



Meeting of the Cyrus E. Dallin Art Museum Board of Trustees, 14 October 2014

Present: Dan Johnson, Jackie Bates, Ellen Aamodt, Sarah Burks, Geri Tremblay, Aimee Taberner

Absent: Tracy Skahan

Others Present: Chuck Luca, Terry Shaoul, James McGough

The meeting was called to order by Sarah Burks at 7:10 p.m. The board noted that the next meeting was scheduled for Veteran's Day, November 11. Geri Tremblay made a motion to confirm the meeting would take place on this holiday. The motion was seconded by Aimee Taberner and adopted by the board unanimously.

### **Minutes of Meeting, 9 September 2014**

The minutes were reviewed and adjusted to reflect that Sarah Burks had sent in corrections via email. Geri Tremblay moved that the minutes of the meeting be approved as amended and seconded by Aimee Taberner. The minutes were then approved unanimously. Sarah Burks commented that she hoped Heather Leavell would continue to attend Board of Trustees meetings because her experience and ideas were very valuable and her participation was very important to the smooth operation of the museum.

### **Action Items**

- a. cleaning contract – G. Tremblay pursuing a new lead for a contractor
- b. talks with Plimouth Plantation on collaboration to continue.
- c. Gallery Guide – Maria/Heather discussing.
- d. gift shop management –subcommittee (Sarah, Chuck, Ellen). Lapel pin may be an interesting addition (consult with Swanson jewelers).

### **Directors' Updates**

The Directors of the non-profit board met this week to discuss:

- results of Art on the Green;
- H. Leavell's efforts for new and renewed memberships and this fall's annual appeal letter;
- implementing the strategic plan's goal of a high income event for 2015.

### **Treasurer's Report**

The Treasurer had distributed details of financial standing in advance of the meeting for information to the board of trustees and would continue to do so for future meetings.

### **Volunteer Report**

The visitor count is now significantly ahead of that of 2013 and now stands at 1189 visitors. The volunteer website called 'Givebacktime.org' is up and running 2 hour slots for volunteers at CDAM. Board members were encouraged to sign up for weekend duty.

James McGough proposed that the board present a copy of its strategic plan with the Selectmen after the elections as a way of keeping CDAM in the minds and hearts of the town officials, particularly CDAM's needs and aspirations.

Geri Tremblay made a motion to accept the Volunteer Report, seconded by Aimee Taberner. All were in favor of the motion.

### **Calendar Updates**

- The Arlington Book Festival at Robbins Library on November 1 will be attended by Sarah Burks and Aimee Taberner.
- The sculpture workshop will be held either February 21 or 28, 2015.
- The Dec. 2 event, originally planned as a celebration of the publication of *Arlington's Cultural Heights 1900-1925*, had been changed over the summer to a membership event to meet the museum's obligations to have a free event for upper level members before the end of the year. Sarah suggested that the new acquisition of the oil painting of the Wasatch Mountains be unveiled as part of the program.

Agenda items 6, 7 and 8 were delayed in order to devote the second half of the meeting to a discussion on the restructuring plans.

### **Organizational Planning**

Sarah Burks pointed out that the strategic plan called for a definition of the roles of the board of Directors and the board of Trustees. The board of Trustees was preparing job descriptions for the various activities to be used to advertise for volunteers with experience in these areas. The board discussed 2 key areas, docent training and education.

Regarding the roles of the two boards, it was noted that Dan Johnson had offered to serve as the interface between the boards and provide continuity in both directions.

### **Other Business**

The board reviewed the claim for reimbursement from Sarah Burks. Geri Tremblay moved to recommend to the Board of Directors that Sarah be reimbursed in the amount of \$210.99.

The meeting adjourned at 9:20 p.m.

Ellen Aamodt, Trustee, Recording Secretary

### **Action Items for 11 November 2014**

- James McGough to seek placement on the agenda for the Board of Selectman after the Nov. 4 elections.
- Sarah Burks to report on advertising at the Capitol.
- Aimee Taberner to send an invitation to the docents inviting them to attend the monthly meetings of the board of Trustees.
- All brainstorm ideas on how to find additional volunteers.
- Geri Tremblay to prepare a job description for a position in education.
- Sarah Burks to prepare and send press release about vacancies
- All to sign up for shifts on weekends on GiveBackTime.
- cleaning contract – G. Tremblay pursuing a new lead for a contractor
- talks with Plymouth Plantation on collaboration to continue (HL)
- Gallery Guide – Maria/Heather discussing.
- gift shop management –subcommittee (Sarah, Chuck, Ellen). Lapel pin may be an interesting addition (SB to consult with Swanson jewelers).

### **Rolling Events Calendar**

## POC

Chuck/Jackie  
Sarah/Aimee  
Heather  
Heather/Chuck  
Heather  
Sarah  
Sarah/Jackie

## Event

Art on the Green  
Member/donor appreciation  
Children's Event (2 events)  
Guild of Boston Artists  
Sculpture workshop  
Gallery Talk (Int'l Women's Day)  
Chairful Tea Party

## Dates

Sept. 13  
Dec. 2  
postponed  
postponed  
February 21 or 28  
March 8  
July 2015