



Roswell Museum

## BOARD OF TRUSTEES MEETING AGENDA

Monday, June 19, 2023 at 4:00 p.m.

1011 N. Richardson Ave.

Roswell, NM 88201

Members: Jane Avery Gray, Anne Baker, Kyle Bayless, Elisa Begueria, Kay Cargill Jenkins, Lindsay Mayo Fincher, Tim Hartwick, Kate Huebner, Nina Leacock, Lorrina Segovia, and Valli West.

City Council Liaison: Barry Foster

RMAC Staff Coordinator: Caroline Brooks, Executive Director

RMAC Foundation: Cindy Torrez, Executive Director

- A. Call to Order
- B. Roll Call

### ACTION ITEMS:

- C. Approval of Agenda
- D. Approval of the May 15, 2023 meeting minutes

### INFORMATION ONLY ITEMS:

- E. Introduction of Summer Interns
- F. Loan Request of *Don Rosario Ortega* by Peter Hurd
- G. Review of Reaccreditation Timeline
- H. Flooring Renovation Updates
- I. Director's Report
- J. RMAC Foundation Report
- K. Chair's Remarks and Board Announcements
- L. Public Comment
- M. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 23-01.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats, please contact the City Clerk at 575-624-6700.

Printed and posted: Friday, June 16, 2023

### TO ATTEND THE BOARD MEETING BY GO TO MEETING

#### June Museum BOT Meeting

Jun 19, 2023, 4:00 – 5:30 PM (America/Denver)

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Roswell Museum

**ROSWELL MUSEUM**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Monday, May 15, 2023 at 4:00 p.m.**  
1011 N. Richardson Ave.  
Roswell, NM 88201

**DRAFT DOCUMENT**

REGULAR MEETING AT 4:02 p.m.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 23-01.

For the Record: Meeting is being streamed live for the public through GoToMeeting. There was no public on GoToMeeting.

**A. CALL TO ORDER**

Board Vice Chair West called the meeting of the Board of Trustees to order at 4:02 p.m.

**B. ROLL CALL**

The meeting of the Board of Trustees convened with members Lindsay Mayo Fincher, Valli West, Elisa Begueria, Tim Hartwick, Jane Avery Gray, Kyle Bayless, Nina Leacock and Anne Baker being present. A quorum was established with members, Kay Cargill Jenkins, Lorrina Segovia, and Kate Huebner being absent.

**Staff present:** Caroline Brooks, Executive Director, Aaron Wilder, Curator of Collections and Exhibitions & Cloe Medrano, Registrar.

**Community members present:** None.

**ACTION ITEMS**

**C. APPROVAL OF AGENDA**

Member Baker motioned to approve the agenda. Member Begueria was the second. A voice vote was unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

**D. Approval of the April 17, 2023 meeting minutes**

Member West motioned to approve the **April 17, 2023 meeting minutes** with changes to member Baker name and year. Member Fincher was the second. A voice vote was unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

**E. Discussion and consideration of approval of donation of 2 Jerry West prints by Barbara and Ray Graham**

Member Begueria motioned to approve the **donation of 2 Jerry West prints by Barbara and Ray Graham**. Member Baker was the second. A voice vote was unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

**F. Discussion and consideration of approval of Chair and Vice Chair board appointments**

Member Begueria motioned to **have member West be Chair and member Baker to be Vice Chair of the board** . Member Gray was the second. A voice vote was unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

#### **G. Discussion and consideration of approval of working groups and board member assignments**

Member Fincher motioned to approve **approval of working groups and board member assignments**. Member Hartwick was the second. A voice vote was unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

#### **INFORMATION ONLY ITEMS**

#### **H. Flooring Renovation Updates and Estimated Schedule**

Director Brooks updated the board members about the flooring timeline. Huitt Zollars is finalizing bid documents for flooring and exterior signage projects for the Museum. The project will update and repair flooring in many of the public spaces to improve air quality, accessibility, maintenance, and appearance. However, the museum flooring funds may be pulled do to unforeseen expenses in the 2023-2024 City Budget.

#### **I. Director's Report**

Director Brooks informed the board she will bring the new Strategic Plan for approval in the next couple of months. The museum is two memberships away from hitting 500 active memberships. . The RAiR Exhibition featuring Lucien Shapiro titled *While you praise the butterfly don't disrespect the caterpillar*, opens Friday, May 20. An HVAC unit is on order for the planetarium.

#### **J. RMAC Foundation Report**

None.

#### **K. Chair's Remarks and Board Announcements**

None.

#### **L. Public Comment**

None.

#### **M. Adjourn**

Member Fincher motioned to approve **to adjourn**. Member Begueria was the second. A voice vote unanimous, and the motion passed 08-0, with Kay Cargill Jenkins, Lorrina Segovia and Kate Huebner being absent.

**Meeting adjourned at: 5:01 p.m.**



## MAY ATTENDANCE

	2023	2022	2021	2020
MUSEUM	1057	1244	336	0
EVENTS/PROGRAMS	209	255	0	0
CLASSES	125	98	320	0
PLANETARIUM	365	410	0	0
SCHOOL/ADULT TOURS	994	673	0	0
FACILITY USE	125	105	144	0
OUTREACH	0	0	0	0
VOLUNTEER VISITS	8	14	1	0
MUSEUM BUSINESS	51	127	10	0
<b>MAY TOTALS</b>	<b>3,051</b>	<b>2,926</b>	<b>811</b>	<b>0</b>
<b>YEAR TO DATE TOTALS</b>	<b>14,482</b>	<b>13,499</b>	<b>2,378</b>	<b>5,115</b>

## MAY REVENUES

	2023	2022	2021	2020
ADMISSIONS	6,276	5,877	2,041	NA
CLASSES	5,017	4,135	323	0
PLANETARIUM	1,822	2,751	450	0
MEMBERSHIP	2,065	2,225	1,725	1,910
FACILITY USE	1,000	0	0	0
STORE	2,324	3,514	3,432	0
<b>MAY TOTALS</b>	<b>18,504</b>	<b>18,502</b>	<b>7,971</b>	<b>1,910</b>
<b>YEAR TO DATE TOTALS</b>	<b>94,354</b>	<b>84,020</b>	<b>40,162</b>	<b>27,533</b>

## MAY ADMISSIONS AND PROGRAMMING

MUSEUM ADMISSIONS	VISITS for MONTH	REVENUE for MONTH	YEAR to DATE VISITS	YEAR to DATE REVENUE
Members	37		172	
Children 15 and under	133		924	
Adult Residents	37	259	234	1456
Adult Non-Residents	268	2720	1525	15290
Adult Combo Ticket	52	442	258	2635
Seniors	284	1,988	1329	9303
Military	58	406	338	2261
Student (16+)	62	434	306	1876
Museums for All	9	27	45	105
Senior Free Days	69		320	
Resident Free Day	25		261	
NARM (free)	6		50	
Galleries Closed for Install, Admission Discounted	0	0	6	30
Member Guest Pass	6		19	
Store Only	11		49	
<b>TOTALS</b>	<b>1057</b>	<b>\$6,276</b>	<b>5824</b>	<b>\$33,533</b>

CLASSES	SESSIONS for MONTH	STUDENTS	ATTENDANCE
Clay Open Studio	-	-	125
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>125</b>

EVENTS/PROGRAMS	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIP
Second Saturday Art Activity	1	56	RMAC Foundation
Second Saturday Planetarium Show	1	27	
RAIR Lecture and Reception	1	91	RAIR Foundatin
Sew Crafty	5	20	
Tabletop Game Day	1	15	
<b>TOTAL</b>	<b>1</b>	<b>209</b>	

PLANETARIUM	SHOWS for MONTH	ATTENDEES
Planetarium General Shows	71	365

TOURS/GROUP VISITS	GRADE	STUDENTS	ADULTS	GALLERIES	PLANETARIUM
Nancy Lopez (5/2)	Pre-K	21	19		X
Pecos (5/2)	K	49	8	X	X
Washington (5/3, 5/24)	1, 3	51, 39	13, 2	XX	XX
Kiddos Daycare (4/18)	Pre-K	34	8		X
Valley View (5/4, 5/18)	2, K	66, 68	3, 9	X	XX
Pecos (5/5, 5/16)	K, 1	35, 40	6, 8	X	XX
Berrendo (5/9)	K	38	31	X	X
Carlsbad (5/9)	4-5	47	7	X	X
Gateway (5/11, 5/11, 5/15, 5/16)	5, 4, 1, 1	33, 28, 28, 23	6, 4, 11, 12	XX	XXXX
Del Norte (5/12)	3	68	11	X	X
El Capitan (5/17)	1	59	14		X
Missouri (5/19)	3	49	3		X
Mesa (5/23)	Special Needs	16	6	X	
Tatum (5/23)	4	18	3	X	
<b>TOTALS</b>		<b>810</b>	<b>184</b>	<b>12</b>	<b>18</b>

## MEMBERS



**492**  
current active memberships

**739**  
current active members

FOR MONTH

**1**  
new memberships

**30**  
renewals

YEAR to DATE

**41**  
new memberships

**85**  
renewals

## VOLUNTEERS



FOR MONTH

**12**  
volunteer hours

**8**  
volunteer visits

YEAR to DATE

**260**  
volunteer hours

**119**  
volunteer visits



**5,270** FACEBOOK FOLLOWERS



**1,367** INSTAGRAM FOLLOWERS

**505**

E-NEWSLETTER SUBSCRIBERS

# ACTIVITIES & HIGHLIGHTS

## PERLASCA EXHIBITION

The exhibition of work by Mexican American artist Dina Perlasca opened with an artist talk and reception on June 16. Her exhibition, titled *Campos de Fuerza / Force Fields*, presents sculptural installations that tie together her ancestral background with ideas around community cohesion and will run through August 27. A second recent MFA graduate exhibition by artist Juana Estrada Hernández will open in September.

## PLANETARIUM SUMMER ACTIVITIES

Space Jam was featured on June 2 for Movies Under the Moon, an outdoor movie program outside the planetarium. The Iron Giant will be screened on July 28. June's Second Saturday had a Planetarium-focus with hands-on activities, including kaleidoscopes and giant bubbles, and solar viewing in the courtyard, and planetarium shows focusing on the history of planetariums, fractals and the development of the telescope. Both programs were made possible by the RMAC Foundation.

A model rocket camp will be held in July for children in grades 3 through 6.

## HOLIDAY ARTISAN MARKET CALL

A call for artists and craftspeople in New Mexico and surrounding states for the 2023 Holiday Artisan Market is open through August 4. Presented in partnership with the Pecos Valley Potters Guild, the Market is a juried art exhibit, sale and fundraiser held at the Roswell Museum representing up to 50 artists in all media from around the region. The event will run from November 11 through December 31. Visit [www.roswellmuseum.org](http://www.roswellmuseum.org) for further details.

## UFO FESTIVAL

Tickets continue to be on sale for three activities presented by the Museum as part of the 2023 UFO Festival, including an Alien Crazy Hair Salon with support by the RMAC Foundation, Goddard Planetarium Laser Shows, and the concert *From Bartók to Webern: Classical*

& *Experimental Music of the 1930s & 1940s with the Giovanni String Quartet*, sponsored by the Roswell Symphony Orchestra. Visit [www.roswellmuseum.org](http://www.roswellmuseum.org) for further details.

## MUSEUM DAY ROSWELL

Plans are in development a new event titled Museum Day Roswell, a free museum day to encourage exploration of our local museums, inspired by International Museum Day and a national version developed by the Smithsonian. Each participating venue will offer different activities from hands-on art to scavengers hunts, tours and a flight simulator experience. A raffle will be offered with a passport activity for those that visit each venue.

## CHALK THE WALK

Chalk the Walk, a popular sidewalk chalk art contest that has been held intermittently at the Museum since 2006, will be a standalone event this year during September 9th's Second Saturday. Artists, as individuals or teams, kids and adults, will draw with provided chalk pastel in designated squares in front of the Museum along the Spring River Trail from 8 a.m. through 1 p.m. Squares can be reserved for \$10 to \$15 and scholarships and a free draw area will be provided. Registration and further details are available online.

## MARTIE ZELT

Local artist Martie Zelt passed away on May 11. She had a prolific career in the arts, including teaching numerous workshops and as an instructor at the Pennsylvania Academy and Philadelphia College of Art. She has been represented in solo and group exhibitions and in the permanent collection at the Roswell Museum, as well as at several institutions in South America and The U.S. She first participated in the Roswell Artist-in-Residence Program in 1982 and returned for a second residency in 1989, after which she stayed in Roswell and taught at ENMU-R and the Roswell Museum. She designed and created a mosaic mural for the Civic Center after it was built, recruiting local people to help. She then

recruited members of the Pecos Valley Potters Guild and the Roswell Museum's Ceramics Program to help her create a tile mural for Bitter Lake National Wildlife Refuge depicting animal habitats. She will be deeply missed. A memorial exhibition will open in a few weeks, details to be announced online.

## BUILDING RENOVATIONS AND REPAIRS

Bids were submitted for the Museum Flooring Renovation in late May and an award recommendation will be taken to City Council in July. The project will update and repair flooring in public spaces to improve air quality, accessibility, maintenance, and appearance. The project is estimated to require 4 months between July and October to complete, during which it is anticipated that portions of the museum will be under construction, while other areas remain open. The auditorium will be used for storage during the renovation and will be unavailable for meetings and events.

City monies were retracted for the exterior signage project, although planning will continue to enable implementation when monies become available. The project aims to help visibility for the Museum at two points on the building: Main Street and the Planetarium.

Ongoing:

- Multiple existing HVAC units have had issues in recent months. Quotes are being gathered for repairs. A replacement unit has been on order for the planetarium for more than a year. Date of installation is anticipated soon.
- The audio system in the auditorium is malfunctioning and the system is in need of repairs and updates.
- The design of the entrance fountains are under evaluation to determine if modifications can be made. They are currently not running.