



## MINUTES - SEK Museum Alliance Board Meeting

May 11, 1-4pm

St. Francis Xavier Catholic Hall, Cherryvale, KS

Board members present: Ray Rothgeb, Leanne Githens, Carol Staton, Gina McBride, Jolene and Ed Born, and Terri Harley via electronic means.

Marcia Taylor, Passport Project chairperson was also in attendance.

President Ray Rothgeb called the meeting to order at 1pm, with 7 members present.

A brief discussion of the impact of the COVID-19 pandemic was held. The general Alliance meeting planned for April 4 at the Brown Mansion in Coffeyville was canceled, the **hoped** for June educational field trips to the Kansas State Historical Society in Topeka will not happen, and the ability to hold a general Alliance meeting in early fall will be dependent on the status of health safety guidelines.

Gina moved and Ed seconded a motion to approve the agenda. Motion carried.

The minutes of the March board meeting were reviewed and accepted as presented.

### **Project/Passport Committee Report –**

**Chairperson** - Ray reported that Marcia Taylor of Howard has agreed to chair the committee, as Kris Crane is unable to volunteer in this capacity at this time.

**Meeting and report** – Marcia provided a detailed written report of the project status. On March 29, a meeting was held with Ray, Marcia, and Kris Crane. Project teams were decided upon, with goals, objectives, and a team leader selected when possible. A list of decisions that the board needs to make was developed, as well as topics for immediate board discussion. A process is underway to have county coordinators determined for the purpose of collecting information.

**Key discussion items** – With guidance from Passport Chair Marcia Taylor, details of the Passport project were discussed. See the attached report for the full report, but several key points are:

- How to handle inclusion when there are several museums in one city. There was agreement that there should be one page per museum, rather than all museums in one city combined on one page.
- “How to Use Your Passport” instructions were discussed and will be finalized at a future date.
- How to verify museum visits by consumers for entry in the Prize Drawing. After much discussion, Ray suggested the following, which was approved by concurrence:
  - o A one-page removable entry sheet
  - o Each museum validates the visit, both on the entry sheet and also the passport page
  - o The consumer mails the entry form in by the deadline

- Template for each page was discussed. Suggestion was made to add an option to list a Facebook address.
- The fee for museums to participate in the project and to request additional copies of the passport was discussed. The consensus was for a \$25 minimum to participate, receiving 100 copies, and then an additional \$25 for each set of 50 copies after that.
- Distribution team ideas were discussed and Leanne was selected as team leader.
- Funding was discussed. There was agreement that an individual donation component was needed, along with corporate sponsorship.
- Printing was discussed. Ray will send a template to several companies for bids.
- Formatting of the passport cover was discussed.
- Prize cash levels were discussed and temporarily agreed upon. There will be one winner in each of 5 levels, ranging from \$100 prize for visiting 10 SEK museums, to \$300 prize for visiting 30 SEK museums.

**Treasurer's Report** – Terri Harley reported that a checking account has been opened with Community National Bank. They have donated the first \$100 into the account. Ray has covered the ~\$275 cost for the federal EIN number needed to open the account. Ray's personal information is on the account. The official name for the account is "SEK Alliance Inc."

Discussion was held on which/who's address to use and Jolene moved and Terri seconded a motion to use PO Box 381, Independence as the official mailing address, with 123 N 8<sup>th</sup>, Independence as needed when a physical address is required on any future forms, and to have all bills approved at the board meetings. Motion carried.

Discussion was held about the advisability of applying for 501c3 status, as it will be a necessity to received grants and larger donations from corporations. The suggestion was made to "pass the hat" at future Alliance Meetings to raise the money for the application fee.

**September Alliance Meeting Details** – Chris Wilson with the Crawford County Visitors Bureau will host the meeting in Pittsburg on Sept. 12.

The "Application to Host" a meeting form was presented and approved by concurrence with minor adjustments. It will be presented to the attendees at the first fall meeting.

The **next Board Meeting** will be held Thursday, July 16, at 1pm, in Independence.

Carol moved and Gina seconded the motion to adjourn. Motion carried.

Meeting adjourned at 4:00 pm.

Submitted, Leanne Githens, SEK Museum Alliance Board Secretary

"A museum is a non-profit institution housed in a building in which objects of historical, scientific, artistic, or cultural interest are stored and exhibited."