



MINUTES - SEK Museum Alliance Board Meeting

January 17, 2023

Howard Benson Museums, Howard, KS.

Board members present: Leanne Githens, Gina McBride, Carol Staton, Ray Rothgeb, LeNoir Rowland and Marcia Taylor Trump.

President Leanne Githens called the meeting to order at 9 a.m., with 6 members present. Leanne asked each of the Board Members to introduce themselves to LeNoir, as she is new to our board.

Ray moved to approve the agenda as amended. Marcia seconded the motion. Motion carried.

The minutes of the October 6 and November 12, 2023 board meeting was reviewed. Carol moved to approve the minutes as presented. Gina seconded the motion. Motion carried.

Financial Report –

In the absence of Treasurer Jolene Born the financial report was presented by Leanne. The checking balance as of December 31, 2022 was \$1,519.57. Gina requested the Treasurer Report category Webinar be corrected to Web Site. Carol moved to approve the corrected financial statement. Ray seconded the motion. Motion carried.

President's Report

- Leanne gave Jolene's report on the status of the 501c3 application. Final submission was made on December 18. They replied it may take 90 days.
- Organization and Communications transition under new President
 - o Leanne will prepare and print the agenda for meetings
 - o Carol will print the minutes for the meeting and email pdf to Gina
 - o Discussion was held on the Mailing Address and Process to get the word out on meetings. Marcia suggested that the sign in sheet, request email address to make sure we have the best and current email for attendees.
 - o Leanne asked Board members to respond to emails, so she knows we have received.
 - o Leanne asked about the bank account signatures, as we only have Ray Rothgeb, past president and Jolene on the account. Item was moved to New Business for discussion.
 - o SEKTR Membership – Leanne asked about our membership and Ray explained they had worked up new tiers for membership. The museums could be a member but would have no voting rights. As SEKTR has recognized SEK Museum Alliance as a partner they would like SEK Museum Alliance to be the spokesperson to SEKTR for the museums and not have the museums join.

Communications

- Leanne asked about the DropBox Process. Ray is the administrator, so he will send an invitation to board members to allow us to access files.
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- Question was asked how do differentiate on the Website between paid and non-paid members. Ray suggested that paid members should have a link to their email or website or

Facebook accounts. Paid membership could be designated with pictures, non-paid would just have a listing.

OLD BUSINESS:

- **Dues/Membership Committee**
 - o No one responded that they were interested in chairing this committee. Marcia said she would be willing to send out a reminder about the dues. Ray suggested a personal contact was the best, but the phone numbers often are the museum and they may not be a person available. Gina would look to see if you can print an invoice from VENMO. Committee will consist of Marcia and Ray to contact membership. Ray moved and Marcia seconded that we use VENMO for dues payment. Gina will get banking information and set up.
- **Publicity Committee**
 - o No one responded that they were interested in chairing this committee. Carol said she would work on doing press releases. Newsletter will go out in November and Spring, so Leanne asked the board to keep in mind things for Carol to put in the newsletter.

NEW BUSINESS:

- **Video Project for 2022-2023**
 - o Committee members were Carl Brenner-Fort Scott, Curtis Russell- Iola, Mike Wood-Cherryvale, Ray Rothgeb-Independence, Gina McBride-Caney. Suggestions to add Linda Roberts from Miners Hall if she would be interested and also to ask her to chair. The committee's responsibility would be to provide suggestions and outline the scope of the project.
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- **Bank Account Signers**
 - o A procedure was discussed on how to handle signature on the bank account as officers change. Carol suggested that the officers all could be put on the account as that would allow for additional signers as board members change positions. Ray moved that we add President Leanne Githens and Secretary Carol Staton to the Community National Bank Account. Gina seconded motion carried.
- **2023-2024 Meeting Dates & Locations**
 - o February 11 – Independence Program Emily Cowen (Ray will confirm)
 - o April 18 – Yates Center(Carol confirmed) Program Marcia Penner
 - o September 9 – open
 - o November 4 – open
 - o February 10, 2024 – open
 - o April 13. 2024 – open
 - o Parsons had turned in a host form but had chosen either February or April to host, which were already booked. Leanne will contact them to see they could host another time.

- **2023-2024 Program Suggestions**
 - o Board Development and Engagement – was discussed
 - o Tools/Technology for Successful Museum – use of Venmo, Web Page, QR Codes, Digital Tools
 - o Substitute Programming - Carol handed out a list of programs available through AASLH that could be shown. Also had list of other ideas.

- **February 4 Meeting Agenda Discussion**
 - o Leanne will prepare agenda, with committee reports, Video Project Discussion, Success and Challenges in addition to President and Treasurer’s reports.

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Next Board Meeting Date

- The next meeting will be held March 23 at 9:00 a.m. at the Independence Museum

Adjournment

- Ray made the motion to adjourn the meeting. Marcia seconded the motion. Motion carried. Meeting adjourned at 11:50 a.m.

Submitted, Carol Staton, SEK Museum Alliance Board Secretary