

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

Meeting Minutes, January 21, 2022

Virtual Zoom Meeting, 11:00 AM

Governing Board Members Present: Alexandra Benjamin, Dora Dillistone, Karl Halpert, Janet Mockovciak, Shawn Berman, Nicole Dopson, Teresa Costantinidis, Scott McAdams, Harris Smith, Juanita Lavadie and Lucile Grieder

Staff Members Present: Juniper Leherissey, Gwen Fernandez, Joseph Racicot, George Rankin, Sonya Davis, and Susie Crowley (taking minutes)

Others Present: Gus Foster, Sheree Livney and Steve Rose

Handouts: Agenda; Consent Agenda documents including Minutes from November 19, 2021 meeting, Director's Report, Finance Report, Education Report, Alliance Report and Annual Report

Confirmation of Quorum: Confirmed. Meeting called to order 11:04AM. Today's meeting is via Zoom and is recorded.

1. **Adoption of Agenda:** Shawn moved to approve the agenda, Dora seconded, all approved.
2. **Approval of Consent Agenda:** Including listed Action items and Reports. Janet moved to approve and accept all the items on the Consent Agenda, Shawn seconded, all approved, none opposed.
3. **Board Chair Update:**
 - a. Alexandra noted that five additional minutes will be allotted for agenda item #7 – Board Discussion: Governance, Objectives, and Goals.
 - b. Two Board members have resigned since our last meeting, and it needs to address and approved for the record. Patti Day resigned November 8, 2021, and Sherry Parsons resigned January 18, 2022. Teresa moves to approve of the resignations, Karl seconds, all approve.
 - c. It was mentioned that Harwood staff evaluations are underway, and that Harris and Alexandra are assisting with Juniper's.
 - d. Alexandra commended all the Harwood Committees for their active and evolving work. Some of the Standing Committees are updating their Charters in relations to the Strategic Plan. The Collections Committee will review AAM procedures and best practices for ascension and descension policies.
 - e. Scott will serve as the Chair of the Governance Committee as it merges with the Governance Committee task force. At next week's meeting we will discuss improvements to the bylaws and seek approval. It is great to see the committees collaborate with the staff.

- f. We hope to see committees increase as well as filling the four vacant seats on the Governing Board. Keeping in mind we are looking for candidates with needed skills and diversity.

4. Director Report

- a. Juniper announced that the Harwood has experienced great strides moving into 2022 including improvements to Harwood systems as well as hiring of nine more employees including Store Manager and Visitor Experience – Joe Racicot, and our newest employee George Rankin as Operations Manager.
- b. Capital projects that needed additional funding for completion include the Parking Lot where UNM helped with remaining funds. The Rooftop units were also short funds, but thanks to the Provost and Harwood reserves this project will be complete by the summer.
- c. IMLS project is moving forward as we have two facilitators assisting us: Jaelyn Roessel and Daniel Escalante. Look out for a survey that will help us in creating the best working groups for this project.
- d. Please review the Harwood website for upcoming events including our Sold-out in-person Gus Foster tour, as well as many virtual events on the calendar. Debbie Long exhibition invitations have been mailed out for her March 19 opening. Also focusing on Fall exhibitions and Centennial.

5. Annual Report 2020 + 2021:

Juniper shared that the Annual Report was a combined effort of the Harwood staff that was spearheaded by Nicole and the Curatorial team. Please take time to read the report as it is a great record of the past two years at the Harwood. Highlights include involved volunteers (including Board, Alliance, and Committee members), financial numbers and statistics, who our visitors were, our events and exhibitions, accomplishments, and partnerships. Further showcases of the Annual Report include guest statements and fun facts. The Board provided positive feedback for the Annual Report.

6. Education and Public Programs Report:

- a. Gwen announced upon her 6-month milestone at the Harwood that in conjunction with the Harwood Education Committee they are re-imagining and rebuilding the Education Program in alignment with the Strategic Plan while providing a foundation for the community.
- b. They will showcase their responsibilities to the vision of the Education program through the values they will instill including creativity, community, inclusion, and well-being. All while seeking funding and partnerships to support this program.
- c. The Harwood Educational program will base its curriculum on Social and Emotional Learning (SEL) as this is the foundation that best impacts success with strength and development.

- d. The Harwood will partner with Enos Garcia to engage 5th graders in an afterschool program at the museum.
- e. There are many Public Programs in the works including in-person and virtual, as well as activities with Exhibitions and the Centennial. Please review the website for more details.

7. Board Discussion: Governance, Objectives, and Goals:

- a. Alexandra and Scott McAdams as the Chair of the Governance Committee are interested in seeking ideas from the Governing Board in the areas of the Nominating process and the Board composition.
- b. It was suggested that we start the process now for seeking individuals to review and potentially join the board. We need four members now and two more in July. Please see Scott for ideas of individuals you may know of who a contender in all areas across the state could be. We will also need to implement structural changes to the meeting schedule including the approval by Regents.
- c. Shawn stated that empowering the committees and to continue to empower and develop committee work is a noteworthy goal.
- d. Juniper suggested a review of the Strategic Plan to see what we can accomplish in the upcoming months. How could each Board member individually contribute as way to support the Strategic Plan? Please review the self-evaluation form being re-sent to the Board by Scott as an engagement tool.

8. Budget/Financial Report:

- a. Juniper highlighted the mid-year actuals for FY22 with a high roll-over from the reserves. Not all revenue has been processed via UNM Banner, so the actuals look lower than they really are. This includes gifts to Collection Care, Exhibitions and Memberships. We are assessing needs to meet revenue goals. Operating revenue is more than halfway met as folks are visiting the museum and shopping in the museum store.
- b. We remained frugal with our Operating expenses as we have salary savings due to low staffing, and minimal education expenses, yet have begun budgeting for Centennial expenses.
- c. Review of Restricted income and expenses especially around IMLS and Capital. Labor redistribution as IMLS monies come in. Hoping to fundraise for upcoming exhibitions including Centennial. Much work to be done.

9. Centennial Committee update:

- a. Lucile and Dora announced that the 2022 Bash has been cancelled due to Covid, but now the Centennial Events Committee in partnership with the Harwood Alliance can put all their efforts into the of development of the Roaring 20's party slated for the summer of 2023.
- b. The Centennial Development Committee is eager to move forward. The Centennial Education Committee has nothing recent to report. With the recent absence of Sherry

Parsons and Patti Day; Lucile and Dora are hopeful to fill the positions these ladies obtained on the Centennial Committee via a Community Engagement gathering as soon as possible.

10. Development update: Annual Giving and Endowment:

- a. Sonya's primary focus has been on the Endowment Campaign. Thanks to Gus and Shawn for their assistance with outreach. There are still some leadership gifts in the wings, but to date we have reached 57% of our 6-million-dollar goal. We hope to attain our goal by 2023 during our centennial. Are we ready to re-evaluate the endowment or head toward the public phase?
- b. It was noted that Lucile has been instrumental in seeking sponsors for the Centennial and we are hopeful to gain these sponsorships in 2022 prior to the Centennial. Please see Lucile with leads or questions.
- c. Annual Appeal for 2021 was a success as our goal was \$40,000, and to date we have received \$59,022 from 95 donors! Many acknowledgements went out to these donors in appreciation of their gifts; large and small.
- d. Sheree Livney, Alliance Chair commented that the Alliance circulated their current financials. The Alliance is now focusing on the Fall Online Auction and is seeking contributions of art and other experiences – see Sheree for donations or any other fundraising ideas. Alliance fundraising monies are all channeled to the Harwood as unrestricted monies.
- e. Per Sonya, Role of the Governing Board in fundraising is at the level they are most comfortable with time and skill for sustainability. Thanking is key and many Board members are interested in assisting with this.

9. Public Comment: None

10. Adjournment:

Shawn moved to adjourn the meeting, Dora seconded, meeting adjourned at 12:42 PM.