



Meeting of the Cyrus E. Dallin Art Museum Board of Trustees, 10 November 2015

Present: Ellen Aamodt, Sarah Burks, Aimee Taberner, Jackie Bates, Geraldine Tremblay.

Absent: Dan Johnson, Tracy Skahan, Chris Costello

Others Present: Heather Leavell, James McGough

The meeting was called to order by Sarah Burks at 7:05 p.m.

Non-Profit Directors' Update

Geraldine Tremblay advised that the annual letter of appeal has been dispatched.

The Directors wish to expand CEDAM's visibility at Town Meetings and we are exploring the procedure for making a brief presentation about the museum at a Town Meeting. The Directors are also checking availability for 2016 fundraisers at Town Hall and the Whittemore Robbins House. Ideas were exchanged on possible events and grants. Aimee Taberner will report back on the possibility of having blue grass band at the next meeting.

Fundraising

To date, 750 letters have gone out for the annual appeal. As to memberships, 23 renewals and 3 new memberships have been received. Heather Leavell will compare these results with previous years and report back to the Trustees at the next meeting. A \$1000 grant has been requested from the Arlington Cultural Council for new labels and panels for the galleries as well as a printed guided tour.

Treasurer's Report

The Treasurer's Report was circulated in advance of the meeting giving the Trustees sufficient time to review the material. Although the Report was based on calendar year 2015 for both income and expenses, there was a question about switching to a fiscal year plan instead of a calendar year plan. In future, the Treasurer is requested to

provide a summary of the highlights of the Report as bullet points together with the package.

Reimbursement claims were reviewed and amended. Ellen Aamodt made a motion, seconded by Geri Tremblay, to recommend reimbursement to the Directors. All were in favor.

Operations

Specifications are now ready to solicit bids for the renovations to be financed by the recent grant (\$65,000) and Town appropriation (\$75,000) for a combined total of \$140,000.

Minutes of Meeting, 13 October 2015

The draft minutes were reviewed and amended as necessary. The motion to approve the minutes was made by Geri Tremblay, seconded by Aimee Taberner and approved unanimously.

Volunteers' Report

The Volunteers' Report was distributed and showed visitor figures lagged 2014. However, the figures should be adjusted to include guests at the Soiree and Gallery Talk events. It could be speculated that the low figures could be attributed to record snowfalls during the winter months. It was agreed that some training of docents would be needed to adjust to the new policy of an admission fee rather than a donation. This training will be conducted by Geri Tremblay. Simplified signage was also discussed for the sandwich board in front of the museum.

Jackie Bates made a motion to accept the Volunteers' Report, seconded by Sarah Burks and adopted unanimously.

Volunteers are needed to serve on weekends due to family illnesses for current docents.

A volunteer was requested to attend "Arlington's Living Brochure" on Sunday, November 15, on behalf of CEDAM. A few of the advisers would be requested to serve.

Events Calendar Update

Ellen Aamodt advised that Boston By Foot (BBF) had selected the proposal to feature a visit to CEDAM in their Continuing Education Program for tour guides. A date of 16 July 2016 had been tentatively selected by the BBF Continuing Education Committee. The Arlington Historical Society had agreed to provide a guided tour of the Jason Russell House and Smith Museum. A detailed script for the visit should be worked out to determine how many speakers and CEDAM guides would be required to support the event. Geri Tremblay agreed to circulate scripts for the Flagstaff and 'Menotomy Hunter'. All agreed that this would be regarded as a promotional event and therefore no fee would be collected.

James McGough agreed to redo his Dallin/Civil War presentation as a Gallery Talk in January 2016.

Marketing/Publicity, Strategic Plans

These items were postponed.

New Business

The Board was reminded to ensure that orders for holidays gifts processed through Smile.Amazon.com would result in a .05% donation to CEDAM. A reminder will be sent to all.

The meeting adjourned at 8:50 p.m.

Ellen Aamodt, Trustee, Recording Secretary

Action Items for December 8, 2015

- **Aimee:** report back on the availability of blue grass group for an event
- **Heather:** report on comparison of renewals/new memberships in previous years
- **Geri:** distribute script for Flagstaff and Hunter
- **Geri:** training of docents on asking for admission fee
- **All:** volunteer to attend 'Arlington Living Brochure'
- **Ellen:** reminder on Smile.Amazon.com

Rolling Events Calendar

POC	Event	Dates
Aimee	Gallery Talk - Batzell	October 20, 2015 (done)
Aimee	Town Hall display	Nov./Dec., 2015 (done)
Ellen	Docent Appreciation	December 13, 2015
James	Gallery Talk, Dallin/Civil War	January, 2016
Chris Costello	Gallery Talk	end Jan or February, 2016
Heather	2015/16 Education Days	TBD
Aimee	Blues/String Band	April/May, 2016
Jackie	Sculpture Workshop	April 2016
Ellen	Boston By Foot visit	July 16, 2016
Directors	Fundraiser	August ,2016