

**GOVERNING BOARD OF HARWOOD MUSEUM OF ART
OF THE UNIVERSITY OF NEW MEXICO**

Meeting Minutes, Friday, November 18, 2022

Hybrid Zoom Meeting, 3:00 PM

Governing Board Members Present: Dora Dillistone, Karl Halpert, Janet Mockovciak, Sheree Livney, Mary Gutierrez, Shawn Berman, Nicole Dopson, Teresa Costantinidis, Scott McAdams, Harris Smith.

Members Not Present: Debi Vincent, Vernon Lujan.

Other Participants: Francisco Certain, Linda Warning

Staff Members Present: Juniper Leherissey, Sonya Davis, Chris Albert, Susie Crowley (taking minutes)

Handouts: Agenda, Harwood Museum of Art Centennial Portfolio, 1st Quarter Financials

Confirmation of Quorum: Confirmed. Meeting called to order 3:03 PM. Today's meeting is via Zoom and is recorded.

- 1) **Adoption of Agenda:** Motion to adopt the agenda with a change to removal of #9 from the agenda, there will not be an Alliance report. Dora moved to adopt the agenda with this change, Sheree seconded, all approved.
- 2) **Approval of Consent Agenda.** Mary moved to approve all items on the Consent Agenda, Teresa 2nd., all approved.
- 3) **Board Chair Update: Scott McAdams**
 - a. Strategic plan discussion, how can the board help to support the executive director, envision how we want to see what the Harwood looks like short term as well as going forward into the next centennial.
 - b. Thank you for nominations for new board members, please continue to submit so that we can grow our board for the year ahead.
 - c. Work with committee chairs to develop the committee charters, develop roles for each committee to support the strategic plan.
 - d. Working on bylaw revisions to take back to the governance committee.
- 4) **Director Report: Juniper Leherissey (see written report)**
 - a. Thanks to Mary for new tech set-up from UNM and for Susie, Gwen and Carlos for new meeting set-up.

b. Hiring: Angela Tafoya has been hired as a part-time custodian to allow facilities to focus on bigger projects, Public Programs director hired pending confirmation. Next three postings: Collections Associate, Administrative Assistant, Marketing & Development Manager.

c. Comparative staffing and salary review, we are increasing our full-time staff positions relative to 2019 figures, we have made progress but are still very low relative to industry standard and UNM standard.

d. Facilities: New parking lot is almost complete, solar lighting to be installed in December. Roofing Phase 1, FIN funding, project currently underway; HVAC units #3 and 4 are failing, scheduled replacement after Thanksgiving, working with UNM facilities for project management.

e. Multi-year Funding Request to UNM: Recurring requests for Facilities Maintenance support, Security Contract and Collections Manager Staff Position. One-time requests for boiler replacement, RTU 1 & 2 replacement, Phase II Roof repair and ADA compliancy.

f. Incentive Pay: With the help of the Alliance, we have been able to give every staff member a small Xmas bonus.

g. Outriders & Dunton exhibition opening events: Director's circle and previews talk as well as public opening with live music were fabulous events, bringing new audience into the museum.

h. Holiday Events: Working with the Town of Taos, combining the events on the plaza with the Lighting of Ledoux, Museum Holiday party for staff and board proposed for December 15th, location to be determined.

i. Call to Artists for a contemporary piece for the Centennial, details at website.

j. DEAI sessions: 6 upcoming, we hope everyone can join.

k. Fundraising: Thrive Through Art campaign is ongoing, almost at 13K, Annual Fund has been launched. Thank you to Nicole for helping us to get a Centennial sponsorship from the UNM office of Academic Affairs. Thank you also to Sheree and the Alliance for an amazing fall auction and to Gus and Sonya for a successful Endowment campaign. Additional ways to help with support, fundraising and volunteering listed.

5) **Harwood Associate Spotlight:** Chris Albert, Collection Manager. Chris gave us a synopsis of his duties and responsibilities as the Collections Manager for the Harwood, he is in charge of all aspects of the professional standards and practices that affect the collections, including managing acquisitions, environmental monitoring of conditions that affect the objects, collaboration on exhibit planning, preparing work for UNM use, transportation logistics of incoming and outgoing work, loan agreements, creating and maintaining associated databases, strategic planning for future as well as maintaining communications with national and international communities regarding loans, donors and research.

6) **Strategic Plan Update + Future Planning**

a. Sustainability: \$6.2 million of strategic plan goal raised for endowment campaign, new store manager in place, providing better assessment of inventory, above target in earnings and strategic buying for store, also working with Susie to implement a new museum-wide POS system. Enhancing cross-department collaboration and trainings.

b. Relevance and Diversity: Six upcoming DEAI trainings scheduled for spring of 2023, also working with the Evaluation Lab, reviewing collections and increasing diversity of staff and board. Education department has been doing a great job with developing ambitious programs to meet community needs.

c. Legacy: Facility upkeep and repairs, Centennial Celebration development.

d. Going forward, integrating with UNM's plan developed around the 2040 strategic planning framework, the possibility of hiring a consultant to help us meet this long-range goal.

7) **Financial Report:** Nicole Dopson goes over 1st qtr financials, most areas are close to benchmarks with the exception of the museum store, which is currently showing at higher than anticipated earnings, unrestricted gifts is currently showing below benchmark for this quarter but this is expected to increase, discussion of appropriate reserve balances. Overall expenses are down but this is driven by the vacancies at the museum.

8) **Centennial Committee report:** Dora thanks Department of Academic Affairs at UNM for a large contribution, thanks also to Juniper and Scott for unveiling the new logo. Unfortunately, the PBS special will not be developed for the Centennial Celebration. Presentation of the Centennial Print portfolio by Linda and discussion of the funds to be raised by the print sales. June 17th is the date for the Harwood Birthday Bash at the Sagebrush.

9) **Public Coment:** None

10) **Thank you notes**

11) **Adjournment:** Sheree moved and Dora seconded, meeting adjourned at 4:28.