



## CYRUS DALLIN ART MUSEUM Minutes



Date: Tuesday, August 11, 2020  
Time: 7:11pm  
Location: Conducted by Remote Participation

Members present: Sarah Burks, Co-Chair, Tracy Skahan, Susan Gilbert, Annemarie Delaunay-Danizio, Ellen Aamodt, Heather Leavell, Geraldine Tremblay, Dan Johnson at 7:25 out at 7:48  
Others present: Chuck Luca, Molly Harper, James McGough, Trustee Emeritus, Peter Middleton, Mark DeCew

### Minutes

#### 1. Executive Order on Remote Participation

S. Burks reviewed the Executive Order on Remote Participation

#### 2. Social Justice Statement and Action Steps

S. Burks asked people for their feedback on the statement.

Discussed potential action items. H. Leavell suggested discussing action items at next meeting.

M. Harper indicated that she had asked for a referral from an executive coach and has someone that we could reach out to. We also discussed reaching out to the Art History student at Harvard who wrote the article on Dallin recently.

A suggestion was made to reach out to the NE Museum Association to see if we can get a referral from them. The MFA inclusion specialist, Makeeba McCreary, was also suggested.

E. Aamodt make motion to accept the draft of the Social Justice statement. S. Gilbert seconded. Unanimously approved by roll call vote.

#### 3. Board of Director's report

G. Tremblay discussed the taxes for this year – that they are being prepared and will be filed by the November deadline. H. Leavell has been working with J. Charnley on the taxes too and working on transferring everything over to QuickBooks. We should have the budget for FY 2021 at next month's meeting.

We discussed the new directors again for folks that missed the previous meeting.

D. Johnson discussed that we are doing well financially because we have enough in reserves but noted that, without our annual fundraiser, Art on The Green, etc., it will be difficult to raise substantial funds until our Annual Appeal and next year's Gala.

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## Agenda

H. Leavell said that the membership mailing will be going out soon and that we've been conservative for FY 2021 budget. We've brought in a good amount in memberships funds despite current events. S. Burks asked if there is anything we can do in advance to help with the mailing – e.g., prep the envelopes, etc. so that it can go out as early as possible - late Oct./early Nov. so we can have it out around/before giving Tuesday.

C. Costello, M. Harper, and H. Leavell worked on the design for sandwich board. Note that there might be expenses for same.

### 4. Collections/Curatorial

S Burks indicated that C. Costello emailed and said that he and H. Leavell are working on the Paul Revere 7 version poster. He has a draft and H. Leavell will print a copy for J. McGough and she'll also forward to G. Tremblay and S Burks to take a look at. Will fit vertically on wall where four pictures are and it has images of all 7 models and additional images, timeline, etc. E. Aamodt asked if we were going to be able to get the new wall images into the 3D museum tour. H. Leavell indicated no but that the text is already in tour. We'd have to scan the entire room again in order to add it to the tour. E. Aamodt said that would make good story for our newsletter. M. Harper suggested it as a standalone page on the website or subpage or something that details it, e.g., webcast, podcast, etc.

H. Leavell got an email from Hillary Harley who wants to gift us a 16 inch Medicine Man bronze. Her father was big collector of western art. H. Leavell just needs to figure out what we need to do on our end. C. Luca suggested doing a spotlight her on the Scout newsletter. E. Aamodt said that we could think about suggesting that she loan us the piece for an event to showcase the item. S Burks said that the Dallin family might be excited to hear about this.

E. Aamodt asked about the Duo which we did sell.

### 5. Operations/Facilities

M. DeCew reported that he visited Griffin Museum of Photography in Winchester and as he said previously, they sent us a copy of their reopening plan and gave us permission to use it as a model. M. DeCew is going to stop by West End and look at other reopening plans. We discussed the four categories to think about: (i) operational (staff/building); (ii) hygiene plan and housekeeping plan; (iii) visitor services procedures (timed admissions, no cash, etc.); and (iv) communication (post reopening plan on website, etc.). Mass. has a checklist online that you can printout and post. Biggest concern are docent availability because they are in high risk group. H. Leavell checked with everyone and said that Peter had a lot of good suggestions on how to make it work – Penny too. A. Delaunay-Danizio indicated that she is okay with coming back.

M. DeCew said that the MOS has been opened for three weeks now and while attendance is much lower, the amount of people that are coming are not difficult to manage. S Burks asked whether the town indicated when we can open. H. Leavell said yes and she has report since she is on task force. She indicated that the town is sending out mailers to households in Arlington to promote retail, restaurants, museums, theaters, etc. encouraging people to patronize local amenities. H. Leavell thinks it will go out end of month/early next month. The town is taking portions of streets and parking spots to make seating areas – on Medford street – where people can take food and eat there. Maybe we can add signage there for the museum. Also at Broadway plaza and in the heights. The sidewalk project has started but not sure when they will get to us – that might affect our hours.

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C. Luca said that the Cutter Gallery is going to have an August event. He indicated that the building is musty and that he is going to air out basement. H. Leavell said that the farmer's market people were using the bathroom. S Burks thinks it is just the vendors that are using it and the town cleans the bathrooms after the farmer's market. The kitchen has gotten worse over time.

We discussed adding Cutter Gallery event in our promotions. G. Tremblay indicated that maybe we need a sign for door going downstairs that says there is an exhibit downstairs or if they want to print yard signs, we can put them in the front

Mrs. Hall was hung in Friends and Family gallery.

### **6. Review of Minutes**

E. Aamodt made a motion to approve the minutes of June 9, 2020 as corrected. A. Delaunay-Danizio seconded. Unanimously approved by roll call vote.

### **7. Volunteers' Report**

No report since museum closed.

M. Harper explained the new "Recruitment" agenda item - that this is specifically focused around docent recruitment. H. Leavell said that "People" could be added and used for open positions and to report on what are docents doing, etc.

E. Aamodt said that she has seen notices from the town recruiting people for various committees, but they never mention the museum. S. Burks did go to the volunteer fair that they had and indicated that we could reach out to town to see if they could include us in in this announcement. Next time E. Aamodt gets an email from the town regarding these committee positions available, she'll forward. We have one open spot as a trustee. S. Gilbert said she has seen similar lists in the Advocate.

### **8. Events Calendar**

Discussion of a program related to community discussions about the use of the Menotomy Hunter image with Arlington Human Rights Commission. Also an update of G. Tremblay projects on Dallin's 1920 Plymouth related commissions and publication of Jim's lectures. Possibly convert proposed in-person exhibit into an online exhibit. They may not be ready until the fall.

S. Burks shared the most recent calendar listing and we discussed. We discussed the partnership with AMCI that we are going to have separate segments filmed – Pat McCabe will be filmed via Zoom from her house. It is going to premiere mid to late September. We can stream on our website, Facebook, etc. We will publicize with Constant Contact, article, etc. J. McGough said it would be a good idea to incorporate photo - a before and after. H. Leavell is going to talk about the grant and then discuss the before and after process. We discussed having a virtual event in September and then another one in January. AMCI can rerun program and hoping to run during their Town Day program – it won't be live. It will be prerecorded and then launch when finalized. C. Luca said he tried to reach out to AMCI to focus on some of the Town Day artists. C. Luca is going to reach out to artists to see if they are interested in being promoted by us for Town Day.

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**9. Marketing/Publicity**

S. Gilbert will publicize the unveiling with , the Hunter program if we co-sponsor, and Town Day.

J McGough indicated that we should do a story about Richard Bowler in the Scout. G. Tremblay indicated that she would prepare.

**10. New/Old Business**

None.

**11. Review of Action Items**

Discussed.

Meeting adjourned at 9:08pm

Next meeting is scheduled for Tuesday, September 8, 2020 at 7:00pm