

Rahr-West Art Museum
Board of Director Minutes
March 28, 2018

Present: Meg Bollinger, Rhienna Gabriel, Candice Giesen, Mike Halla,
Lori Kirby, Erin LaBonte, Adam Lovell, Steve Prozenyak, Dolly Stokes, Greg Vadney

Absent: Carrie Estrella, Amy Fricke-Weigel, Phil Hoff, Jeanie Miller, Patrick Neuenfeldt

1. Call to Order

The meeting was called to order by President Prozenyak at 12:01p.

2. Public Input

Daniel Kennedy, a local resident, was in attendance. He discussed his background and credentials in art.

3. Minutes – President

Motion was made by Halla, seconded by Kirby and unanimously approved by the board to accept the February minutes as written.

4. Review of Financial Accounts

No questions

5. President Report-Steven Prozenyak

a. Education Committee

The education committee met on March 8. They discussed attendance and adult class participation. It was determined that more programming in the fine arts needs to be provided to adults. There would be cost and attendance benefits of holding evening classes & workshops, utilizing contracted artists as instructors. The next step for the committee is to develop a proposal to send out to artists who are interested in providing contracted services. There was discussion regarding the adult ceramics class. The participants have remained the same for the past several years and the museum is losing money on the program. It was reiterated that class registration needs to be available on the website so people can sign up easily.

b. Membership/Marketing

The current meeting schedule doesn't work for all members, so the meeting was not well attended. The group discussed loss of memberships. This may have some to do with the timing of annual renewals. A new membership renewal schedule is still being discussed. Halla expressed concern over the loss of household memberships and asked if anyone has reached out to lost members. He suggested providing a list of lapsed memberships for board members to reach out. They group also discussed the room tax money allocated by the City of Manitowoc. There was discussion as to what room tax dollars can be used for, per state regulations. These funds are tourism focused and used for exhibitions and advertising. Melissa is working on website updates and a marketing schedule for Facebook. Constant Contact lists are being updated and more information will be sent out using that platform. Halla also questioned the marketing of upcoming summer exhibits. The marketing focus is on Door County, with ads in various publications, on radio and with a brochure distribution company.

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- c. Buildings & Grounds
Meeting for March 26 was rescheduled.
 - d. Public Arts Committee
The committee met, but had a very small group in attendance. They divided tasks among attendees.
 - e. Development Committee
Committee did not meet. They are awaiting landscape drawings. Vadney is scheduled to meet with landscaper on April 5 and will schedule Development Committee meeting afterward.
 - f. Potential New Board Members
No new potential board members have submitted their candidacy. Reminder to all board members to encourage potentially interested members to complete the online form.
6. Director Report-Greg Vadney
Adam Lovell has accepted a position as Executive Director of a museum in Illinois. His last day will be Friday, March 30. The Curator/Assistant Director position has been listed and several qualified candidates have been identified. Interviews are going to be scheduled April 9-13. Board members are encouraged to participate. The opening will go to Council on April 16 for vote.
- A motion to approve filling the Curator/Assistant Director position was made by Gabriel, seconded by Stokes and approved unanimously.
- Museum security guard, James Keehan has resigned. The position will be posted online, with the opening going to Council on April 16 for vote.
- A motion to approve filling the Security Guard position was made by Gabriel, seconded by Kirby and approved unanimously.
- Bob Kohlmann will be starting as custodian on April 2. He will be at the museum most days from 7a-10a. Halvor is moving into a maintenance roll and will be assisting with projects as needed. Martin Security upgraded the alarm panel on March 23. This has not been without its bugs, losing some staff security codes. They will be back in on March 30 to finish install. Vadney attended Museum Advocacy Day in Washington DC on February 27. There was a five person team from Wisconsin, led by Vadney. Team representatives are there to provide evidence of importance of the various organizations to communities. There was also discussion with various organizations regarding grant funding opportunities. Vadney attended Wisconsin Arts Day on March 21. There was a breakout session regarding public arts. There was great feedback from the attendees and they will be working together to share ideas and thoughts as to what is and isn't working for public arts. Vadney will be attending Summit of Art Museum Directors on April 3, where they will discuss collaboration and collection sharing.
7. Rahr-West Friends Committee Report
Vadney reported for the absent Miller. The second estimate for wallpaper removal/kitchen repainting was received. The committee has been working on the Art of Conversation series, with Kathy Svec presenting on April 19. They have also been continuing work on the Shoppe at the Rahr, ordering additional shelving and a sign.

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8. Foundation Report-Vice President Mike Halla
The Foundation Board will meet in April for their quarterly meeting. There was a review of Foundation financials. Halla and Vadney met with Finance and Mayor Nickels to discuss Foundation funds provided to the City. There will be discussion regarding a distribution policy at the April Foundation meeting.

9. Collection Report
There was no report out, as that was done at February Board meeting. AAM Accreditation will be up in 2019. Lovell has begun the process, the individual taking his place will need to continue the process. Application for NEH Preservation Assistance Grant is in process to install a water monitor in the collection storage rooms, as well as installation of data logs. Vadney and Franz will complete the process.

10. Old Business
None

11. Adjourn
A motion was made by Halla , seconded by Kirby , and unanimously approved by the board to adjourn at 12:55 pm.

Submitted by Melissa Franz, Administrative Support Specialist