A group of people holding hands

Description automatically generatedMINUTES - SEK Museum Alliance Board Meeting  
October 15, 2024  
Independence Historical Museum and Art Center, Independence, Ks.

Board members present: Leanne Githens, Jolene Born, Gina McBride, Ray Rothgeb, Carol Staton and Suzanne Shaffer.

President Leanne Githens called the meeting to order at 9 a.m. Ray made the motion to accept the agenda and Jolene seconded, motion carried. Minutes of the August 13th Board meeting was reviewed. Ray moved to approve the minutes. Gina seconded; motion passed.

**Finances** - Jolene gave the treasurer’s report. The checking account balance as of Sept. 30, 2024 was $4,069.86. We had received the payment from Freedom Frontier for our grant. Carol moved to accept the treasurer’s report, Ray seconded. Motion carried. Leanne explained that in the summer we had bills to pay for the video which caused a cash flow shortfall until we received our grant funds. Carol had loaned the Alliance $2,000 and now that we had the funds she asked for a motion to repay Carol. Gina moved and Suzanne seconded the motion to repay Carol for the loan of $2,000. Leanne is working on the completion of the Kansas Tourism grant for $3,640 and hopes to have it completed by November 30.

**Review of 3rd Quarter Meeting** - The board thought the Oral History presentation was very good. They were pleased with the good participation from the group and the successes and challenges were highlighted as being very good this time. Leanne mentioned that Lois Carlson had brought up about people not being able to hear. Will look into microphones for use at the meetings.

**Membership Report** – After discussion it was decided that the payments would be mailed to Jolene and then she will coordinate with Ray on who has paid. Ray has set up an invoice for passports and suggested we use this for membership. It helps to track payments. It was decided that we would send out paper invoices. Paper invoices will be handed out to those in attendance at the SEK Alliance Meeting in November and those not present will have an invoice mailed to them. They can either return a check to Jolene or still pay by Pay Pal on line.

Discussion was held on who is looking at the SEK Museum Alliance email account? Who on the Board responds to the emails? Ray and Gina both are looking at it fairly regular. Leanne receives them as well. Discussion was held on how to organize the emails after being read. Gina will look at setting up file folders in the gmail account.

**SEKTR Report** - Ray didn’t have anything specific other than saying that Southeast Kansas Tourism is noticing the things the museums are doing.

**Open Board Position** – Ray moved we appoint Suzanne Shaffer to the SEK Museum Alliance Board. Gina Seconded. Motion Carried. The Board welcomed Suzanne to the Board, and thanked her for being willing to participate on the board.

**OLD BUSINESS:**

* **Future meetings:** St. Paul will host with assistance from Columbus and Oswego, with a program from Kate Sutter at Freedom Frontier. Leanne had an email from Galesburg saying they were planning to present, she asked Jolene to contact Lucille at Galesburg. Cherryvale will host February meeting – program will be presented by Jill Warford on “Building an Exhibit from the Ground Up.” April – Iola asked if a program on the SEK Regional Library System would be acceptable? Board agreed it would.
* **Marketing Project**—Passport, Video, and Website Updates were provided.

Passport:

Ray gave a report detailing the reporting he has received on the 1st, 2nd and 3rd Qtr. For the third quarter he had only received 20 completion reports showing 80 passports stamped. Total museum visitors were 5,255 for the 3rd quarter, total visitors’ year to date were 50,152. Leanne asked if we would continue to report after the end of 2024. If so, should it be a link on our website? Gina will put it on the website. It should be noted, even if your museum is closed for the quarter, submit a zero report.

Video

The Kansas Tourism Grant was a 60/40 grant and is paid at the completion of the grant paperwork. As mentioned, Leanne will complete by end of November. Discussion was held on whether the video was getting out to people, civic groups, etc. Is there a way to get a count on the number of views on Facebook. We need to continue to encourage our members to share the video.

* **Display Table – KMA Meeting –** SEK Museum Alliance will have a table at the KMA conference in Ft. Scott. Ray showed a sample of a board that Fab Creative Services could make for us to sit on the table, with a cut out for a TV or Monitor Screen which could show the videos. We will need a black table cloth, rack cards, perhaps a summary of the process for people to pick up, a few passports for exhibit only. Ray presented the approximate costs for the board design and a TV Monitor. Carol Moved we purchase an 18.5 monitor and contract with Joanne Smith on development of the display table top storyboard. Gina seconded. Motion carried.

**NEW BUSINESS:**

* **2025 Project – Smart Goals**

Brief Discussion was held on the Smart Goal project and what we should talk about it at the November meeting.

We want to help museums by talking through their goals, but not make them feel like we are checking up on

them. Perhaps we could select different museums to give examples and then report back at future meetings.

Nest Board Meeting will be immediately following the November 4 meeting to elect officers. A tentative date of

January 14 for the next full board meeting.

Follow up items –

Leanne will generate ballots for open board positions. Ray and Carol’s positions are up for election. Both of

them said they would run again.

Leanne will confirm with Curtis at Iola that the SEK Regional Library program was agreeable to the board.

Gina will add a link to the Jot Form Report set up to track Passports and Visitors.

Ray & Leanne will get together to finish the Kansas Tourism Grant

Ray – will order monitor, confirm with Joanne and find out how to loop a video

Everyone – bring extra rack cards to November 4 meeting.

**Adjournment**

* Carol moved to adjourn the meeting and Gina seconded. Motion carried. The meeting adjourned at 11.50 a.m.