



# Northwest Museum of Arts & Culture

## Board of Trustees Meeting

**DATE** January 8, 2025

**TIME** 3pm

**PLACE** Gilkey Community Meeting Space Microsoft  
Teams

**CALL-IN** 509-703-3314 Conference ID: 530 096 579#

**The Northwest Museum of Arts and Culture honors the indigenous people on whose ancestral lands the museum now stands.**

We recognize this as the traditional homeland territory of the Spokane Tribe. Their presence here, since time immemorial, can be seen and felt within these museum walls and in the surrounding landscapes. We thank the Spokanes, past, present and future, for sharing this space as a place for artistic and cultural expressions to be enjoyed by all.



# Agenda

Northwest Museum of Arts & Culture

Board of Trustees Meeting

January 8, 2025

Gilkey Community Meeting Space + Microsoft Teams

| Time    | Agenda Item   | Responsible  | Page   |
|---------|---|--|--------|
| 3:00 pm | Call to Order, Establish Quorum   | Frank Velázquez, President                             |        |
| 3:02 pm | <b>ACTION: Approve Minutes for 11/6/24</b>  | Frank Velázquez, President                             | 4-5    |
| 3:05 pm | President's Report <ul style="list-style-type: none"> <li>• Welcome Adam Swinyard, new trustee</li> </ul>   | Frank Velázquez, President                             |        |
| 3:15 pm | Open Comment Period   | Frank Velázquez, President                             |        |
| 3:20 pm | Director's Report <ul style="list-style-type: none"> <li>• Welcome Tess Carlson, new Executive Assistant</li> <li>• Governor's Directive 24-19 (Hiring, Service Contracts Freeze)</li> <li>• Farewell Feddersen, Hello Samurai</li> <li>• Update: Expansion Project               <ul style="list-style-type: none"> <li>○ Potential bond issue Nov 2025 – Adam Swinyard</li> </ul> </li> </ul> | Wesley Jessup, Director                                | 6-7    |
| 3:30 pm | Finance Committee Report <ul style="list-style-type: none"> <li>• 11/30/24 P&amp;L</li> <li>• Variance Explanation</li> <li>• Cash Flow Projections (separate attachment)</li> </ul>  | James Vanderholm, Board Treasurer                      | 8<br>9 |
| 3:40 pm | New Acquisitions  | Rachel Allen, Curator of Modern & Contemporary Art     |        |
| 3:50 pm | Digitization Grant for Silver Nitrate   | Kayla Tackett, Director of Exhibitions and Collections |        |
| 4:00 pm | American Indian Cultural Council (AICC)   | Jeanie Louie   |        |
| 4:10 pm | Governance Committee Report   | Greg Hesler, Chair                                     |        |
| 4:20 pm | Development Committee Report  | Brooke Hawley, Chair                                   |        |
| 4:30 pm | Education Committee Report  | Rob Worstell, Director of Education                    | 10-11  |
| 4:40 pm | Foundation Report   | Michael Flannery, Foundation Representative            |        |
| 4:50 pm | If Needed May Adjourn to Executive Session  | Frank Velázquez, President                             |        |
| 4:55 pm | End Executive Session<br>Call Regular Meeting to Order; Take Action If Needed   | Frank Velázquez, President                             |        |
| 5:00 pm | Adjourn   | Frank Velázquez, President                             |        |

Northwest Museum of Arts and Culture

November 6, 2024, Board of Trustees Meeting Minutes

**Trustees Present:** Jason Brown, Pati Dahmen, Shari McMahan, Rose Noble, Christina Simonsen, Gayle Terry, James Vanderholm, Dr. Frank Velázquez, Michael Dunn

**Staff Present:** Melissa Allard, Anna Bresnahan, Marit Fischer, Wes Jessup, Francis Langston, Amanda Souza, Kayla Tackett, Carol Summers, Rob Worstell

**Others Present:** Carrie Culver and Lisa Thatcher

**Call to order:** With a quorum present, Dr. Velázquez called the meeting to order at 3pm. Dr. Velázquez opened the meeting with a brief overview of the Feasibility Study Committee meeting. The case statement is almost complete, and they are assembling a cross section of the community as consultants as the MAC looks into an expansion project.

**Action: Ms. Simonsen moved to approve the 8/29/24 & 9/4/24. The motion was seconded by Mr. Brown and the motion passed unanimously.**

**Action: Mr. Brown moved to approve the 2025 Board Meeting schedule and was seconded by Ms. Dahmen. The motion carried unanimously.**

There were no public comments.

**Director's Report:** Mr. Jessup announced two new publications: *Joe Feddersen: Earth, Water, Sky* and *Campbell House: The Making of a Landmark*, celebrating its 125th anniversary. The Campbell House book will launch with a signing event on November 21st. The MAC Holidays begin on November 30th with a campus lighting ceremony.

Mr. Jessup introduced Legislative Liaison Lisa Thatcher, who shared her background and ties to Spokane. Ms. Thatcher presented the MAC's Operating and Capital budget proposals and noted that next year will bring a new governor and many new legislators.

**Policies Committee:** Mr. Brown presented three finance policies for a first reading. Corrections were noted in the first paragraph of the Petty Cash policy.

**Action:** Ms. Noble moved to approve: 1. Purchase Card Use (FIN 100), 2. Emergency Procurement/Purchases (FIN 108), and 3. Petty Cash Use (FIN 101) with the corrections. Ms. Simonsen seconded, and the motion passed unanimously.

**Strategic Plan Update:** Ms. Summers stated that we are finalizing the 2022-2024 Strategic Plan, though a few items will carry over due to their scope. We will continue to expand and diversify the MAC audience and add another board member from the MAC MAC (Millennial Advisory Committee). Ms. Fischer explained that a key marketing strategy will be targeting new movers through advertising on platforms such as Google, Facebook, and Instagram.

**Finance Committee:** Mr. Vanderholm explained that most variances in the appropriated and local fund sections are due to timing differences. The \$131,378 positive variance in Purchased Services is simply a matter of when expenses are expected to be recognized. Additionally, fundraising revenues budgeted for this fiscal year were received earlier than anticipated.

**Governance Committee:** Ms. Simonsen shared that the goal is to have a 20-member board, and we are making progress with some promising candidates. Adam Swinyard, Spokane Public School Superintendent, has agreed to join. Mrs. McMahon moved to accept Adam Swinyard to the board, the motion was seconded by Mrs. Dahmen, and it carried unanimously.

**Development Committee:** Mrs. Bresnahan invited the board to join the upcoming Artist Studio Tour. Tickets can be purchased to visit five different artists' locations.

**Education Committee:** Mr. Dunn reported a successful launch of the after-hours program, attracting a broader demographic with strong attendance. Additionally, with support from the Foundation, the Spokane Math Leadership Program has started accepting applications from public high school students.

**With no other business to report, Mr. Brown moved to adjourn, Mrs. McMahon seconded, the motion unanimously passed, and the meeting adjourned at 4:23pm.**



STATE OF WASHINGTON  
— OFFICE OF GOVERNOR JAY INSLEE —

**DIRECTIVE OF THE GOVERNOR**

**24-19**

Date: December 2, 2024  
To: Executive and Small Cabinet Agency Directors  
From: Governor Jay Inslee  
Subject: Freeze on Hiring, Services Contracts, Goods and Equipment Purchases, and Travel

Because the latest revenue forecasts show the cost and need for services are increasing faster than revenue, the state is facing a significant operating budget deficit.

Effective December 2, 2024, for all agencies under my direction and control, I am directing a freeze on the following: (1) hiring not related to public safety or other non-discretionary activities as listed below, (2) execution of non-essential services contracts, (3) discretionary purchasing of goods and equipment, and (4) travel.

Exempt from the freeze is hiring to fill vacancies in critical areas. Also, services contracts, goods and equipment purchases, and travel that are necessary to continue critical services or agency operations are exempt from the freeze.

Agencies shall comply with instructions issued by the Office of Financial Management (OFM) regarding this directive. All questions related to this directive should be directed to OFM.

**Hiring**

The hiring freeze does not apply to positions that:

- directly impact public safety,
- are essential to the health and welfare activities of state government,
- generate revenue, or
- are required to meet statutory mandates or federal requirements.

While implementing this order, agencies shall comply with the appropriate collective bargaining agreement provisions.

**Services contracts**

The freeze on services contracts does not include contracts, contract amendments, or other agreements:

- costing less than \$10,000,
- related to the protection of life or public safety,
- tax collection or other revenue-generating activities,
- those funded exclusively from private or federal funding sources, or
- approved information technology projects.

### **Goods and equipment purchases**

The freeze on goods and equipment purchases does not apply to equipment:

- costing less than \$10,000,
- necessary to protect life or public safety,
- necessary to carry out the core functions of the agency, or
- funded by private or federal grants.

### **Travel**

The freeze on travel does not apply to the following:

- essential to the responsibilities of a position,
- necessary to protect life or public safety,
- tax collection or other revenue-generating activities, or
- funded by private or federal grants.

### **Guidance to other agencies**

I recognize the practical difficulties of implementing this directive to maintain the financial health of the state. I call upon non-cabinet agencies, higher education institutions, boards and commissions, and other separately elected officials to impose similar restrictions within their agencies and jurisdictions.

While this is a difficult endeavor, I ask each agency to participate and use common sense, good judgment, and creativity to accomplish the ultimate goal of this directive to capture immediate savings through spending reductions not related to the public safety and essential health and welfare of Washingtonians.

This directive will remain in effect until rescinded.

# Eastern Washington State Historical Society

Income Statement  
For the month ending 11/30/2024

| Appropriated Funds Summary         |                    |                     |                 |                   |                    |               |
|------------------------------------|--------------------|---------------------|-----------------|-------------------|--------------------|---------------|
| Revenue                            | Current Mo. Actual | Current Mo. Planned | Variance        | Fiscal YTD Actual | Fiscal YTD Planned | Variance      |
| Total Revenue                      | 0                  | 0                   | 0               | 0                 | 0                  | 0             |
| <b>Operating Expenses</b>          |                    |                     |                 |                   |                    |               |
| Salary/Wages/Benefits:             | 241,923            | 234,205             | (7,718)         | 1,170,119         | 1,157,833          | (12,286)      |
| Utilities & Communications:        | 24,263             | 21,035              | (3,228)         | 130,104           | 105,375            | (24,729)      |
| Insurance                          | 178                | 87                  | (91)            | 157,537           | 163,604            | 6,067         |
| Purchased Services                 | 144,715            | 89,422              | (55,293)        | 486,657           | 586,639            | 99,982        |
| Travel                             | 5,567              | 8,800               | 3,233           | 16,815            | 27,968             | 11,153        |
| JA, JB, JC, JM, Museum Collections | 1,795              | 600                 | (1,195)         | 35,375            | 53,700             | 18,325        |
| <b>Total Operating Expenses</b>    | <b>418,440</b>     | <b>354,149</b>      | <b>(64,291)</b> | <b>1,996,607</b>  | <b>2,095,119</b>   | <b>98,512</b> |
| <b>Net Income</b>                  |                    |                     |                 |                   |                    |               |
| TOTAL Net Income, Appropriations   | (418,440)          | (354,149)           | (64,291)        | (1,996,607)       | (2,095,119)        | 98,512        |

| Full Year Budget* |
|-------------------|
| 0                 |
| 2,803,193         |
| 252,620           |
| 164,215           |
| 1,347,368         |
| 54,204            |
| 90,400            |
| 4,712,000         |
| Full Year Budget  |
| (4,712,000)       |

| Local Fund Summary                            |                    |                     |                  |                   |                    |                  |
|---|--------------------|---------------------|------------------|-------------------|--------------------|------------------|
| Revenue                                       | Current Mo. Actual | Current Mo. Planned | Variance         | Fiscal YTD Actual | Fiscal YTD Planned | Variance         |
| 04/20/000020 Admissions                       | 13,207             | 27,939              | (14,732)         | 96,792            | 111,981            | (15,189)         |
| 04/20/000021 Fundraising Events               | 30,783             | 0                   | 30,783           | 40,184            | 500                | 39,684           |
| Other Revenues                                | 41,305             | 46,346              | (5,041)          | 249,028           | 257,572            | (8,544)          |
| Contributions & Grants Received in the Museum | 113,668            | 282,459             | (168,791)        | 806,447           | 1,184,070          | (377,623)        |
| <b>Total Revenue</b>                          | <b>198,964</b>     | <b>356,744</b>      | <b>(157,780)</b> | <b>1,192,452</b>  | <b>1,554,123</b>   | <b>(361,671)</b> |
| <b>Operating Expenses</b>                     |                    |                     |                  |                   |                    |                  |
| Salary/Wages/Benefits:                        | 123,705            | 154,772             | 31,067           | 626,880           | 737,794            | 110,914          |
| Communications & Utilities                    | 423                | 2,215               | 1,792            | 6,479             | 10,575             | 4,096            |
| Purchased Goods and Services                  | 110,515            | 81,460              | (29,055)         | 512,130           | 759,346            | 247,216          |
| Travel  | 4,466              | 4,221               | (245)            | 15,978            | 32,561             | 16,583           |
| Equipment & Furnishings (JA/JB/JC/JM)         | 9,229              | 0                   | (9,229)          | 21,762            | 0                  | (21,762)         |
| <b>Total Expenses</b>                         | <b>248,337</b>     | <b>242,668</b>      | <b>(5,669)</b>   | <b>1,183,228</b>  | <b>1,540,276</b>   | <b>357,048</b>   |
| <b>Net Income</b>                             |                    |                     |                  |                   |                    |                  |
| TOTAL Net Income, Local Funds                 | (49,373)           | 114,076             | (163,449)        | 9,224             | 13,847             | (4,623)          |

| Full Year Budget |
|------------------|
| 567,279          |
| 149,500          |
| 808,148          |
| 2,279,976        |
| 3,804,903        |
| Full Year Budget |
| 3,592,150        |
| Full Year Budget |
| 212,753          |

\* As adjusted by supplemental budget

| For the Board's Information:                         | Current Mo. Actual (New) | Current Mo. Planned | Variance  | Balance Available |
|--|--------------------------|---------------------|-----------|-------------------|
| Contributions & Grants Restricted Acct               | 115,250                  | 76,206              | 39,044    | 1,255,971         |
| Endowment Distributions - Foundation - Restricted*   | 0                        | 13,753              | (13,753)  | 125,615           |
| Endowment Distributions - Foundation - Unrestricted* | 0                        | 147,500             | (147,500) | 219,570           |

\* These funds have not yet been recognized by the Museum, and thus do not show up on financial reports generated by the State financial system.



## **Explanation of Significant P&L Variances** **For the Month Ending 11/30/2024**

### **Appropriated Fund Section**

**Salary/Wage/Benefits, FYTD Variance \$-12,286:** Archives had two interns for much of the first quarter when one had been budgeted for. Security had more overtime than planned because our security contractor starting charging us much more than they had been, making it less expensive to cover vacations/illnesses in-house using overtime than using the contractor.

**Utilities & Communications, FYTD Variance \$-24,729:** Variance in seasonal energy usage, and also unbudgeted \$4.2K Climate Commitment taxes has been added to our natural gas bills to pay for the state's carbon capture tax.

**Purchased Services, FYTD Variance \$99,982:** Includes variances for repairs (\$33K) and other contractual services (\$68K)—timing difference for projects in history administration, archives, and facilities.

**Travel, FYTD Variance \$11,153:** Timing difference, but now that the Governor has frozen non-essential travel, this may become a permanent savings.

**Purchased Equipment & Collections, FYTD Variance \$18,325:** Timing difference on purchases.

### **Local Fund Section**

**Admissions, FYTD Variance \$-15,189:** Attendance revenues have hit 75% of our budgeted attendance revenue projection thru November as we navigate art exhibits featuring lesser-known artists.

**Fundraising Events, FYTD Variance \$39,684:** ArtFest revenues were brought over to museum's main bank account in July.

**Other Revenues, FYTD Variance \$-8,544:** Our summer exhibition didn't lend itself to merchandise sales—merchandise sales hit only 74% of our sales target thru September, but we are catching up with higher-than-budgeted sales during October and November.

**Contributions & Grants, FYTD Variance \$-377,623:** There is a timing difference on the receipt of the quarterly endowment distribution that explains \$160K of this variance. The remainder is from restricted funds that we haven't needed to transfer to our main banking account.

**Salaries/Wages/Benefits, FYTD Variance \$110,914:** Deaccession coordinator and exhibition manager positions not yet filled as budgeted, and art curator position was just filled. Interpretation manager and volunteer coordinator positions were also unfilled for a portion of the first three months of the fiscal year.

**Purchased Goods & Services FYTD Variance \$247,216:** Timing differences for professional service contracts (\$65,799), Exhibition rental fees (\$146,115) and other contractual services (\$54,170).

**Equipment & Furnishings; FYTD Variance \$-21,762:** Additional audiovisual equipment was required for the Feddersen exhibition.

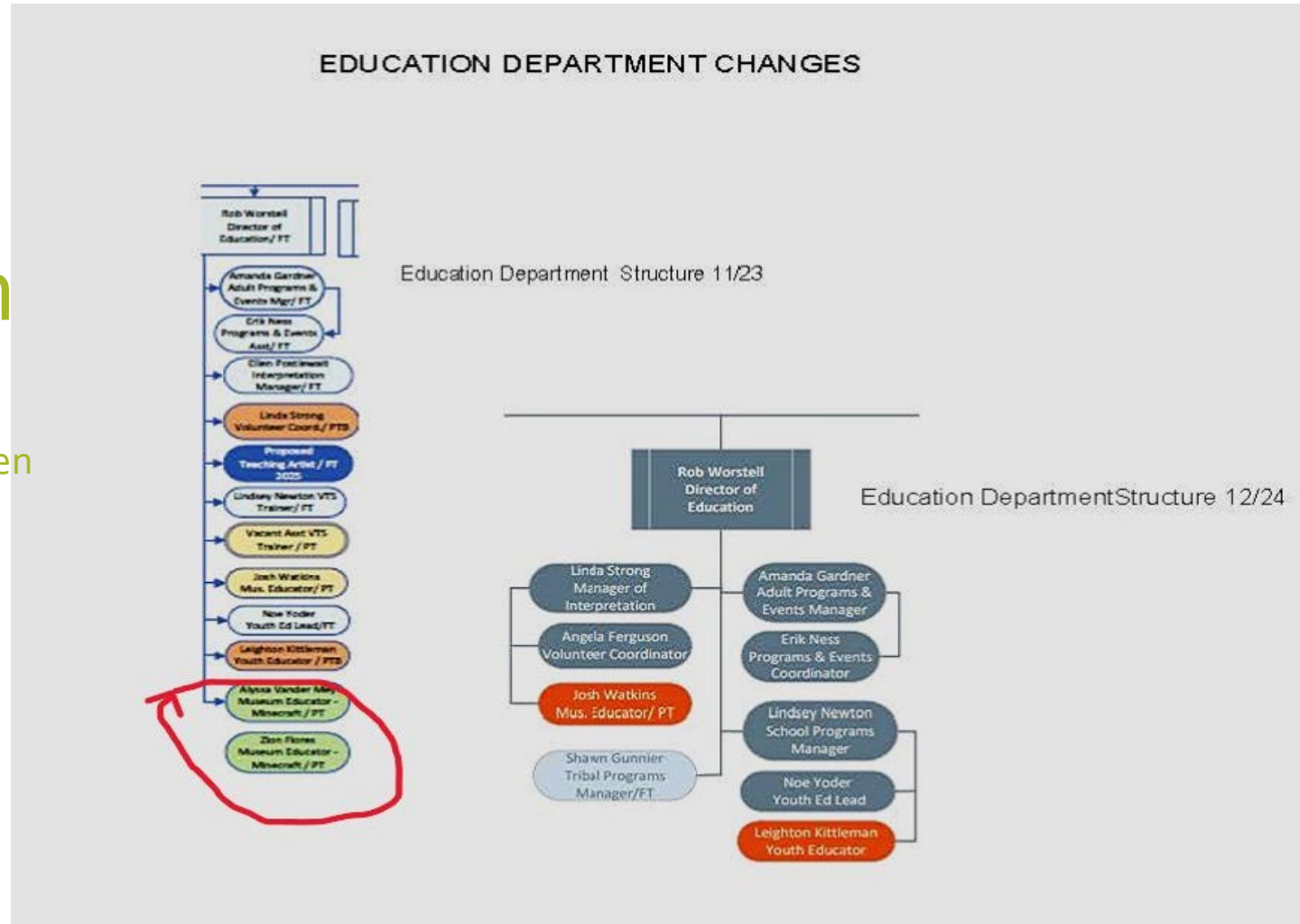
# MAC ED DEPT STRUCTURE

---

Changes in calendar year 2024

# Comparison

- Job Descriptions rewritten
- Reporting structure
- Title changes
- Position created



**MAC Board of Trustees 2025 Meeting Schedule**

|                    |           |                       |
|--------------------|-----------|-----------------------|
| January 8, 2025    | 3:00-5:00 | Gilkey Community room |
| March 5, 2025      | 3:00-5:00 | Gilkey Community room |
| May 7, 2025        | 3:00-5:00 | Gilkey Community room |
| July 9, 2025       | 3:00-5:00 | Gilkey Community room |
| September 10, 2025 | 3:00-5:00 | Gilkey Community room |
| November 5, 2025   | 3:00-5:00 | Gilkey Community room |

**Committee meetings on even months**

- **The staff members responsible for each committee will schedule these meetings.**

February 2025

April 2025

August 2025

October 2025

No meetings in June or December