

WASHINGTON STATE HISTORICAL SOCIETY
BOARD OF TRUSTEES

MINUTES

ENTITY: WSHS Board of Trustees
DATE: March 7, 2013
LOCATION: Olympia, Coach House, Washington State Capital Museum
TRUSTEES PRESENT: Larry Kopp, Chairman; Michael Allen (telephone); Charles Bingham (telephone); Robert Carriker; Richard Scheuerman; Harriet Spanel
STAFF PRESENT: Jennifer Kilmer, Director; Misty Dawn Reese, Chief Administrative Officer; Mark Sylvester, Head of Support Services; Patricia Tobiason, Deputy Director of Facilities and Operations
PREPARED BY: Misty Dawn Reese

- I. Call to Order and Introductions
Meeting called to order at 12:37 pm
- II. Consent Items
 - a. Minutes, September 27, 2012 Meeting [Exhibit 1]*
No quorum to adopt
 - b. Future Board Meeting Schedule [Exhibit 2]*
No quorum to adopt
- III. Policy, Planning & Governance
 - a. Governance Committee
 - i. Appointment of Senator Darneille
 - ii. Board Nominees 2013-2016
Harriet Spanel's term is due to expire. We currently have four vacant seats to fill on the board. Jennifer requested members send to her names of individuals to recommend for placement on the board.
 - b. Finance Committee
 - i. Investment Report [Exhibit 3]
Jennifer explained page 4 which shows the totals in the investment account of \$1.3 million and page 5 which shows performance of the investments. Larry explained the graph chart, handed out at the meeting, showing Laird Norton is handling the funds well and we are receiving good returns with minimized risk.
 - ii. Financial Report [Exhibit 4]
Jennifer described the revenue balance from June 2012 through February 2013.
 - iii. Revenue Forecast [Exhibit 5]
Jennifer explained how we are stacking up against our targets as well as the variances in those totals based on timing. Biennium to date, we are over our income projections by 1.6%.

c. Development Committee

Areas of Focus [Exhibit 6]

Jennifer stated the Development Committee held their first meeting however, they do not have a chair at this time. One of the first tasks discussed at the meeting was should we establish a separate board for fund raising. It was determined to table the idea indefinitely as the current organizational structure is not preventing fundraising and the addition of a separate 501c3 will add unnecessary costs and complexity. Jennifer explained this is an ad-hoc committee and will meet bi-monthly.

Jennifer shared there is a cultivation event scheduled for early Spring – April 6, 3pm-5pm. The event is at the Research Center and will include a guided tour of the collections. She encourages the board members to attend the event and to invite prospective donors to the event as well.

d. Collections Committee Report

Bob Carriker shared there was a collections committee meeting this morning. He explained the primary issue before the collections committee was the re-accreditation process which will be in 2019. Bob handed out a list of items to be focused on to meet accreditation. In particular, more cataloguing of records is needed, as the current pace will not meet re-accreditation standards of 80% catalogued.

Jennifer shared the recently approved cataloging plan which seeks to increase the pace of cataloguing, but which admittedly does not solve the issue entirely, due to funding cutbacks which have resulted in staffing reductions in the Collections department. She also explained there is a back-log of thousands of items, most of which were acquired decades ago.

Bob described the need for on-line accessibility to the citizens of Washington. Another item is licensing which produces revenue. We also have the need for an expansion of the Research Center, as it is currently overcrowded. Governor Gregoire proposed funding the pre-design phase of this expansion in the upcoming biennium.

e. Executive Committee

Retreat Results [Exhibit 7]

The results of the recent Executive Committee retreat were discussed. President Kopp proposed creating an ad hoc committee to be chaired by Bob Carriker to be focused on major exhibits and outreach to support large-scale exhibit efforts.

IV. Operations/Performance/Trend Assessments

a. Legislative Report

Jennifer reported on all of the legislators she has met with this year and noted she has met with the OFM staff. She explained to them WSHS's activities and budget needs.

- b. Agency Activities and Performance Metrics [Exhibit 8]
Jennifer provided an overview of a comparison of other museums in our area. She noted we have the lowest budget but operate 3 facilities unlike the others. Jennifer also presented her operations dashboard to demonstrate how key metrics are being tracked internally and being reported to upper level management staff.
 - c. Executive Review for Governor's Office [Exhibit 9] [Exhibit 10] A letter that was prepared by the Executive Committee and sent to Governor Inslee in December 2012 to report on Jennifer's performance was shared with the board, along with a list of accomplishments to date.
- V. Spotlight: Support Services [Facility Rental/Parking/Security]
Mark Sylvester provided an overview of his department to the board.

Meeting adjourned at 2:58 pm

*Denotes Action Item