

**Present:** Simone Dorcas, Tim Gadzinski, Jill Hennessey, Jennifer Hogan, Dan Juchniewich, Lori Kirby, Jim Konitzer, Christine Kornely, Bill, Pohlman, Charles Ratigan, Eric Sitkiewitz, Jane Spindler, Dolly Stokes, Tom Van Horn, Amy Fricke-Weigel, Tricia Zimmermann

**Absent:** Jim Muenzenmeyer

Meeting was called to order at 12:00 by Fricke-Weigel

Motion was made by Dorcas and seconded by Spindler to accept the November meeting minutes.

**Presidents Report – Amy Fricke-Weigel**

The three new board members, Lori Kirby, Christine Kornely & Tricia Zimmerman were introduced to the board.

Director Search- This position is currently on hold until July of 2011, due to budget constraints. The board will continue with preliminary preparations. Hogan will review the current job description and distribute this to the rest of the board for input and discussion at the January board meeting. The mayor is currently overseeing this department with input from Board President Fricke-Weigel.

Website- Fricke-Weigel & Sitkiewitz will be working with Civic Plus & Michelle Yanda from the City Planning Dept.

1. We will be piggybacking with Parks & Rec, since our needs are similar, which resulted in a substantial cost savings.
2. Will facilitate the Foundation also
3. Scheduled completion date is May 1, 2011
4. Credit Card capabilities were discussed, but will need further investigation.

**Education -**

Committee: Gadzinski, Hennessey, Konitzer, Sitkiewitz & Spindler

Education Classes- Fricke-Weigel & Gadzinski met with the current instructors on December 15<sup>th</sup>, with the following results

1. Heather Nelson-Doucette will coordinate the educational programming
  - a. 2011 schedule should be completed for January Board Meeting
  - b. Summer classes will be developed around the RWAM Collection
  - c. Bio's with pictures will be submitted by each instructor to be used in future marketing of the education programming.
2. Current supplies will be inventoried
  - a. New supply order protocol will be put into place as of 01-01-11
3. New time card has been developed
4. Collaboration with UW Manitowoc & Silver Lake College
  - a. UW (Kathy Palmer) would provide instructors & we provide the facility
  - b. SLC contact has since left their employ, but did suggest 3 instructors & course curriculum
5. Class Fees will be re-evaluated

**Collections – Dan Juchniewich**

1. Juchniewich gave an overview of the upcoming exhibitions
2. There was some discussion as to the possibility of having some of the permanent collection remain on display during the Youth Art Month period of March, April & May.
3. A curriculum was developed several years ago, using our permanent collection, and presented to the Manitowoc Public School District, but is not being used. Ratigan suggested

inviting local school leaders to a future board meeting to further familiarize them with this curriculum.

**Membership –**

Committee: Dorcas, Fricke-Weigel, Gadzinski, Hogan, Kirby, Konitzer, Kornely & Stokes.

A listing of board comments regarding our current membership program was distributed to the board, and Fricke-Weigel opened the floor for input. A lengthy discussion followed addressing membership & revenue generation.

1. Comparisons were made to other similar facilities
2. The following suggestions were made:
  - a. Make changes to current membership structure
  - b. Charge fees for Special Exhibits/Events
  - c. Rent the facility for events
  - d. Emphasize donations by visitors
    - i. Change appearance of donation box
    - ii. Post a Mission Statement
  - e. Better Marketing of Facility
    - i. Presence at City Council meetings
      1. Emphasize importance of Rahr-West to the council & community
      2. Update on upcoming events
  - f. Piggyback with Visitors Center when conventions are in the area
3. Current lack of Director could impact membership confidence
  - a. Fricke-Weigel will draft a letter to be sent to membership to keep them updated.
  - b. Make membership more aware of our need for their support.

Committee will meet again in January

1:30 pm Motion made by Gadzinski & seconded by Spindler to adjourn

Next meeting will be at the Rahr-West Art Museum on Wednesday, January 19, 2011 at noon.

Respectfully submitted

Elaine Schroeder