**GOVERNING BOARD OF THE HARWOOD FOUNDATION**

**OF THE UNIVERSITY OF NEW MEXICO**

**Meeting Minutes, May 20, 2022**

**Virtual Zoom Meeting, 11:00 AM**

**Governing Board Members Present**: Alexandra Benjamin, Dora Dillistone, Karl Halpert, Janet Mockovciak, Shawn Berman, Nicole Dopson, Scott McAdams, and Lucile Grieder

**Governing Board Members Not Present**: Harris Smith, Teresa Costantinidis and Juanita Lavadie

**Staff Members Present**: Juniper Manley, Sonya Davis, and Susie Crowley (taking minutes)

**Others Present**: Gus Foster and Sheree Livney

**Handouts:** Agenda; Consent Agenda documents including Minutes from March 18, 2022 meeting; FY22 Financials and FY23 Budget; Education Report; Financial Statements from the Alliance; Centennial Marketing Report.

**Confirmation of Quorum**: Confirmed. Meeting called to order 11:00AM. Today’s meeting is via Zoom and is recorded.

1. **Adoption of Agenda**: Dora moved to approve the agenda, Lucile seconded, all approved.
2. **Approval of Consent Agenda**: Shawn moved to approve all the items on the Consent Agenda, Dora seconded, all approved.
3. **Board Chair Update**:
	1. Alexandra noted that there have been many magnificent events held recently at the Harwood including Exhibitions and a Memorial held for Harwood supporter Rosa Ellis-Clark.
	2. As we come upon the end for FY22, Alexandra’s term as Chair is ending. A new Chair will start July 1. There was a review of current Governing Board Members and their terms. As a reminder there are 3 more Governing Board meetings of the calendar year: June 17, September 16, and November 18
4. **Director Report**
5. Juniper invites and encourages the Board to visit the Museum as there are many phenomenal works currently on display. Over one hundred youth have visited the museum in the last month.
6. Looking ahead; the Diversity Equity work from staff, Board & Committee Members is underway and making great progress. We are celebrating grants and publications that help showcase our activities. Summer youth and adult programs are happening along with fresh collaborations. First Fridays are returning in June. Fall Exhibitions leading up to the Centennial are falling into place.
7. Successful travels to New York to strengthen relationships including Arne Glimcher of Pace Gallery which holds Agnes Martin copyrights.
8. The Harwood Museum continues to follow the Covid processed outlined by UNM. Currently no mask mandates.

**5. Finance Report:**

1. Juniper presented the highlights of the FY22 Operating Statement to date. In Revenue we see that we are behind in both Collection Care and Exhibitions gifts that are needed to fulfill these budget items. Acquisitions are restricted and cannot support these departments. Dietrich Foundation will help us seek support for Tundra. We are also seeking guidance from UNMF to help with exhibition support. $100K was drawn from our once every 3-year dip into the Endowment that will help support us with the Centennial. Admissions and Store revenue are ahead of target. Programs and Education are slow to bring in revenue as we revamp these departments.
2. Operating Expenses reflect our conservatism as overall we are spending under target. There has been a salary savings in Administration. We have been successful in not dipping into our reserves. Over $1M in reserves. Additional revenues like I&G and Capital Campaign monies help offset expenses. HVAC is in need of repair and funding to support it. New parking lot is open for the public but still needs to complete bumpers and solar lighting.

**6. Budget Report:**

1. Juniper presented the FY23 budget while showing comparisons to FY22 & FY21. Staff was helpful in the development of this budget. Reserves reflect roll-overs totaling $281K. Fundraising revenue shows some increases. Centennial revenue will also support Exhibitions. We are hopeful that Earned Revenue will be self-sufficient for each department with a 20% increase in Admission/Store.
2. In contrast to revenue, expenses will show an increase in Marketing and Store departments. I&G support from UNM assists with salaries and $100K toward facility upkeep. Overall this FY23 budget is the highest the Harwood has ever seen at $1.6M. Working with UNMF to help define funding goals. Grant writing per departments. Susie spearheads Annual Appeal and Memberships. Alliance brings in funding from Auction. Janet moves to approve the FY23 budget; Karl seconds; No further discussion; All approved; none opposed. Budget adopted.

**7. Governance Committee Report:**

1. Alexandra mentioned that there was a recent review of Governing Board policies/procedures and protocols/actions for a standard Governing board’s best practices that should be considered when reviewing potential new board members which include Background checks and reference checks. Who would cover these costs? Some staff & volunteers have background checks – why not all? Karl moves to initiate background on all Governing Board nominees and reference checks on candidates for positions of Board officers; Dora seconds; no further discussion; all approved; none opposed; motion adopted.
2. Alexandra presented the slate of candidates for election to the Harwood Governing Board beginning July 1, 2022: Sheree Livney – Current Harwood Alliance Chair, Mary Gutierrez – UNM Taos Campus, Vernon Lujan – Taos Blue Lake Curator, Debi Vincent – Chocolatier & former Harwood employee, as well as Dore Dillistone who is returning as a board member and reestablishing her term. All have resumes on file for review and will be voted on at the annual meeting on June 17. Review of Governing Board terms.

**8.**  **Development Report:**

1. Sonya presented an FY22 fundraising breakdown highlighting $1.5M raised. $275K from cash/equivalents and $1.2M in bequests. Another $200K is pending final approvals while most of this support is for operations, some is used for the endowment.
2. Sonya also announced that we’ve raised 80% of the endowment campaign goal and are now entering the public phase of the campaign.
3. There will not be a July 4th celebration as predicted due to minor complications. There will however be a celebration of some kind in the future. Thank you to those who are helping to acknowledge these gifts.

**9. Centennial Committee Report:**

Dora noted that there have been monthly meetings with Centennial Chairs/Committees. Each committee has a folder in the Shared files that can be reviewed. NPR & PBS will help share our Centennial stories. The Centennial summer party is underway. Scott will talk more about the Marketing report. More information will be presented soon.

**10. Centennial Marketing Committee Report:**

Scott announced that Request for Proposals were sent to 5 Marketing teams to view their input for Centennial designing. There was a broad range of feedback, but the Squires Group had the best proposal for $27,500. This proposal needs to be reviewed by Juniper as there is much pending. There are no local vendors that were proposed, but Karl may have an option. The logo and publications are behind as this process is slow moving.

**11. Public Comment**

* Scott would like to give a shout out for the friendliness of front house staff.
* Juniper announced that we are in a unified marketing plan with local museums paid for mostly by the Town of Taos.

**12. Adjournment**

 Scott moved to adjourn the meeting, Dora seconded, meeting adjourned at 1:06 PM.