



## MINUTES - SEK Museum Alliance Board Meeting

July 29, 10-11:30 am

Independence Historical Museum & Arts Center, Independence, KS

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

Marcia Taylor, Passport Project chairperson was also in attendance, as well as Joanne Smith, owner of Southeast Kansas Living Magazine and FAB Creative Services.

President Ray Rothgeb called the meeting to order at 10am, with 7 members and 2 visitors present.

Carol moved and Jolene seconded a motion to approve the agenda. Motion carried.

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

Terri presented the financial report. It shows a negative balance of \$265 due to the fee for filing with the State of KS for a tax ID number and filing as a corporation. Note of explanation: this is not a 501(c)3 filing. The SEK Museum account has been established with Community National Bank and they will donate \$100 to our account. Gina moved and Carol seconded a motion to approve the financial statement. Motion carried.

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

Joanne Smith, owner of the SEK Living Magazine, presented a fundraising proposal in which members would sell subscriptions to this quarterly magazine. Of the \$23 subscription cost, \$9.20 would be profit for us. These would be new subscriptions only, not renewals. After a period of discussion, Terri moved and Jolene seconded a motion to participate in this fundraiser. Motion carried. Gina will email the necessary publicity to all members.

### **Passport Project Status –**

Project chairperson Marcia Taylor updated the board on the status of the project. Much preliminary design work has been completed and she recommended that we contract with a professional to do the final design work to ready the passport for printing. Leanne moved and Carol seconded a motion to hire FAB Creative Services, Independence to finish the design work for \$175. Motion carried.

Promotion ideas were discussed. Joanne Smith suggested a pull-out section in SEK Living magazine. No action was taken.

The passport application form and process were reviewed:

1. Gina and Marcia will prepare snail mail and email communications which include the option to complete the application via on online fillable form.
2. Follow-up calls will be made to those museums that did not respond by the deadline.
3. Deadlines:
  - a. Mail the application letter with form to museums by mid-August
  - b. Forms to be returned by September 30
  - c. By Oct. 1, Marcia will inform the board of those museums that need to be contacted

- d. Distribution of printed Passports begins December 1
- e. January 1, 2021 – the Passport program is active

Additional items related to the Passport project were discussed:

- The cost to museums to participate will be \$25 for each 25 passports. Leanne presented suggestions museums can use to promote the project in their own communities. Promotional considerations will have to be made by each museum to aid in determining the number of passports to order.
- Each participating museum will receive a window cling to display, indicating that they are a member of the SEK Museum Alliance. The cost of the window cling is \$1.15 and is included in the price of the passports.
- How to cover the start-up costs of the project was discussed. Ray and Leanne will write a fundraising letter, asking for a one-time contribution to the Alliance, in lieu of annual dues.
- The Passport itself was reviewed for corrections and improvements.

### **Corporate Organization**

Possible document storage locations were discussed. After discussion, the consensus was to keep documents with the Alliance President. The official mailing address will be SEK Museums, PO Box 381, Independence, KS.

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

Ray reported that the scheduled August event had been canceled. The Tourism group has indicated their support of our mission and the Passport Project. Ray suggested that each museum become a member of SEK Tourism to increase our visibility and voice. For more information, visit [SEKinc.org](http://SEKinc.org).

### **Board Member Election**

The September meeting is the decided upon time of the year for annual board member elections. Due to meetings being canceled because of COVID19, the consensus was to recommend to the membership that the current board members serve for an additional year and that the next election would be held in September, 2021.

### **Fall General SEK Museum Alliance Meetings**

After discussion, Gina moved and Terri seconded a motion to cancel the September meeting and evaluate the feasibility of meeting in November. Motion carried.

The **next Board Meeting** will be held Wednesday, October 7, at 10am, in Independence.

Meeting adjourned at 12:30 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.”