

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

Meeting Minutes, March 19, 2021

Virtual Zoom Meeting, 11:00 AM

Governing Board Members Present: Alexandra Benjamin, Dora Dillistone, Karl Halpert, Janet Mockovciak, Sherry Parsons, Patti Day, Shawn Berman, Juanita Lavadie, Harris Smith, Stephanie Bennett-Smith, and Lucile Grieder

Governing Board Members Absent: Arif Khan, and Cindy Grossman

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

Others Present: Francisco Certain, Gus Foster, AJ Carian, and Sheree Livney

Handouts: Agenda; Meeting Minutes, January 22, 2021; FY21 Financial Report and Operating Statement; Development Report; Committee Report

Confirmation of Quorum: Confirmed. Meeting called to order 11:02AM. Today's meeting is via Zoom and is recorded.

1. Adoption of Agenda: one change: Centennial Report will precede the Board Leadership and Committee Development Reports. Lucile motioned to adopt the amended agenda; Patti seconded; all approved.
2. Approval of January 22, 2021 minutes: Janet motioned to approve the minutes; Juanita seconded; all approved.
3. Board Chair Update:
 - a. Alexandra has been researching Harwood history for the Centennial catalogue, exhibitions and a potential film project in development with NM PBS.
 - b. Alexandra is seeking ways to improve the Board's processes, goals, and ideas, better define the Board's scope of responsibilities to improve effectiveness. Janet stated that she would be willing to assist Alexandra with these efforts.
4. Director's Report:
 - a. Juniper commented on the utilization of Legislative funds for replacement of the roof top climate control units.
 - b. The Harwood is receiving applications to hire 5 new staff positions including Curator of Education & Programs and Curatorial Assistant, Preparator, Customer Service Associate and Manager of Retail and Customer Experience.

- c. The development of the Harwood's new website and research for the Centennial have been a focus in this period. We are also partnering with the TCA, Millicent Rogers' Museum, and the Taos Art Museum for a document series and Paseo collaboration.
- d. The Provost has approved the Harwood to open on April 2 from Fridays – Sundays. The schedule will remain limited through May as elevator repairs are underway. We are hopeful for a more regular schedule beginning in June.
- e. Artist Izumi Yokoyama has developed a Virtual Education Program with local schools involving the instruction and creation of origami cranes with the assistance from about 500 youth. Project will be installed in May.
- f. Contemporary Art Taos will be extended through May 9. Maja Ruznic exhibit is now fully installed with a member's event next Friday. There will be a Plaza Cruise on September 25, 2021 in relation to the installation of the Santo Lowride exhibition in May.

5. Website Redesign Project:

- a. Shemai presented the design and features of the Harwood's new upgraded website. Features on the homepage include Upcoming Events, Collection and Store.
- b. The Website is designed to be visually dynamic - photos are sharp and vibrant. We are hopeful that we are in the final weeks of edits.

8. Budget/Financial Report:

- a. Francisco stated the Annual Appeal in December created a boost in revenue, we had great support in revenue from Memberships. We have received 87% of our projected revenue for the year which is great!
- b. We are hopeful that the reopening of the museum in April will increase Operating Revenue. Sonya announced that we have seen a major increase in gifts this fiscal year from \$40K to \$130K, great news for such an unusual year. Alliance transferred funds to support the Spring Exhibition. We need to raise \$50K for the summer exhibition.
- c. Operating Expenses may increase over the next 4 months as the museum resumes operations. We have however received some salary savings due to the Harwood being short staffed. There have also been some extra expenses in the maintenance in the auditorium and for boiler repairs. Overall, the Harwood is doing well despite COVID.

7. Development Report:

Sonya shared her gratitude for the Board members who have helped on the Development Committee or with the Endowment Campaign. With a timeline of 2 years to complete the endowment goals, Sonya will begin having conversations with Board members to discuss their commitment.

9. Centennial Committee Report:

Stephanie stated that the Centennial Committee is taking shape, they are having discussions with all Board members to see who will serve on the 5 sub-committees. The Committee will follow up with the appointments of the sub-committee Chairs.

8. Board Leadership and Committee Development:

- a. Alexandra discussed the need to have a Board Member chair each Standing Committee. The Board reviewed the spreadsheet laying out all the roles on the Board: including serving as officers, serving on Standing Committees, the Centennial Committees, the Alliance and Endowment Committee.
- b. Shawn offered to Chair on the Finance Committee. The Standing Committee chairs are appointed by the Board Chair.
- c. The Centennial Committee has 5 sub-committees that will serve for a limited time through the length of the Centennial. Patti wondered if there could be a roadmap which outlines how the committees can best understand their goals, roles, or their budget. Stephanie announced that there is a Board Development plan to help streamline the needs of the Harwood Board for effectiveness.

10. Board Development (Nominating) Committee Report:

Karl announced that the Board Development Committee intends to report and present at the June Board meeting. In June, the Board will review the slate of officers for the FY22 Governing Board.

11. Public Comments:

Harris suggested that we all write a letter about how the Legislative funds have measurably supported UNM/Harwood – share these letters with Juniper who will send them to Matt Munoz w/ UNM.

12. Adjournment to executive session:

Meeting adjourned at 12:30 PM.