

WASHINGTON STATE HISTORICAL SOCIETY
BOARD OF TRUSTEES

MINUTES

ENTITY: WSHS Board of Trustees
 DATE: September 25, 2014
 LOCATION: Board Room, Tacoma, Washington State History Museum
 TRUSTEES PRESENT: Larry Kopp, President; Sally Barline; Senator Randi Becker; Robert Carriker; Senator Jeannie Darnielle; Leonard Forsman; Representative Sam Hunt; Alex McGregor; Ryan Pennington; Ken Raske (representing the Secretary of State Office); Sam Reed; Representative J.T. Wilcox
 STAFF PRESENT: Jennifer Kilmer, Director; Misty Dawn Reese, Chief Administrative Officer; Molly Wilmoth, Community Outreach

- I. Call to Order and Introductions

- II. Consent Items
 - a. Minutes, June 21, 2014 Meeting [Exhibit 1]*
 - Approved
 - b. Future Board Meeting Schedule [Exhibit 2]*
 - Approved, with a change to September 24, 2015 meeting location to be held in Seattle at the Museum of History and Industry (MoHAI).

- III. Policy, Planning & Governance
 - a. Finance Committee
 - i. Investment Report [Exhibit 3]

Jennifer Kilmer described the financial operating status. She also informed the board that this fall a request for proposals (RFP) for managing WSHS's investments will be put out to bid. Further information regarding the RFP will be brought forward at the March 5, 2015 meeting.
 - ii. Financial Report [Exhibit 4a - TBD]

Ms. Kilmer stated the contributed income is right on target. This was the first year that major gifts were separated out from the annual fund and consequently the goal was set too high, but we will adjust going forward. Underspent for fiscal year. Utilities costs have gone up and we have submitted a decision package to account for the increase.

Ms. Kilmer informed the board of the upcoming retirement of the Chief Financial Officer and the plans to refill the position. She also shared the results of the consulting firm vcfo report. The report suggested changing/adjusting to FO to improve processes.
 - iii. Audit Report [Exhibit 4b]

Alex McGregor explained the challenge we ran into as a result of the audit was staff reductions and procedures. WSHS needs better record keeping and is taking steps to improve.

Ms. Kilmer spoke about the first audit finding, physical inventory. She explained the physical inventory is being completed at all facilities, policies and procedures are being changed to determine appropriate tagging and tracking. The second finding, purchasing card – Policy has been created, reduced the number of purchasing cards assigned to staff and reduced the spending limits. The findings regarding Ethics was referred by the State Auditor’s Office. As a result of the findings the staff has been trained and informed in the All Staff meeting held in August.

iv. State Budget Submission [Exhibit 5]

Ms. Kilmer reviewed the operating and capital budgets submitted to OFM. She explained that the agency was asked to submit a budget representing a 15% cut in operating costs. These were submitted in a series of decision packages, with “buybacks” also submitted in priority order.

b. Development Committee

Ms. Kilmer explained that Richard Scheuerman is leading the Committee which met in May and will meet in October. They are strategizing how to communicate with donors to thank them via telephone, note cards, email, etc.

Ms. Kilmer shared that the WSHS was awarded an IMLS grant in the amount of \$72,000 over the next three years to digitize Native American and Arctic items. This enables WSHS to bring two staffmembers back to full-time in order to fulfill the project goals of the grant.

Larry Kopp shared that WSHS has requested \$150,000 from a major donor to support the Arctic Ambitions exhibit.

c. Major Exhibits Committee [Exhibit 6]

Ms. Kilmer shared status of the Great Hall restoration project. She explained that WSHS is working with Bill Lang as the Curator to provide content and Storyline Studios are the designers. This is the “BEST FIRST MOVE.” Natural Settings is first area to be updated. We are moving away from geology toward more content about FIRST PEOPLES. Each area of the Great Hall is a chapter and carries a story containing key messages, Who, What, Where, How, Why through various lenses within each chapter.

IV. Operations/Performance/Trend Assessments

Agency Activities and Performance Metrics [Exhibit 7 - TBD]

Ms. Kilmer reviewed agency performance for FY2014. Numbers served was up over the prior year by 18%. Contributed income targets were exceeded in several categories, while earned revenue was down slightly.

- V. Department Spotlight – Community Outreach
Molly Wilmoth shared a PowerPoint presentation regarding the direction her new position is moving in, in order to generate greater community support, and consequently improved reputation, attendance and revenue for the Museum.
- VI. Good of the Order

Adjourned at 11:42 a.m.

*Denotes Action Item

Upcoming Events

- ❖ Exhibit Opening – Pomp and Circumstance: Tonight (9/25), 5:30-8:00PM
- ❖ Collections Open House: Saturday, October 11, 10AM
- ❖ Heritage Circle House Party w/ guest speaker Tim Willis on “The Future of Museums”:
Wednesday, October 15, 5:30PM at the home of John and Sally Barline