the permanent collection, Marcia seconded, 2 abstained, 4 approved, motion carried.

10. Nomination Committee Report:

- a. Stephanie Bennett-Smith met with prospective Board member in October and will continue to research other prospects. The list of potential Board candidates needs to be further developed.

11. **Action Item:**

- a. Alexandra Benjamin presents for consideration a motion to retroactively authorize the UNM Review Team to evaluate the Harwood Museum operations. Motion by Stephanie Bennett-Smith, seconded by Tim Larsen. Arif Khan and Tom Tkach abstain. Motion carried.

12. **Public Comment:**

- a. Advocates for the Yoga at the Harwood program spoke in appreciation of the program. Kelly Barret, Melissa Larson and Mary Jo Whiteman all expressed that the Yoga program has been a great and beneficial program that generates goodwill with the community and that they are perplexed and unhappy that the Board would cancel the program. They asked for the Board to reconsider the decision. Also, it was brought to the Board's attention that the Meeting Minutes have not been posted on Harwood website.
- b. In response Lucile Grieder commented that the yoga program in the galleries was problematic for the Harwood's AAM accreditation and that essentially, it does not fit with the Museum's mission. Stephanie Bennett-Smith added that there had been complaints about the program. Alexandra Benjamin stated that community outreach is a part of the Harwood mission and that the Board will consider what has been presented. Alexandra will make sure the Meeting Minutes are posted on Harwood website.

Meeting adjourned to Executive Session at 1:10 PM