

THE WESTMORELAND MUSEUM of AMERICAN ART

Board of Trustees ZOOM Meeting Minutes (Draft)

June 30, 2020 at 10:00 a.m.

Present: Mrs. Ellen Swank, Mrs. Anne Kraybill, Mrs. Eileen Kopelman, Mrs. Helene Conway- Long, Mr. Armour Mellon, Mr. Jim Broadhurst, Mr. Nathan Boxx, Mr. Stephan Yslas, Mr. Martin O'Brien, Ms. Laura Fisher. Also joining the meeting was Emeritus member Mr. Don Korb.

Absent: Dr. Tuesday Stanley, Mrs. Carolyn Snyder, Mrs. Laura Guitnick, Mr. John Boyle, Mrs. Pam Kroh, Mr. Al Novak.

Guests: Mrs. Suzanne Wright, Ms. Rhonda Madden, Mrs. Lisa Stipp.

Mrs. Swank, President of the Board, called the meeting to order at 10:01 a.m.

Approval of Minutes- Mrs. Ellen Swank, President

Mrs. Swank called for the questions and corrections to the minutes of our previous board meeting. Ms. Fisher motioned to accept the minutes of the January 28, 2020 Board meeting. Mrs. Conway-Long seconded the motion. The motion was carried.

Director's Report- Mrs. Anne Kraybill, The Richard Scaife Director/CEO:

Mrs. Kraybill shared a presentation of outputs highlighting the museums operation from March 2020- July 2020, COVID-19 specific funding, Reopening Working groups, Reopening Staff Procedures, Reopening Public Procedures, Updated Exhibition Schedule, and Strategic Initiatives. These outputs were previously presented at the Executive and Finance Committee meeting on June 23, 2020. Mrs. Kraybill announced that Doug Evans was appointed the title of Director of Collections and Exhibitions Manager, and will now be a part of the Senior Team. Ms. Fisher questioned the timing of the letters to Representative Nelson & Senator Ward. Anne replied that the board should be looking out for the template in the upcoming week once Rhonda get the grant submitted.

Executive Committee Report- Mrs. Ellen Swank, President

The Executive Committee met on June 23, 2020 for a meeting via- Zoom. Mrs. Swank stated that the matters discussed at that meeting will be covered during this meeting.

Governance Committee Report- Mr. Stephen D. Yslas, Chair

Mr. Yslas stated that the discussion on appointing Mr. Bruce Wolfe as an Honorary Trustee was brought to the Committee at the last board meeting. Mr. Yslas noted that there is one honorary trustee, Mr. Jack Robertshaw, which was not based on any criteria except for his unprecedented financial & supportive contribution that he made to the museum. The Committee came back with the decision that they would

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honor Mr. Wolfe in another suitable way and Ms. Fisher asked about ideas were brought up to honor Mr. Wolfe. Mrs. Kraybill stated that she thinks it will probably be artwork, but they will first talk to his family to see what they would like to do.

Mr. Yslas announced that the next issue brought to the Governess Committee was the Strategic Initiative pertaining to board diversification. He stated that this was first brought up at the Board of Trustees Retreat back in June 2019. He noted that the Committee would meet before the next board meeting to come back with ideas. He stated that the board presently has 15 board member with room for 21. Mr. Yslas would like to come up with a matrix with criteria to base the decision on.

Collections Committee Report- Marty O'Brien, Chair

Mr. O'Brien said that there are no new accessions to the collection due to COVID-19. A meeting was held to look at the collection and to determine what works fit well in the collection, and what redundancies are present. He said that Ms. Barbara Jones reached out to colleagues in the curatorial area to assist on the assessment, and to evaluate the art. Mr. O'Brien feels that moving Mr. Doug Evans into a more senior position will be beneficial in many ways because he has the most intimate knowledge of the collection. Ms. Fisher asked what the role for the committee would be in the assessment. Mr. O'Brien stated they are in the early stages, but once they are in position to start an evaluation the committee would be involved.

Development Committee- Mr. Jim Broadhurst

Mr. Broadhurst stated that the feasibility study has been on hold, but will be reengaged the next couple of months. He turned the meeting over to Ms. Rhonda Madden, Director of Advancement. Ms. Madden stated that she has been on national calls with development directors to get a better sense of the climate around campaign and timing, and what the future will look like. Ms. Madden feels it is more critical to diversifying contributed income sources especially during this time. She will have a follow up Development Committee meeting by the end of August or early September. Mrs. Conway-Long made a comment she feels it has been important that they are talking to funders and look at the vision of where the organization is going.

Finance and Investment Committee Report- Mr. Nathan Boxx- Secretary and Treasurer

Mr. Boxx presented 6/30/20 Financial Projections, FY 2019-2020 Add, FY 2020-2021 Budget Scenarios, and the March YTD 2019 Financial Statements to the board. Mr. Boxx referred the board to the 331 financials. He mentioned that the endowment saw about a 20% drop, but hopes to see a nice recovery. Mr. Boxx then referred to the financials for the fourth quarter of the fiscal year. He noted that

there were investments made related to continuing museum operations, work from home purchases, and products related to virus protection. He said that PPP funding allowed the museum staff to continue being paid during the quarantine. Mr. Boxx pointed out that the rental property is the only new revenue incoming. He stated that there was an aggressive budget coming into January with hopes to break even, but that it did fall short due to COVID-19.

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Mr. Boxx presented the upcoming budget looking at a Best- Case and worst-case scenario. With roll backs happening he thinks it is important to look at a worst- case scenarios to be prepared for anything. Mrs. Wright stated that coming into this budget year was an unusual time, but feels we are very stable from a liquidity stand point, and the balance sheet is strong from an operational standpoint with no debt incurred. We also have additional emergency from restricted funds if needed. She mentioned that on the revenue side, things are completely unknown. Mrs. Wright states that we have strong pledges already committed.

Mrs. Swank stated that the Executive and Finance Committee recommendation the approval of the Best-Case Scenario budget, with Worst-Case Scenario budget in the reserve. Mr. Yslas motioned to accept the Best –Case Scenario Budget. Mr. Mellon seconded the motion. The motion carried.

Old Business- Mrs. Anne Kraybill, Director

Mrs. Kraybill stated that the CEO evaluation has been closed, and that Board Source will begin aggregating the results and will present them to the Executive Committee. Mrs. Conway- Long thanked Anne for creating a vibrancy for the museum during the closure, and feels it will benefit the museum in the long term.

Mrs. Kraybill informed the trustees that the next Board of Trustees meeting would be held on October 27th, 2020.

With no further business, Mr. Boxx motioned to adjourn the meeting. Mr. Broadhurst seconded the motion. The motion carried. The meeting was adjourning at 10:45 am