

Newberry Museum Board of Directors

September 15, 2020 5:00 PM

The Newberry Museum
1300 Friend Street, Newberry

General Meeting

- **Board Members Present:** Peggie West, Sarah Eargle, John Favors, Denise Reid, Meg Muir, Bob Montgomery, Jimmie Coggins, Elwood Jones, Norma Donaldson-Jenkins, Patricia Caldwell, Les Hipp
- **Board Members Absent: none**
- **Staff:** Sheridan Murray and Ernie Shealy

Welcome and Call to Order: Peggie West called the meeting to order at 5:00 p.m. Ms. West noted that a quorum was present.

Consent Agenda: The consent agenda was sent to Board members to review prior to meeting. Jimmie Coggins made a motion to approve all items in Consent Agenda – the minutes from June 16th Board meeting, Executive Director’s report, and Curator’s report. Les Hipp seconded the motion and it was approved unanimously.

Finance Report: John Favors reported. Detailed report attached.

- John presented the FY20 (July 1, 2019-June 30, 2020) annual finance report. The beginning balance on July 1, 2019 was \$63,385.94 and the ending balance on June 30, 2020 was \$62,787.51. An additional \$10,000 was received on July 14, 2020 from Newberry College. The check was the second payment of the college’s share of the museum’s operating budget for FY20.
- Inflow for FY20 \$199,797.45. Expenditures for FY20 \$203,395.88

Meg Muir made a motion to accept the finance reports. Jimmie Coggins seconded. The motion passed.

Standing Committee Reports:

Executive Committee – Met on August 28, 2020. Discussed personnel matters and organizational structure changes. Recommended amendment to By-Laws will be addressed in executive session.

Education and Community Outreach Committee – Denise Reid and Norma Donaldson-Jenkins reported. Committee created the following mission statement. *To provide an educational extension in support of museum exhibits and to help facilitate inclusive community involvement through both planning and programming.* The committee established an education task force to provide insights, resources, and personal contacts to help coordinate, develop, and present the exhibit *Harlem Renaissance: Finding a Voice Through the Arts*. Meeting minutes are attached.

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Technology/Communications – Woody Jones reported.

- Woody and Jimmie Coggins will be getting together at WKDK radio to being going through archives.
- Computers, audio, and video equipment running well.
- Working with Les Hipp to create a power-point presentation that will be used at the Opera House.
- The Museum will include Historical Society information (activities, meetings, events) whenever communications go out to Museum contacts.
- Beverly Leslie is working with Sarah Hardy to gather a copy of every Newberry High School Annual.

Personnel – Bob Montgomery reported. The biggest issue is having coverage for the front desk. Hopefully, our larger group of volunteers will come back once COVID19 concerns clear away. For now, only a few volunteers are consistent and Ernie and Sheridan fill time at front desk. Bob requests that, if possible, Board members volunteer and/or help recruit more volunteers. Put out another request to the Historical Society members as well.

Facility and Grounds – Landscapers have cleaned up the beds. Peggie will talk to them about the vines that are growing.

Collections Committee – Collections Committee met to review and update the Collections Policy. The section on Loans was amended to clarify procedures for incoming and outgoing loans. All Forms were updated to better match procedures. The committee requests that the amendments be approved with the stipulation that the committee can make updates and changes to forms as needed. John Favors made a motion to approve the amendments and to allow the committee to make changes to forms as needed. Les Hipp seconded the motion and the motion passed unanimously.

Ad Hoc Committee:

Exhibit Committee – Updated the exhibit list. Suffrage Exhibit was expanded and moved to main level. Will remain up through November elections. Next exhibits will be the Christmas village, then the *Harlem Renaissance* in mid-January. Next meeting is September 16th at 2PM.

Old Business:

New Board Members - Peggie West welcomed Patricia Caldwell and Norma Donaldson-Jenkins to the Board. Meg Muir made a motion to elect Patricia Caldwell and Norma Donaldson-Jenkins to the Newberry Museum Board. Peggie West seconded. The motion passed unanimously.

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Inventory - Ernest Shealy reported. Inventory is up to 694 items with a conditional appraisal amount of \$255,000. Ernie is in middle of College Exhibit and then will move to the Industry section which will complete the main inventory. Will be complete by October 1st.

Executive Session: The Board moved into Executive Session at 5:33 PM. Came out of Executive session at 5:45 PM.

Bob Montgomery made a motion that an organizational change be made. The Curator will report to the Director instead of the Board. Jimmie Coggins seconded. The motion passed unanimously.

Denise Reid made a motion to form a task force to review the By-laws and make recommendations for revisions and updates. Meg Muir seconded. The motion passed unanimously. Denise Reid, Les Hipp, and Peggie West will form the task force.

The next quarterly meeting: December 15, 2020, 1 Year Anniversary of Opening.
Wear Tacky Christmas Sweaters

The meeting was adjourned at 5:50 PM

Respectfully submitted,
Sarah Eargle, Board Secretary

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September 2, 2020

The Newberry Museum Fiscal Year (FY) 2020 Annual Financial Report
(July 1, 2019—June 30, 2020)

Total Museum Account Balance on July 1, 2019: **\$66,385.94**

Checking Account XXXX5951 Balance on July 1, 2019: **\$63,719.87**

Expenditures:

Capital Improvements: None 0.00

General Administration & Supplies:

C. Denise Reid (4 Printers, Ink, Paper)	1197.69
Armfield's Inc. (Museum Contact Card Forms)	50.02
Elwood Jones (4 surge protectors, casters)	651.49
Signarama (office ADA & display signage)	2436.71
U.S. Postal Service PO Box fee renewal	92.00
Sheridan Murray: relocation expense stipend	2500.00
Electronic transfers to Payroll Account XXXX2208	75,000.00
SC Secretary of State (FY20 Annual Financial Report & Nonprofit Charity Registration)	50.00
Newberry County Chamber of Commerce (Museum membership dues)	125.00
U.S. Postal Service (stamps)	110.00
Flexible Focus LLC (employee/volunteer handbooks)	1200.00
Champion Media LLC (Newberry Observer)	26.00
Bobby Reynolds (vacuum bags)	17.76
Newberry Jaycees (Christmas parade registration)	20.00
Champion Media, LLC (Newberry Observer)	39.00
Harland Clarke (new checks order)	87.59
Joyful Harps	400.00
U.S. Department of Treasury (Payroll Taxes)	398.63
Armfield's Inc. (Museum brochures, card stock, laminating materiel, colored tape, putty, printing for Dedication ceremony, Velcro, color copies, envelopes)	671.62
Card Services Center (Museum Credit Card) Vinyl lettering, visitor counters, front door sign archival storage boxes, guest register book, ink	2237.45

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business cards, parking signs, office supplies
SCFM membership & conference attendance,
website annual fee, picture frames, towels
6 mannequins, 10 reams paper, website
URL transfer, exhibit hardware, hand sanitizer,
command strips, hand fans

Insurance:

Travelers BOD Liability Insurance	1,512.00
The Hartford Workers Comp Insurance	353.00
Southern Trust General Liability/Property	1110.00

Services:

City of Newberry (Electric, Water, & Trash)	14,803.80
AT&T (Telephone and Internet)	1801.04
Sonitrol Security Systems of the Midlands (Elevator Fire Alarm Monitoring)	2394.80
Security Central (Burglar Alarm Monitoring)	361.94
Homeland Secure IT, LLC (Computer System Installation & Maintenance)	2800.00
Newberry County Disability and Special Needs Board (Janitorial Service)	700.00
Henry Summer, Inc. (Accounting Service & Employee Taxes)	4178.55
Bob's Smart Art Framing	151.44
Mays Plumbing, Heating, & Air, LLC	1004.21
Irmo Lock Company, Inc.	146.40
DBA Ringer Enterprises (window tinting, glass shelves, military exhibit mirror)	4005.00

Furnishings and Equipment:

Lowe's (2 Freezers)	615.00
Elwood Jones (County touchscreen monitor)	1985.00
Elwood Jones (College touchscreen monitor)	1985.00
Red Line Precision Machining, INC. (window bars, Outside rear stairs handrail)	1500.00
That Vinyl Guy (custom vinyl lettering)	678.00
ULINE (Sliding Storage Shelving)	1909.79
E.O. Shealy (Museum address plaque)	35.26
AHS Hanging Display Systems (Art wall display)	534.40
Elwood Jones (Exhibit construction supplies)	1546.31
Bobby Reynolds (vacuum cleaner)	538.21
Pieces of Time (Paint for Exhibit display cases)	77.04

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Goody's (2 mannequins)	150.00
Robert Montgomery (stained glass window Lighting)	825.99
Newberry Glass and Mirror (Donor Wall)	513.95
Red Barn (Military Display Cabinet)	1200.00
AHS Hanging Display System (Art wall display)	88.70
Elwood Jones (kiosks construction supplies)	935.60
Palmetto Systems (Waterbug transmitters)	600.00
Elwood Jones (Intercom system, electronic & Exhibit construction supplies)	502.18

Account XXXX5951 Total Expenditures for FY 2020: \$138,853.57

Inflow:

Museum Operating Funds:

Newberry County Operating Fund	35,000.00
City of Newberry Operating Fund	35,000.00
Newberry College Operating Fund	10,000.00*

Grants:

Newberry Accommodations Tax Fund	1,000.00
Vanguard Charitable Grant	6,000.00
Lutheran Church of the Redeemer	7,500.00
SBA Payroll Protection Program Loan	11,452.00
South Carolina Humanities Council	2,700.00

Donations:

Donation In Memory of David Boyd Parr Sr.	325.00
Donations (Unspecified):	8,827.00
Donation for Vacuum Cleaner	539.17
Rotary Club of Newberry Donation	500.00
Whitaker Floor Coverings Donation	250.00
National Society DAR, Jasper Chapter Donation	50.00
Network for Good Facebook Fundraiser Donation:	165.00
Donations via Midland Gives	1,575.00
Donations via Giving Tuesday	3,027.00
Donation Box Receipts:	726.00

Miscellaneous Income

Refund (Hartford Workers Comp Insurance)	20.00
Refund from Lowes	1.27
Refund (Central Carolina Heating & Air – hand fans)	140.00

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Bill.Com/Verify 0.01

Account XXXX5951 Total Inflow for FY 2020: \$124,797.45

Checking Account XXXX5951 Ending Balance as of June 30, 2020: \$49,663.75

Payroll Account XXXX2208 Balance on July 1, 2019: \$2666.07

Expenditures:

Employee Salaries	50,932.99
IRS (Federal Taxes on Salaries)	11,659.72
SCDOR (State Taxes on Salaries)	674.60
Henry Summer, Inc. (Accounting Service Fees)	1275.00

Account XXXX2208 Total Expenditures for FY 2020: \$64,542.31

Inflow:

Electronic fund transfers from Museum Checking Account XXXX5951	75,000.00
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Account XXXX2208 Total Inflow for FY 2020: \$75,000.00

Payroll Account XXXX2208 Ending Balance as of June 30, 2020: \$13,123.76

Total Museum Expenditures for FY 2020:	\$203,395.88
Total Museum Inflow for FY 2020:	\$199,797.45
Total Gain/Loss for FY 2020:	-\$3,598.43

Total Museum Accounts Ending Balance as of June 30, 2020: \$62,787.51

*Operating Funds:

- A check for \$10,000.00 was received on July 14, 2020, from Newberry College for the second payment of the college's share of the museum's operating budget for FY 2020.

John Favors
Treasurer

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**The Newberry Museum
Education Task Force Meeting
September 15, 2020**

Welcome and Introduction:

Education and Community Outreach Committee:

Co-Chairs: Norma Donaldson-Jenkins and Denise Reid

Committee Members: Sheridan Murray, Pat Caldwell, Sarah Eargle

Committee Mission: To provide an educational extension in support of museum exhibits and to help facilitate inclusive community involvement through both planning and programming

Task Force Mission: To provide insights, resources, and personal contacts to help coordinate, develop, and present *Harlem Renaissance: Finding a Voice Through the Arts*

Old Business: Overview of the goals and aims of Harlem Renaissance temporary exhibit

Updates:

1. Artist involvement in temporary exhibit
 - a. Artist participation - both digitally/virtually in video form and tangibly by showcasing work
 - b. Outline for artists to follow/draw inspiration from - buzz words and themes to pull from
 - c. Working to draft letter to participating artists describing initiative
 - d. Incorporating historical background from past creators in Newberry, connecting
2. Fabric of Our Lives project
 - a. Focusing initially on African American community in Newberry
3. Oral history project
 - a. Recording short stories about reasons folks left Newberry, returned or did not
 - b. Stories played on loop via website and played in museum space
 - c. Changing themes and story prompts to fit exhibits and historical events
4. Involvement with local and regional media outlets to spread awareness of projects
 - a. WKDK, Newberry Observer, Newberry Magazine, Zine, Social Media, WIS

New Business:

Next Steps and Assigned Tasks

Next Meeting