

Newberry Museum Board of Directors

January 20, 2021 5:00 PM

The Newberry Museum
1300 Friend Street, Newberry

General Meeting - Virtual

- **Board Members Present:** Peggie West, Sarah Eargle, John Favors, Denise Reid, Bob Montgomery, Elwood Jones, Norma Donaldson-Jenkins
- **Board Members Absent:** Meg Muir, Jimmie Coggins, Patricia Caldwell
- **Staff:** Sheridan Murray and Ernie Shealy

Welcome and Call to Order: Peggie West called the meeting to order at 5:07 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. The Consent Agenda included the minutes from the September meeting, 1st quarter finance report, Director's report, and the Curator's report. John Favors asked to pull out the Finance Report for discussion. Denise Reid made a motion to approve the following items in Consent Agenda: Minutes, Director's Report, and Curator's report. Bob Montgomery seconded and it was approved unanimously.

Finance Report: John Favors reported. Detailed report attached.

- John presented the 1st quarter Finance report. Report attached. Mr. Favors also noted that he is working with the accountant to resolve issues with the IRS 990 form.

Bob Montgomery made a motion to accept the finance reports. Sarah Eargle seconded. The motion passed.

Committee Reports:

Executive Committee – Met on January 8, 2021. Met to plan general Board meeting agenda and reviewed staff evaluation metrics proposed by Personnel Committee. Discussed use of possible CPST funding to be used for furnishings, fixtures, and Equipment. The following recommendations were made:

- A weekly report from the Curator be generated, listing any donated items accepted into Museum collection and the donor (if public and not anonymous).
- In light of the recent heat/air problems, the Curator is requested to increase the frequency of his walk-throughs documenting temperature, humidity, and light exposure. The reports should be held for documentation of ongoing issues.
- Funding approved for use to complete the original proposed design for cabinetry, counter-top space, shelving, and pegboard in the Curator's current office space. This will make better use of space and allow for more workspace and a staging area for exhibits.

Personnel – Bob Montgomery reported. Working on the staff annual reviews.

Newberry Museum Board of Directors

January 20, 2021 5:00 PM

The Newberry Museum
1300 Friend Street, Newberry

Education and Community Outreach Committee – Norma Donaldson-Jenkins and Sheridan Murray reported on the Harlem-Renaissance Exhibit community outreach. A Draft is completed for the Artist catalog. Once finalized 120 copies will be made and a digitized version completed. Other digital material will be produced and shared on our media platforms. The artist videos are also ready. The Exhibit will open on January 26th. The artist reception will be held on March 16th.

Technology/Communications – Woody Jones reported.

- Computers, audio, and video equipment running well.
- Data is backed up.
- Completed another oral history video interview.

Industrial (sponsorships) – John Favors reported. An industry sponsorship program is being developed. For a specified donation/fee, a company would be able to exhibit items and information about their company for 3 months in the Industry section. The city of Newberry Utility Department and Cigna may be our first test group when the details and process are finalized.

Exhibits – Ernie Shealy reported. Harlem Renaissance will be going up this month and stay through mid-April. The Wedding Dress exhibit will be up May through the summer. In August Israel Brooks will go up and remain through mid-October. The Israel Brooks memorial Golf tournament is October 12th. WKDK will go up after Israel Brooks.

Old Business:

Nominations Process for new Board members – Sheridan Murray and Sarah Eargle reported. A copy of the nominations form was sent out to Board members to review. The call for nominations will go out on January 21st. Deadline to respond will be Friday, February 26th. The nomination committee will meet by March 5th. Elections will take place at the next Board meeting on March 18th.

Ms. Murray asked the Board to clarify term limits for the new Board member. Denise Reid made a motion that the new Board member's term would be for 1 year. Norma Donaldson-Jenkins seconded. The nominating committee/task force will meeting to discuss the Museum's policies regarding term limits and meeting attendance. The committee will be Sheridan Murray, Elwood Jones, Denise Reid, Bob Montgomery, and Peggie West.

Insurance Progress – Sheridan Murray reported. The Insurance Company has the information they need. We are waiting on quotes.

Newberry Museum Board of Directors

January 20, 2021 5:00 PM

The Newberry Museum
1300 Friend Street, Newberry

New Business:

Policies – Sheridan Murray suggested that we begin to think about developing specific policies regarding the Historical Society partnership and the Ballantyne Museum Collection.

Strategic Plan – The Museum needs to develop a 3 – 5 year Strategic Plan. Bob Montgomery, Sheridan Murray, and John Favors will work on a process for the Board to put together the plan. Anyone with ideas for the plan should email them to Sheridan. Goals include publishing the Strategic Plan and eventually producing and publishing annual reports.

Other Business/Announcements:

Donor recognition – Committee needs to re-convene.

Establishment of Policy on Conference Room Use – Ms. Murray has been approached about the possibility of using the conference room for meetings by a local organization. We need policy regarding use by others. The discussion was tabled until the next Board meeting. In the meantime, Ms. West will work on a proposal for rules and regulations regarding outside use of the Museum conference room.

Penny Sales Tax – Mr. Jones reminded everyone that the Board needed to start thinking about the next Penny Sales Tax. The museum will want to form a committee to begin planning and help promote.

Next Meeting: March 18th

The meeting was adjourned at 6:05 PM

Respectfully submitted,
Sarah Eargle, Board Secretary