



## MINUTES - SEK Museum Alliance Board Meeting

October 7, 10-11:30 am

Independence Historical Museum & Arts Center, Independence, KS

Board members present: Ray Rothgeb, Leanne Githens, Gina McBride, and Jolene Born.

Marcia Taylor, Passport Project chairperson was also in attendance.

President Ray Rothgeb called the meeting to order at 10am, with 4 members and 1 visitor present.

Both the current agenda and the minutes of the July board meeting were reviewed and accepted as presented.

### **Financial Report –**

There was no financial report as treasurer Terri was absent due to illness. Marcia, Gina, and Ray reported that Passport orders and monies are coming in.

### **SEK Living Fundraising Proposal –**

Gina reported on contest plans to award 25 free passports to the museum that sells the most subscriptions. The suggestion was made to promote the sales as a Christmas gift-giving idea.

### **Passport Project Status –**

Project chairperson Marcia Taylor, along with Ray and Gina, updated the board on the status of the project.

- The list of museums that have not responded was divided among those present and final contacts and appeals to participate will be made. October 23 is the firm deadline for applications to be submitted. Talking points for soliciting participation were reviewed.
- The size of the rubber stamp each museum needs for the passport is 2 ¾" x 5/8".
- The advantages of museums keeping track of where visitors are from, and the information necessary to collect was discussed. Gina will create a form for museums to use.
- The cost to reorder passports was discussed. The suggestion was made to charge more for orders after May 1 or June 1 to encourage a higher number of initial orders.
- Distribution of Passports to museums in December was discussed. The suggestion was made to have three pick-up locations for the Passports to avoid shipping charges. Instructions for administering the Passport Program will be included with each Passport order. Marcia will start compiling the information, which will include how to validate a passport, along with marketing and promotional suggestions.

### **SEKTR (Southeast Kansas Tourism Region) Report**

Ray reported that SEK Tourism has agreed to pay \$500 to sponsor the Passport Project, which includes 100 Passports.

### **Next General SEK Museum Alliance Meeting**

Ray reported that the Crawford County Historical Museum is willing to host the next meeting in Pittsburg. After discussion of alternatives to an in-person meeting, such as by Zoom, Ray moved to cancel the general in-person November meeting. The motion was approved by consensus. The possibility of providing links to informational museum content on YouTube, or creating our own was discussed.

The **next Board Meeting** will be held Wednesday, December 9, at 10am, in Independence.

Jolene made a motion to adjourn the meeting. Ray seconded the motion. Meeting adjourned at 11:50am.

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.”