

WASHINGTON STATE HISTORICAL SOCIETY
BOARD OF TRUSTEES

MINUTES

ENTITY: WSHS Board of Trustees
DATE: September 27, 2012
LOCATION: Tacoma, Peter Simpson Board Room, Washington State History Museum
TRUSTEES PRESENT: Larry Kopp, Chairman; Representative Gary Alexander; Michael Allen; Charles Bingham; Robert Carriker; Melanie Dressel; Representative Sam Hunt; Alex McGregor; Richard Scheuerman; Harriet Spanel; Sheryl Stiefel
STAFF PRESENT: Jennifer Kilmer, Director; Laura Berry, Development Director; Christopher Lee, Chief Financial Officer; Misty Dawn Reese, Chief Administrative Officer; Patricia Tobiason, Deputy Director of Facilities and Operations
PREPARED BY: Misty Dawn Reese

- I. Call to Order and Introductions
Meeting called to order at 9:01 a.m.
- II. Consent Items
 - a. Minutes, June 23, 2012 Meeting [Exhibit 1]*
Adopted as presented
 - b. Future Board Meeting Schedule [Exhibit 2]*
Adopted as presented
- III. Finance Committee
 - a. Meeting Summary [Exhibit 3]
Jennifer Kilmer provided a handout to the members and described the activity on the Endowments/Investments.
 - b. Proposed Capital and Operating Budgets [Exhibit 4]
Ms. Kilmer provided an overview of WSHS's operating and capital budget proposals submitted to OFM in September. The operating and capital budgets were approved by the Finance Committee at their August meeting.
- IV. Collections Committee Report
Robert Carriker provided a handout of the Collections Committee Report. Mr. Carriker noted the Collections Committee has not held a meeting since 2010. The committee will be working on reaccreditation targeted for 2019. Mr. Carriker also noted the continued need to increase the size of the Research Center facility to house existing collections as well as future collections out to 2040.
- V. Director's Report
 - a. 2013-2017 Strategic Plan [Exhibit 5]*

Ms. Kilmer explained the plan describes the high level goals and objectives in the organization. This was the second presentation of the strategic plan, which was first presented at the June board meeting. She will be meeting with the department heads, following board approval, to discuss the specific strategies needed and set performance measurements accordingly to support the objectives and goals. Adopted as presented.

b. Upcoming events/dates of importance [Exhibit 6]

Ms. Kilmer shared a listing of specific dates of events which will also be presented at future board meetings moving forward. This is to assist the board in planning attendance or participation.

Ms. Kilmer explained activities over the next 6 months: Altru – new ticketing, rental, development system conversion; Financial Edge – new financial database system conversion.

VI. Spotlight: Development Office

Laura Berry shared information regarding current grant requests and grants received through the work of the Development Office. She explained various requests in place to raise funds for a fundraising capacity building initiative and to support our exhibits, educational outreach, and community outreach efforts. Efforts highlighted included developing a busing fund to subsidize school field trips, sponsorship funding to support Model Train Festival, grant funding for Civil War Pathways and other exhibits, and requests to support National History Day.

Ms. Berry explained that great efforts have been made to maintain our membership levels through the performance expectations goals of the Admission staff and the work of the part-time Development Assistant.

Ms. Berry stated a new membership brochure is in the works and a history fund appeal is planned for mailing in November.

Larry Kopp suggested an Ad-Hoc Committee be formed to determine how best the board of trustees can support the efforts of the development office and build fundraising capacity for WSHS. Unanimously adopted.

Meeting adjourned at 10:52 a.m.

*Denotes Action Item