**Arkansas Museum Association Meeting**

**August 1, 2019**

Conference Call

*Participants:* Angela Gibbs, Gloriann Sanders, Heather Marie Wells, Jack Wilson, Samantha Bynum, Angie Albright, Richard Spilman, Britney Kugler, Judy Costello, Shane Lind, Amanda Colclasure

* Last Meeting Minutes: Gloria to approve, Angie Albright seconded, motion passed
* Financial Report, no report due to transition
	+ Britney is on the account, Ginsie Simmons has been taken off. Gloria will be added so she, Heather Marie, and Britney will be on the account.
	+ Books will be transferred from Jennifer to Britney
	+ Silent Auction funds have been deposited
	+ Heather Marie and Angela Gibbs were cross-trained and their notes will be added to the board handbook concerning the treasurer duties.
	+ Britney will head the scholarship committee as well as take on the treasurer duties.
* Committees
	+ Endowment chair
		- Needs to make a call for members
	+ Any other committees need members?
		- Scholarship committee because Britney is new to the position
			* Gloria will participate in this committee
			* Ginsie was trying to fill several positions on the committee
	+ Professional Development
		- Professional development has two other members, but if someone wants to join they are welcome to
	+ Award committee
		- Last year’s members are still willing to serve
	+ **Angela Gibbs will send out e-mail to members concerning endowment, professional development and scholarship committee members**
* 2020 Conference
	+ Venue Options
		- Arlington in Hot Springs
			* While some members were in favor of the Arlington due to its historic nature, others were concerned about the high cost and possibly hidden costs of the venue.
			* Heather is trying to verify with the Arlington, but the proposal was not well written. Food minimum, event setup, AV, tables and linens costs are not included in rental. They have not confirmed the deposit cost and the total cost information was not adding up. Information has been piecemeal. If minimums are not met then we are charged for what is not used.
			* There are no AMA members in the Hot Springs area except DeGray as a State Park
				+ Garvan Gardens, National Park, and Mid-America Science Museum are not members, but Heather Marie is working on making them members.
				+ If we had the conference in that area, they might become members
				+ Arkadelphia

Clark County Historical Museum, Ouachita University, Henderson State, Donald W. Reynolds Science Center Planetarium

* + - DeGray Venue Details- Angela Gibbs
			* Contact Person: Barbara Brooks
			* Dates were discussed, March 30 to April 1st are available and selected as the best dates
			* 40 Room block reservation is available from March 29th to April 1st
			* Included in conference area reservation: Free WiFi, AV, tables, linens, setup
			* Catering
				+ Payment is made at the conclusion of the event
				+ No Deposit
				+ 45 days before the event need to set: room setup configuration and meal selection
				+ 7 days before the event: Provide a guaranteed head count, can alter up to 10% up to 2 days before the event
			* Room takes 1.5 hours to change the configuration for the awards banquet
			* 30 day cutoff for guest rooms before the unsold rooms are released to the general public, there is no attrition charge
			* Gloria motioned to accept DeGray as the venue, Shane second, motion passed
		- Dates were discussed, and March 30th to April 1st was selected as the best available date.
	+ Event
		- Awards banquet
			* DeGray agreed upon for the location because no one has to drive there and designated drivers would not be an issue.
		- First night
			* Arkadelphia is an option, it will also need to serve as the registration site for the first evening.
				+ Shane will work with Clark County Museum to arrange first night event
				+ Wendy Richter is the contact person
		- Last Day
			* Hot Springs
				+ Breakout Sessions
				+ Charge small fee for those special session to ensure participation
				+ Professional Development committee will handle these sessions
* Call for proposals
	+ Angie Albright made a list of tracks
		- Business administration, collections, community outreach/engagement
		- She will shoot for September 3rd
	+ Last year session proposals came in later
	+ Call out September 1st to October 15th
	+ Will develop filler sessions if we need them
	+ Notify presenters November 8th
		- Preliminary session descriptions on website by November 15th
	+ Attendify Conference App was found to be too expensive for a small group like ours
* Theme
	+ 2020 is the 100th anniversary of women’s suffrage
	+ DeGray is known for…
		- Natural Resources
		- Trading Port- History
		- Steamboats on the Ouachita River
	+ Shane suggested “Highways, Byways, and Waterways: Museums in Motion” and it was accepted as the theme.
* Timeline
	+ Scholarship call out September 1st, deadline December 2nd, notifications January 3rd
		- Will allow enough time for people to make plans
		- Scholarship applications
			* Some people were awarded more than they needed last year (travel stipend but did not stay)
				+ Must commit to attend the entire conference
				+ Reimbursement- not paid until the last day
			* Registration is comped, but maybe do the travel stipend as a reimbursement and more rules need to be in place
				+ 1st 50 miles of travel do not count
			* Limits on # of scholarships given to institutions
	+ Award Nominations, Board Nominations
		- Call-out on October 1st, deadline- January 3th, notifications February 3rd
		- Deadlines worked for award nomination
		- Board nominations
	+ Set up e-mails to notify people
* Registration Fee and Guest Ticket Pricing
	+ Can wait until next board meeting
	+ Will discuss catering costs at that time
* Affiliate memberships
	+ Gloria has received questions about other membership types
	+ They are allowed by our bylaws but the board has to approve
	+ Hope Slazer- Hsc@catalogit.app asked about it
	+ Tabled for board forum discussion
* Coalition of State Museums
	+ Tabled for forum discussion
* Judy Costello Scholarship
	+ The last scholarship check was not received as the changeover between treasurers
	+ $500- Amanda Colclasure, Gloria seconded
		- Not a quorum
		- Heather Marie will send e-mail to those who were not present
* Gloria motioned to adjourn, Angela Gibbs seconded