



# Northwest Museum of Arts & Culture

## Board of Trustees Meeting

**DATE** July 10, 2024

**TIME** 3:00 pm

**PLACE** Gilkey Community Meeting Space  
Microsoft Teams

**CALL-IN** 509-703-3314 Conference ID: 200 248 990#

**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

June 10, 2024

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 5/1/24 &amp; 6/24/24</b>	Frank Velázquez, President	2-4
3:05 pm	President's Report	Frank Velázquez, President	
3:10 pm	Open Comment Period	Frank Velázquez, President	
3:15 pm	Director's Report <ul style="list-style-type: none"> <li>• Welcome new trustees</li> <li>• Update on board trustee candidates               <ul style="list-style-type: none"> <li>○ Propose Special Meeting in August</li> </ul> </li> <li>• MAC Board Tour – August 1<sup>st</sup> 3pm</li> <li>• Joe Feddersen opens September 28th</li> <li>• Museum Expansion               <ul style="list-style-type: none"> <li>○ <b>ACTION: Feasibility Study</b></li> <li>○ Predesign Study</li> </ul> </li> </ul>	Wesley Jessup, Director	
3:25 pm	Finance Committee Report <ul style="list-style-type: none"> <li>• May 2024 P&amp;L</li> <li>• Variance Explanation</li> <li>• Cash Flow Projections (separate attachment)</li> <li>• Starting Cash Flow based on budget FY25 (separate attachment)</li> <li>• FY25 Budget</li> <li>• <b>ACTION: Check Signers Resolutions (3 accounts)</b></li> </ul>	James Vanderholm, Board Treasurer  Wes Jessup, Director Francis Langston, CFO	5 6-7  8-9 10-12
3:40 pm	Strategic Plan Update: AICC (American Indian Cultural Council)	Gena Peone	13-35
3:50 pm	Board Required Training <ul style="list-style-type: none"> <li>• RCW 42.30.205 – Open Public Meetings Act, and RCW 42.56.150 – Public Records Act</li> </ul>	Carrie Culver, Assistant Attorney General	
4:05 pm	Policies Committee Report <b>ACTION: Updated Affiliation Agreement with MAC Foundation</b> <b>ACTION: Adopt 2<sup>nd</sup> read polices:</b> <ul style="list-style-type: none"> <li>• Affirmative Action Equal Opportunity HR 102</li> <li>• Employee Training &amp; Development HR 406</li> <li>• NEW: Background Check HR 414</li> <li>• NEW: Recruitment HR 415</li> <li>• NEW: Performance Management HR 416</li> </ul>	Jason Brown, Chair	36-48  49-51 52-56 57-59 60-63
4:15 pm	Exhibitions and Collections	Kayla Tackett, Director of Exhibitions and Collections	
4:25 pm	Foundation Report	Michael Flannery	
4:35 pm	If Needed May Adjourn to Executive Session	Frank Velázquez, President	
4:45 pm	End Executive Session Call Regular Meeting to Order; Take Action If Needed	Frank Velázquez, President	
4:50 pm	Adjourn	Frank Velázquez, President	

Northwest Museum of Arts and Culture

May 1, 2024 Board of Trustees Meeting Minutes

**Trustees Present:** Laurie Arnold, Jason Brown, Lukus Collins, Michael Dunn, Matthew Henshaw, Peter Sanburn, Debra Schultz, Dr. Frank Velazquez

**Staff Present:** Melissa Allard, Anna Bresnahan, Marit Fischer, Kristin Howard, Wes Jessup, Francis Langston, Ellen Postlewait, Kate Rau, Carol Summers, Kayla Tackett, Theo, Brooke Wagner, Renee Webber, Rob Worstell

**Others Present:** Carrie Culver (AAG,) Katherine Holmes, Melville Holmes

**Call to order:** With a quorum present, Mr. Sanburn called the meeting to order at 3:10pm

**Action: Approve minutes from March 6, 2023, meeting. Dr. Velazquez moved to approve the minutes, Mr. Brown seconded, and except for an abstention from Ms. Arnold, the motion carried unanimously.**

**President's Report:** Mr. Sanburn stated that there are exciting things happening at the MAC, particularly Education and Marketing working together to engage the 25–45 year-old demographic. This being his final board meeting, Mr. Sanburn expressed gratitude for his experience. He will be joining the Foundation board.

**Director's Report:** Mr. Jessup thanked the outgoing board members who are terming out: Janet Durnford, Matthew Henshaw, Peter Sanburn and Debra Schultz. Each brought their unique experience and perspective to the board, helping the museum grow during a challenging time. Each was gifted with an original print by local artist Reinaldo Gil Zambrano.

**Finance Committee Report:** Mr. Collins reports that there are some large variances that will balance out by the end of the fiscal year. Admissions, the museum store and membership all have positive variances thanks to the popular Minecraft exhibition this year.

**Governance Committee Report:** Ms. Schultz expressed her gratitude for her time on the board and enjoys the positive comments from the community when she mentions the MAC.

**Action: Motion to approve the election of Brooke Hawley, Rose Noble, Christina Simonsen, James Vanderholm to the board of trustees. Mr. Sanburn moved to approve, Mr. Collins seconded, and the motion was carried unanimously.**

**Action: Vote on proposed slate of Officers. Frank Velazquez, Chair, Laurie Arnold, Vice-Chair, James Vanderholm, Treasurer, Greg Hesler, Secretary. Mr. Sanburn moved to approve, Mr. Brown seconded, and the motion was carried unanimously.**

**Action: Vote to add the new slate of officers as check signers. Mr. Sanburn moved, Ms. Schultz seconded, and the motion was carried unanimously.**

**Action: Vote to add Jason Brown as an additional check signer on museum accounts. Mr. Sanburn moved, Mr. Collins seconded, and the motion was carried unanimously.**

**Ad-Hoc Policies Committee:** Mr. Brown presented, for first read, HR 102, HR 406, HR 414, HR 415 and HR 416.

**Action: Vote to adopt the 2<sup>nd</sup> read of policies FIN 106, GOV 100, TEC 103, FIN 110 and COL 102. Ms. Schultz moved to approve, Mr. Collins seconded, and the motion was carried unanimously.**

**Development Committee Report:** Ms. Bresnahan reported that the gala was great fun, and they exceeded their revenue goal.

**Education Report:** Ms. Tackett introduced Ellen Postlewait as the new Curator of Campbell House and History.

At 4:35pm, the trustees convened for an Executive Session for 10 minutes.

Executive session ended at 4:45pm and the Board of Trustees meeting reconvened. No action was taken during the executive session.

With no further business, Mr. Sanburn adjourned the meeting at 4:46pm.



Northwest Museum of Arts and Culture  
June 24, 2024 Board of Trustees Meeting Minutes

**Trustees Present:** Steve Duvoisin, Lukus Collins, Michael Dunn, Greg Hesler, Laurie Arnold, Debra Schultz and Gayle Terry.

**Staff Present:** Melissa Allard and Wes Jessup

**Others Present:** Carrie Culver

There were no public attendees.

**Call to order:** With quorum present, Ms. Arnold called the meeting to order at 3:07pm

**Action:** Approve Amended and Restated MAC Bylaws. Mr. Dunn moved to approve the Bylaws, Mr. Collins seconded, and the motion was carried unanimously.

There were no public comments.

With no further business, Ms. Arnold adjourned the meeting at 3:09pm.

# Eastern Washington State Historical Society

Income Statement  
For the month ending 5/31/2024

Appropriated Funds Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Total Revenue	0	0	0	2,031	0	2,031
<b>Operating Expenses</b>						
Salary/Wages/Benefits:	219,590	212,315	(7,275)	2,386,611	2,338,796	(47,815)
Utilities & Communications:	20,189	(29,999)	(50,188)	225,186	171,111	(54,075)
Insurance	199	85	(114)	162,828	158,170	(4,658)
Purchased Services	92,579	110,906	18,327	1,126,752	1,294,946	168,194
Travel	3,510	3,000	(510)	26,110	29,100	2,990
JA, JB, JC, JM, Museum Collections	(212,188)	2,500	214,688	501,126	86,700	(414,426)
<b>Total Operating Expenses</b>	<b>123,878</b>	<b>298,807</b>	<b>174,929</b>	<b>4,428,612</b>	<b>4,078,823</b>	<b>(349,789)</b>
<b>Net Income</b>						
TOTAL Net Income, Appropriations	(123,878)	(298,807)	174,929	(4,428,612)	(4,078,823)	(349,789)

Full Year Budget*
0
Full Year Budget
2,453,262
191,116
158,255
1,489,919
33,700
78,200
4,404,452
Full Year Budget
(4,404,452)

Local Fund Summary						
Revenue	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
04/20/000020 Admissions	22,641	13,128	9,513	575,928	405,528	170,400
04/20/000021 Fundraising Events	53,451	0	53,451	277,198	135,700	141,498
Other Revenues	70,989	36,718	34,271	797,975	499,866	298,109
Contributions & Grants Received in the Museum	46,868	147,892	(101,024)	1,309,596	1,948,871	(639,275)
<b>Total Revenue</b>	<b>193,950</b>	<b>197,738</b>	<b>(3,788)</b>	<b>2,960,696</b>	<b>2,989,965</b>	<b>(29,269)</b>
<b>Operating Expenses</b>						
Salary/Wages/Benefits:	116,258	131,132	14,874	1,337,149	1,466,831	129,682
Communications & Utilities	462	762	300	15,141	7,582	(7,559)
Purchased Goods and Services	99,116	113,022	13,906	1,499,304	1,373,521	(125,783)
Travel	1,046	10,010	8,964	24,478	44,510	20,032
Equipment & Furnishings (JA/JB/JC/JM)	218,972	0	(218,972)	299,121	500	(298,621)
<b>Total Expenses</b>	<b>435,854</b>	<b>254,926</b>	<b>(180,928)</b>	<b>3,175,194</b>	<b>2,892,944</b>	<b>(282,250)</b>
<b>Net Income</b>						
TOTAL Net Income, Local Funds	(241,904)	(57,188)	(184,716)	(214,497)	97,021	(311,518)

Full Year Budget
432,162
153,000
585,263
2,031,371
3,201,796
Full Year Budget
1,692,607
7,594
1,468,716
45,120
9,500
3,223,537
Full Year Budget
(21,741)

\* As adjusted by supplemental budget

For the Board's Information:	Current Mo. Actual (New)	Current Mo. Planned	Variance	Balance Available
Contributions & Grants Restricted Acct	24,322	98,110	(73,788)	1,667,381
Endowment Distributions - Foundation - Restricted*	13,753	14,782	(1,029)	99,896
Endowment Distributions - Foundation - Unrestricted*	0	30,000	(30,000)	546,050

\* 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 5/31/2024**

### **Appropriated Fund Section**

**Salary/Wage/Benefits, FYTD Variance \$-47,815:** Benefits buyout for two employees who have resigned or retired.

**Utilities & Communications, FYTD Variance \$-54,075:** We had expected to receive an energy rebate for the energy project we finished this time last year. That rebate has not yet been received.

**Purchased Services, FYTD Variance \$168,194:** Mixture of timing differences and permanent savings—including software expenses (\$107,504), repairs & maintenance (\$36,490), and professional services (\$42,710).

**Purchased Equipment & Collections, FYTD Variance \$-414,426:** Primarily due to the unbudgeted purchase of the Balazs collection (\$563,000). We received \$350K in state funding to offset this purchase, and have raised \$261,670 in donations to fund the remainder of the purchase price, with some left over to help offset cataloguing and storage costs.

### **Local Fund Section**

**Admissions, FYTD Variance \$170,400:** Minecraft attendance exceeded expectations.

**Fundraising Events, FTYD Variance \$141,498:** Very successful Gala and ArtFest!

**Other Revenues, FYTD Variance \$221,040:** Exceeded expectations in memberships (\$119,159) and merchandise sales (\$112,199) due to Minecraft.

**Contributions & Grants, FYTD Variance \$-639,275:** Because of the strength of our Minecraft-related revenues, we didn't need to transfer \$208K in unrestricted endowment funds from the Foundation or \$459K from our restricted funds bank account into our main banking account as had been planned.

**Salaries/Wages/Benefits, FYTD Variance \$129,682:** Planned hires were brought on later than expected or have not yet been hired, including IT Technician (hired mid-Sept), Director of Marketing (hired in late November), and Events Manager (still not hired and won't be this fiscal year). We have also had recent vacancies in the Interpretation Manager and Visitors Service Manager positions.

**Purchased Goods & Services FYTD Variance \$-125,783:** When we budgeted, we didn't know what the FY24 summer exhibition would be. We also didn't know that we'd have a months-long curatorial vacancy. Both of these factors led to a greater need for Professional Service

Contracts as we relied on contract curators to a greater extent than budgeted. There was an offsetting variance in salaries, wages & benefits for much of this variance.

**Equipment & Furnishings; FYTD Variance \$-298,621:** When we purchased the Balazs collection, we called the whole purchase price of \$563K as a state expense. However, since we received just \$350K this fiscal year in supplemental appropriated funds to purchase the Balazs collection, the state said that we needed to transfer the amount of the purchase price above the \$350K we received from the state (which was \$213K) to local fund expense. The amount in excess of the \$213K is from unbudgeted purchases of computers and IT equipment, as well as a cab for the Kubota utility vehicle.

FY25 Revenue & Expense Project Worksheet			FY25 Budget												
3950 - FY25 Operating Budget			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	
	12 Month	Proposed	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
	Trailing Actual	BUDGET	Q1			Q2			Q3			Q4			
REVENUE															
04-															
	Admissions	585,126	567,279	26,705	30,030	16,175	20,487	18,584	27,939	37,028	74,955	77,513	69,490	87,840	80,533
	Other admissions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Total Admissions	585,126	567,279	26,705	30,030	16,175	20,487	18,584	27,939	37,028	74,955	77,513	69,490	87,840	80,533
	Store Sales	253,341	284,412	15,680	17,632	13,440	12,693	11,371	17,094	21,020	36,120	37,100	34,160	32,529	35,573
	Consignment	(49,710)	(54,000)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)
	ArtSource Sales and Rental	84,245	90,000	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
	Archive Document Sales	5,221	7,800	550	550	550	550	650	650	650	650	750	750	750	750
	Café Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Total Sales (Store, ArtSource, Archive & Café Sales)	293,097	328,212	19,230	21,182	16,990	16,243	15,021	20,744	24,670	39,770	40,850	37,910	36,279	39,323
24	Tuition and Education Fees (Adult Ed, School visits, camps)	69,756	77,986	8,775	7,400	5,181	2,825	2,925	3,860	2,625	2,625	3,245	2,825	32,625	3,075
	Event Rental Fees	14,727	14,400	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
	Events	302,174	149,500	500	0	0	0	0	4,000	0	0	0	115,000	0	30,000
	Memberships	335,287	222,500	15,000	15,000	15,000	20,000	25,000	30,000	15,000	20,000	20,000	20,000	15,000	12,500
	Corporate Memberships	1,000	15,000	1,000	1,000	2,000	1,000	1,000	1,000	1,000	3,000	1,000	1,000	1,000	1,000
	Donor Trips	0	11,500	0	0	0	0	0	0	0	0	0	0	11,500	0
	Traveling Exhibitions	0	60,500	0	0	0	0	0	0	55,500	5,000	0	0	0	0
	Cash Over & Short	(61)	0												
	Other Revenues (minor events)	23,935	78,050	38,200	200	200	0	1,200	0	0	0	0	0	50	38,200
99	Total Other Revenue (Membership, events, event rentals etc.)	761,547	551,450	55,900	17,400	18,400	22,200	28,400	36,200	17,200	79,700	27,200	137,200	28,750	82,900
05-															
	Contributions & Grants, Restricted	1,036,553	1,338,609	185,000	116,094	100,334	165,700	76,206	182,275	436,000	0	37,000	15,000	25,000	0
	Contributions & Grants, unrestricted	245,372	226,355	5,730	5,000	20,000	25,000	45,000	40,625	25,000	25,000	15,000	10,000	5,000	5,000
	Endowment Distributions, Restricted	96,089	55,012	0	13,753	0	0	13,753	0	0	13,753	0	0	13,753	0
	Endowment Distributions, Unrestricted	3,004	660,000	0	265,000	0	0	147,500	0	0	147,500	0	70,000	30,000	0
41	Total Contributions & Grant	1,381,018	2,279,976	190,730	399,847	120,334	190,700	282,459	222,900	461,000	186,253	52,000	95,000	73,753	5,000
	Total Local Funds:	3,090,544	3,804,903	301,340	475,859	177,080	252,455	347,389	311,643	542,523	383,303	200,808	342,425	259,247	210,831
	State Authorization for Expenses	4,464,017	4,712,000	433,902	537,566	386,537	382,966	354,149	352,825	386,434	342,916	371,500	388,339	383,717	391,151
		0	0												
	TOTAL REVENUE	7,554,561	8,516,903	735,242	1,013,425	563,617	635,421	701,538	664,468	928,957	726,219	572,308	730,764	642,964	601,982
	EXPENSE														
A	A Salaries	2,897,793	3,356,436	258,924	270,563	284,030	284,577	283,745	284,083	281,966	282,172	282,525	282,525	282,275	279,049
B	B Fringe Benefits	1,065,220	1,249,513	96,532	101,573	105,177	105,272	105,231	105,290	105,129	105,165	105,226	105,226	104,976	104,715
C	C Professional Svc Contracts (includes lobbyist)	415,202	401,090	88,436	51,624	42,086	24,186	23,336	22,536	38,016	20,916	23,966	22,566	18,316	25,106
E	EA Supplies & Store Merchandise	283,384	192,967	18,845	22,395	19,383	17,245	17,620	12,141	12,520	7,445	11,588	19,320	14,245	20,220
	EB Communications (phone, internet, postage)	41,472	56,750	3,550	3,550	6,550	5,050	4,750	5,550	4,950	3,450	6,750	3,450	5,700	3,450
	EC Utilities	216,286	222,000	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500
	ED Rentals/Leases--Land/Bldgs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EE Repairs, Alterations & Maintenance	119,962	111,200	7,400	6,800	11,000	12,500	6,500	7,000	12,600	6,500	6,500	12,500	12,900	9,000
	EF Printing & Reproductions (include copiers & banners)	55,534	74,950	2,800	8,750	4,850	2,000	7,250	4,400	11,400	1,850	3,450	8,700	17,650	1,850
	EG Employee Dev & Training	18,316	28,511	3,700	400	3,450	1,400	7,661	350	1,100	400	3,500	2,100	800	3,650
	EH Equipment & Exhibition Rentals	358,030	326,077	24,480	127,598	10,284	3,569	5,826	29,715	40,930	4,415	5,015	5,015	55,965	13,265
	EJ Subscriptions	12,413	32,373	4,933	1,358	4,083	2,283	1,083	1,158	9,928	1,083	1,083	1,083	3,120	1,178
	EK DES Services	246,748	247,776	20,648	20,648	20,648	20,648	20,648	20,648	20,648	20,648	20,648	20,648	20,648	20,648
	EL DES Accounting & Payroll Processing	100,619	68,880	1,419	14,395	1,413	14,391	1,416	1,410	14,396	1,411	1,415	14,392	1,414	1,408
	EM Attorney General Services	26,796	43,242	3,604	3,603	3,604	3,603	3,604	3,603	3,604	3,603	3,604	3,603	3,604	3,603
	EN DES HR Services	94,158	96,791	8,067	8,066	8,065	8,066	8,067	8,065	8,066	8,066	8,066	8,066	8,066	8,065
	EP Insurance	163,905	164,215	9,219	154,123	87	88	87	87	88	87	87	88	87	87
	ER Other Contractual Services	688,879	702,517	72,474	66,579	73,074	51,504	44,849	44,349	154,604	43,474	33,934	35,128	40,924	41,624
	ET Audit Services	0	27,248	0	0	0	0	0	0	0	0	6,812	6,812	6,812	6,812
	EU Equity Services	3,839	4,370	0	1,093	0	1,092	0	0	1,093	0	0	1,092	0	0
	EW Archives & Records Management	1,424	1,497	0	375	0	374	0	0	374	0	0	374	0	0
	EY Software Licenses & Maintenance	41,243	120,889	9,330	3,262	9,262	11,872	5,862	9,162	11,472	3,262	8,912	14,072	18,261	16,160
	EZ Other Goods and Services	410,855	577,349	51,520	65,125	37,902	31,540	17,160	78,310	75,480	70,445	34,480	33,790	54,855	26,743
G	G Travel, Lodging, Meals, In-state	54,759	63,029	10,310	2,610	10,118	7,990	7,921	1,310	2,546	3,810	5,110	1,310	3,510	6,484
	G Travel, Lodging, Meals, Out-of-state	0	43,580	1,000	2,300	4,000	9,180	5,100	0	0	3,500	4,000	3,500	5,500	5,500
J	JC Hardware Equipment Purchases > \$500	204,360	90,900	27,900	9,600	11,100	4,500	600	8,100	9,100	2,600	5,100	600	600	11,100
	TOTAL EXPENSE	7,521,197	8,304,150	743,591	964,890	688,666	641,430	596,817	665,767	838,510	612,802	600,271	624,460	698,728	628,217
	TOTAL NET	33,364	212,754	(8,349)	48,534	(125,049)	(6,010)	104,721	(1,299)	90,447	113,417	(27,963)	106,304	(55,764)	(26,236)

## FY 25 Key Budget Assumptions and Changes

- 1 Attendance/ATP: Driving the American Dream, ATP \$10.90, Projected FY25 paid attendance= 5,630  
Earth, Water, Sky, ATP \$10.46, Projected paid attendance = 7,056  
Samurai, ATP \$11.70, projected paid attendance = 17,000  
Raven & Box of Daylight, ATP \$11.79, projected FY25 paid attendance = 10,091
  
- 2 New Positions: The following new positions are planned for FY25:  
Deaccession Coordinator (full-time, partially grant funded, expected start date Aug. 1)  
Education Outreach Program Educator (16 hrs/wk, expected start date Sept. 1)  
Tribal Programs Manager (full-time, expected start date July 16)  
Associate Curator (full-time effective immediately)  
Art Curator (full-time, expected to be fully funded by grant in first year, expected start date Sept. 1)  
Exhibition Manager (full-time, expected start date Sept. 1)  
Data Tech (2 temporary interns, expected start date Sept. 1)
  
- 3 Increasing fees effective with the opening of Samurai (but not charging an upcharge for Samurai as originally envisioned):  
Adults from \$12 to \$15  
Seniors from \$10 to \$12  
College Students from \$10 to \$12  
Students and school groups from \$8 to \$9.  
  
Most membership fees will go up \$5 (single) to \$10 (dual or family) concurrently.

July 10, 2024

**Resolution for consideration by the Board of Trustees**

Be it resolved that all checks from **Washington Trust Bank account number 1000761286**, are required to have signatures of two signers. Be it further resolved that a Trustee/Officer must sign any check with an amount greater than \$10,000.

Be it resolved, that the Board of Trustees appoint the following members and/or officers of the board (with the exception of the Treasurer) as signatories to **Washington Trust Bank account number 1000761286**.

F. Velázquez, MD  
Laurie Arnold  
Greg Hesler  
Jason Brown

Be it further resolved that the Board of Trustees appoint the following staff as signatories on **Washington Trust Bank account number 1000761286**.

Wesley Jessup, Executive Director  
Robert Worstell, Education Director  
Marit Fischer, Marketing Director  
Kayla Tackett, Exhibitions & Collections Director  
Carol Summers, Special Projects Manager  
Renee Webber, Chief Operating Officer

Rationale:

The Museum updates its check and financial instrument signing authorities to accommodate changes in personnel and officers of the Board. Our banks require a formal Board approved resolution and a copy of minutes. The number of signatories on checks and the restriction requiring a Trustee to sign checks over a particular amount are current policies that are ratified annually.

**Frank Velázquez, President**

Eastern Washington State Historical Society  
Board of Trustees

July 10, 2024

**Resolution for consideration by the Board of Trustees**

Be it resolved that all checks from **Washington Trust Bank account number 1001873918**, are required to have signatures of two signers. Be it further resolved that a Trustee/Officer must sign any check with an amount greater than \$10,000.

Be it resolved, that the Board of Trustees appoint the following members and/or officers of the board (with the exception of the Treasurer) as signatories to **Washington Trust Bank account number 1001873918**.

F. Velázquez, MD  
Laurie Arnold  
Greg Hesler  
Jason Brown

Be it further resolved that the Board of Trustees appoint the following staff as signatories on **Washington Trust Bank account number 1001873918**.

Wesley Jessup, Executive Director  
Robert Worstell, Education Director  
Marit Fischer, Marketing Director  
Kayla Tackett, Exhibitions & Collections Director  
Carol Summers, Special Projects Director  
Renee Webber, Chief Operating Officer

Rationale:

The Museum updates its check and financial instrument signing authorities to accommodate changes in personnel and officers of the Board. Our banks require a formal Board approved resolution and a copy of minutes. The number of signatories on checks and the restriction requiring a Trustee to sign checks over a particular amount are current policies that are ratified annually.

**Frank Velázquez, President**

Eastern Washington State Historical Society  
Board of Trustees



July 10, 2024

**Resolution for consideration by the Board of Trustees**

Be it resolved that all checks from **Washington Trust Bank account number 2301532400**, are required to have signatures of two signers. Be it further resolved that a Trustee/Officer must sign any check with an amount greater than \$10,000.

Be it resolved that the Board of Trustees appoint the following members and/or officers of the board (with the exception of the Treasurer) as signatories to the **Washington Trust Bank account number 2301532400**.

F. Velázquez, MD  
Laurie Arnold  
Greg Hesler  
Jason Brown

Be it further resolved that the Board of Trustees appoint the following staff as signatories on the **Washington Trust Bank money market account**.

Wesley Jessup, Executive Director  
Robert Worstell, Education Director  
Marit Fischer, Marketing Director  
Kayla Tackett, Exhibitions & Collections Director  
Carol Summers, Special Projects Manager  
Renee Webber, Chief Operating Officer

Rationale:

Depositing funds in a money market account will allow the museum to earn interest on its restricted funds. Our bank requires a formal Board-approved resolution and a copy of minutes authorizing the opening of a new account.

**Frank Velázquez, President**

Eastern Washington State Historical Society  
Board of Trustees





# American Indian Cultural Council

April 11, 2024  
AICC Presentation





# MAC Strategic Plan – Goal 3

## Strengthen the MAC's engagement with Columbia River Plateau Tribes

- Improve working relationship with the American Indian Cultural Council (AICC)
- Clearly define MAC/AICC structure and relationships



April 11, 2024  
AICC Presentation

# Background of the AICC

MAC staff and tribal community advisors collaborate informally as the American Indian Advisory Council.

An agreement is established with four Northern Columbia River Plateau Tribes to create the American Indian Cultural Council (AICC) for ongoing participation in caring for American Indian Collections.

The collection is recognized as a living resource for tribal members to connect with ancestors and preserve cultural heritage. Adaptation of practices to current needs and goals is emphasized, with the agreement reaffirmed in 2007.



April 11, 2024  
AICC Presentation



# Methods



Conducted background research of Indigenous museum boards for comparison.



The survey responses were juxtaposed with current practices and anticipated needs to formulate recommendations for the board's consideration.



**Review**

**Research**

**Survey**

**Analyze**

**Report**

Internal records and documentation were gathered for review. This included the Strategic Plan, AICC documents and Policies.

A survey was distributed to current board members to assess their roles and ascertain community needs.

The drafted recommendations finalized in a report for delivery and presentation.





## Survey

A survey was drafted to gather insight from the current serving AICC members, asking questions about logistics, communication and to collect input regarding tribal community needs.

April 11, 2024  
AICC Presentation

# Overview of AICC Current Practices Narrative

## Representation

Each tribe selects its AICC representative independently. They must provide contact details and procedures for seat vacancies or absences, including alternate representatives.

## Roles

The AICC Chairperson serves as a voting member of the Museum's Board of Trustees and represents the council's actions and guidance.

## Communication

Respectful engagement entails timely and frequent communication to achieve mutual goals.





## Collection Access

AICC representatives consistently express interest in tribal members' access to MAC collections, emphasizing the importance of connecting with both local and remote cultural resources, with current visitation policies requiring AICC approval for direct access to American Indian collections.



April 11, 2024  
AICC Presentation





## Digital Access

The MAC is transitioning to a new collections management system, with limited online access currently available and plans for broader accessibility; highlighting the significance of digitization for remote access while affirming the value of hands-on requests, referencing the collections access policy.

April 11, 2024  
AICC Presentation

# Programming

Following current practice, the AI curator and museum team develop exhibit concepts to represent indigenous art and culture over short and long-term periods. Increasing collaboration with tribal partners will enhance the influence of the AICC.

April 11, 2024  
AICC Presentation





# Recent Projects involving American Indian Collections



2022 CANOE CARVING  
PROJECT



April 11, 2024  
AICC Presentation







**2022  
CANOE CARVING PROJECT**

April 11, 2024  
AICC Presentation





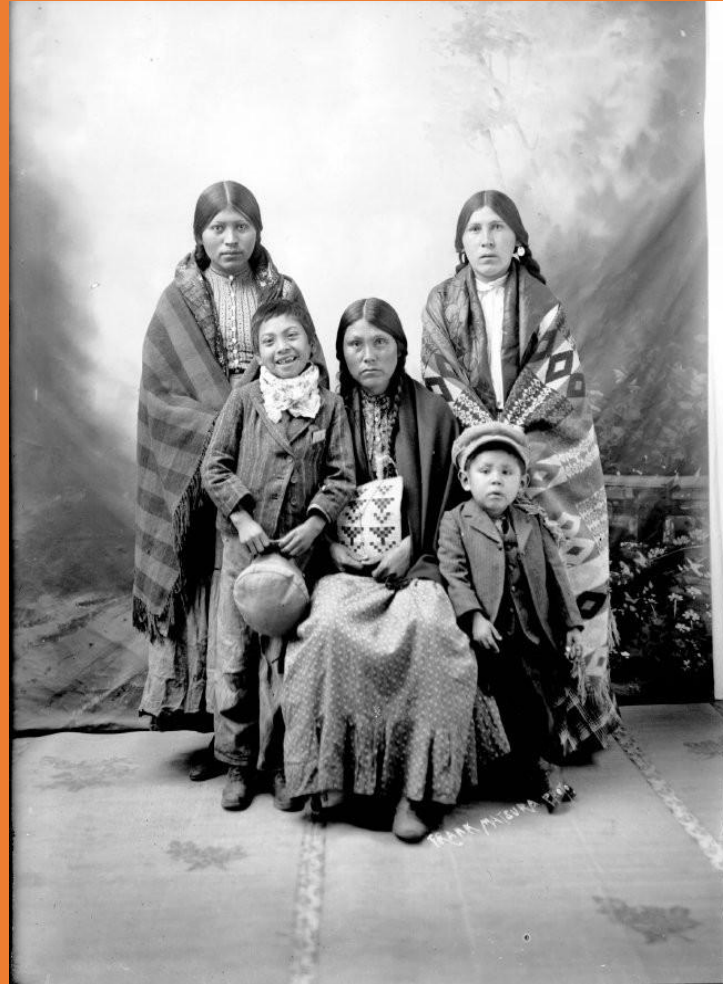


2022  
DANCING WITH LIFE: MEXICAN MASKS

GONZAGA  
UNIVERSITY

May 11, 2023  
Rockwood Presentation

**M**  
**AC** Northwest  
Museum of  
Arts and  
Culture



**2024 FRANK S. MATSURA: PORTRAITS FROM  
THE BORDERLAND**

April 11, 2024  
AICC Presentation





**2023 EXHIBITIONS**  
**PLATEAU PICTORIAL BEADWORK: THE FRED MITCHELL**  
**COLLECTION**

April 11, 2024  
AICC Presentation



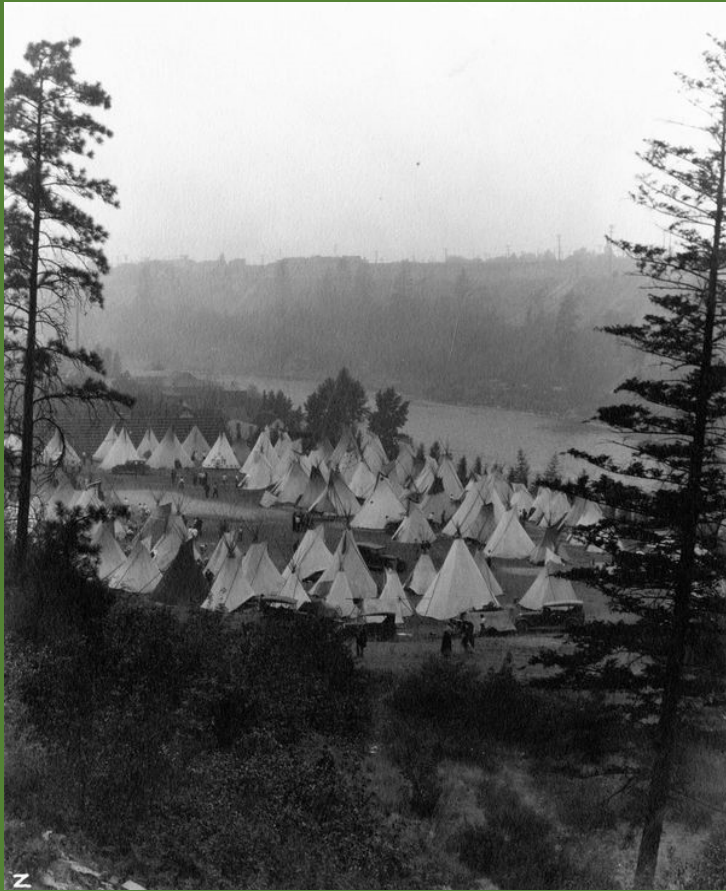


2022  
SAVAGES AND PRINCESSES: THE PERSISTENCE  
OF NATIVE AMERICAN STEREOTYPES

April 11, 2024  
AICC Presentation







**2024  
1924 SOVEREIGNTY, LEADERSHIP, AND  
THE INDIAN CITIZENSHIP ACT**

April 11, 2024  
AICC Presentation





**2022**  
**CONTINUOUS LINES: CONTEMPORARY INDIGENOUS ART**  
**FROM THE JOE FEDDERSEN COLLECTION**

April 11, 2024  
AICC Presentation



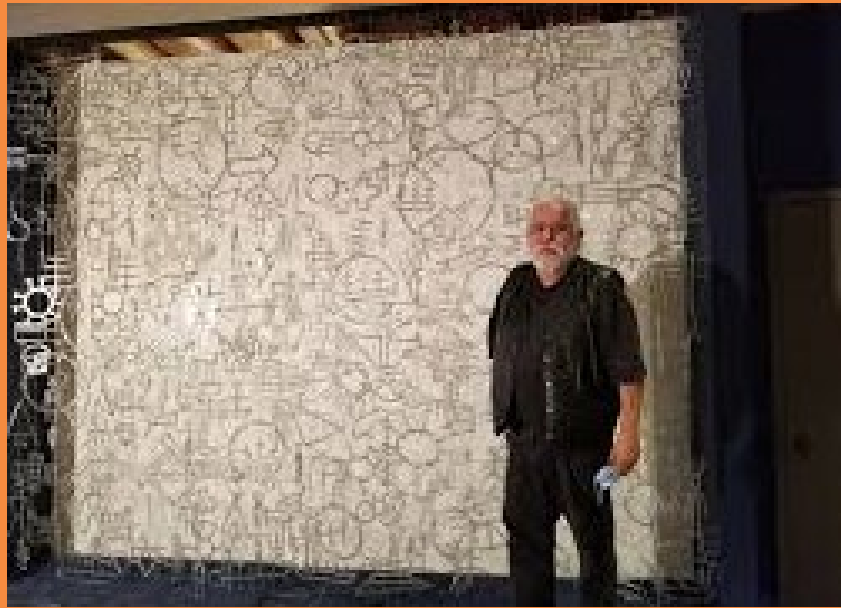
# Reclaiming Culture: The Tlingit and Haida Tribes of Alaska Repatriation

February 6 – May 2, 2021

May 11, 2023  
Rockwood Presentation







2024 PREVIEW  
JOE FEDDERSEN: EARTH, WATER, SKY

April 11, 2024  
AICC Presentation



## Training

As capacity builds within the institution, opportunities to engage directly with cultural workers from the tribal community should be supported through internships, training, and resource sharing such as development of guides.

April 11, 2024  
AICC Presentation



# Recommendations

## Administrative

- Define Roles and Responsibilities
- Develop AICC onboarding process to acquaint new members with past and current museum activities
- Improve administrative record keeping
- Communication





## Collections

- Increase use of Plateau collections for exhibits and programming
- Support cultural transmission across the museum
- Leverage emerging technologies for dynamic delivery of content
- Address staffing limitations



# Outreach

- Allocate time to each AICC member tribe to further explore their specific community needs.
- Develop Internship/training activities to assist tribes in their own preservation work
- Support cultural transmission in the community





SECOND DRAFT DATED APRIL 15, 2024  
w/ Additional Museum edits a/o 4/26/24 in BLUE  
w/Final Edits 06/26/2024 in GREEN

1<sup>st</sup> RESTATEMENT OF  
AFFILIATION AGREEMENT DTD OCTOBER 9, 2017  
Between  
EASTERN WASHINGTON STATE HISTORICAL SOCIETY  
dba NORTHWEST MUSEUM OF ARTS & CULTURE  
And  
NORTHWEST MUSEUM OF ARTS & CULTURE FOUNDATION

This Affiliation Agreement (“Agreement”) is between the EASTERN WASHINGTON STATE HISTORICAL SOCIETY dba NORTHWEST MUSEUM OF ARTS & CULTURE (“Museum”) and the NORTHWEST MUSEUM OF ARTS & CULTURE FOUNDATION (“Foundation”).

ARTICLE I  
PURPOSE, IDENTIFICATION OF THE PARTIES

A. Purpose.

The Museum and Foundation (collectively, the “parties”) recognize the importance of building an endowment fund to support the Museum’s mission, and the need to collaborate and cooperate in their efforts to achieve this goal. However, each organization is, and shall remain, a separate and distinct organization with an independent governing board. This Agreement sets forth the rights and responsibilities governing the parties’ relationship.

B. Museum.

The Museum is an agency of the State of Washington. Pursuant to RCW 27.34.070(1)(h), it may accept gifts, grants, conveyances, bequests and devises of real or personal property, or both, in trust or otherwise (collectively, “gifts”); and sell, lease, exchange, invest, or expend the same or the proceeds, rents, profits, and income therefrom except as limited by the donor’s terms. In doing so, it

shall adopt rules to govern and protect the receipt and expenditure of the proceeds, rents, profits, and income of all such gifts, grants, conveyances, bequests, and devises. The Museum is authorized to enter into contracts for these and other lawful purposes.

C. Foundation.

The Foundation is a nonprofit and tax-exempt corporation, organized under the laws of the State of Washington and Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the regulations cited hereunder and the corresponding provision of any subsequent federal tax law (“Code”). Its purpose is overseeing the administration and management of gifts entrusted to it, as set forth above or otherwise, for the sole benefit of the Museum. In performing these functions, it shall adopt policies and procedures to assure its compliance with RCW 24.55, and other applicable rules and regulations.

D. Terms of the agreement.

In consideration of the mutual commitments contained within this Agreement and other good and valuable consideration, receipt of which the parties acknowledge, the parties agree to the following terms:

ARTICLE II  
RIGHTS AND RESPONSIBILITIES

A. Museum.

1. Office space, furnishings and equipment, ~~staff~~.

The Museum shall provide the Foundation with office space, furnishings, and communications and other equipment, ~~and staff services at no cost to the Foundation. The time allocated to any services performed to the benefit of the Foundation is intended to ensure that donor intent is realized and shall not be full time for any Museum employee. This limited provision of staff services allows for an efficiency of operations and coordination of efforts which is in the best interests of the parties.~~ The furnishings shall include secured storage for confidential and valuable documents that is accessible only to authorized Foundation Trustees and staff. ~~Also,~~ ~~The~~ Museum shall provide the Foundation with meeting space for its regular Board meetings, and as may otherwise be required. ~~The value of all space, equipment, supplies, staff and other~~

services which the Museum provides to the Foundation shall not exceed the benefit received by the Museum from the Foundation in any fiscal year. The Museum will regularly keep track of the space, furnishings, equipment, staff time and other services it is providing to ensure this maximum amount is not exceeded. ~~The Museum will annually prepare, and the Presidents of the two Boards of Trustees and/or their designees, will annually review post-closing summary of the transactions between the two parties to assure that this maximum amount has not been exceeded.~~

2. Written policies and procedures.

- a. The Museum ~~shall~~ recognizes that the Foundation provides ~~it with~~ a prudent means of protecting the receipt, **administration and management**, and expenditure of the proceeds, rents, profits and income of ~~all such~~ gifts, grants, conveyances, bequests, and devises ~~made to the Foundation for the benefit of the Museum~~. Accordingly, it shall adopt **and maintain** written policies and procedures to assure that all gifts intended for the Foundation are processed in a **secure and** timely manner.
- b. The Museum shall adopt policies and procedures to assure its compliance with all applicable laws, rules and regulations regarding the solicitation of funds, **including funds which donors intend to direct to** ~~for~~ the Foundation, and **use of** distributions therefrom. This includes, but is not limited to, its solicitation of gifts from donors including elderly and/or vulnerable adults pursuant to RCW 19.09 and 74.34, and other rules; and its use of state-appropriations and Foundation distributions pursuant to RCW 43.88.150.

3. Trademarks and copyrights, logos.

The Museum grants the Foundation a non-exclusive right to use the name “Eastern Washington State Historical Society” and “Northwest Museum of Arts & Culture” including any derivatives thereof and trademarks or logos associated therewith, for the sole purpose of meeting its responsibilities under this Agreement.

4. Foundation records.

The Museum shall transfer custody and control of all records of the Foundation to the Foundation immediately upon their receipt and/or discovery. Also, it shall direct all third party requests for



information regarding the Foundation to the Foundation. The Museum will notify the Foundation of any request for records pertaining to the Foundation made to the Museum under the Public Records Act, RCW 42.56. The Museum will coordinate with the Foundation prior to the release of any such records to a third party so that the Foundation has the reasonable opportunity to contest disclosure pursuant to RCW 42.56.540.

5. **Conflicts of Interest.** In executing their duties, Museum Trustees acknowledge that they have a fiduciary duty to act in the best interest of the Museum. Accordingly, they shall avoid potential and actual conflicts of interest. Each year, they shall acknowledge their understanding of this requirement in writing.

## B. Foundation.

### 1. Gift acceptance and administration.

- a. **Written policies and procedures.** The Foundation shall maintain written policies and procedures regarding the acceptance and administration of all gifts held for benefit of the Museum. Such policies and procedures shall assure compliance with RCW 24.55, and all other applicable rules and regulations. A copy of the Foundation's Gift Acceptance Policy, ~~which including any amendments which~~ may be ~~amended-made~~ from time-to-time, shall be ~~incorporated into this Agreement by reference and~~ distributed to the Museum for its records. ~~The Foundation shall notify the Museum before any changes to the Foundation's Gift Acceptance Policy are finalized.~~

### b. Acceptance of gifts.

- i. **Provisional acceptance.** The Foundation's Gift Oversight Committee ("GOC") shall provide guidance to the Museum regarding **gifts made to the Foundation, including** acceptable gift terms and conditions, ~~and~~ the written documentation needed to **understand and comply with transfer gifts and convey** donor intent; and in person assistance with prospective donors and/or their professional advisors upon request **by Museum Trustees or staff.**
- ii. **Final acceptance.** Although the GOC may grant provisional acceptance of gifts on behalf

of the Foundation, final acceptance shall only be granted by the full [Foundation](#) Board.

- iii. Restricted and unrestricted gifts. The Foundation may accept restricted and unrestricted gifts for benefit of the Museum. When donors wish to restrict gifts, their intent shall be clearly expressed in a written gift instrument and agreed to by the Foundation prior to final acceptance. All unrestricted gifts shall be deposited into the Foundation's Eastern Washington State Historical Society ("EWSHS") Fund pursuant to its Articles of Incorporation.
  - c. Administration of gifts. Upon acceptance, the Foundation shall record all gifts in its permanent files. If a gift is designated for an existing fund, it shall be deposited into that fund. If a gift creates a new fund, the GOC shall create a synopsis of the new fund including its purpose and all restrictions.
  - d. Quarterly reporting. The Foundation shall provide the Museum with a list of all gifts received each quarter. It shall include the donor name, gift amount, and identify the fund to which it was deposited.
2. Management of funds, disbursements.
- a. Written policies and procedures. The Foundation shall maintain written policies and procedures to assure that all funds are managed, and distributions made, in accordance with its Investment Policy Statement ("IPS"), RCW 24.55, and other applicable rules and regulations. A copy of its IPS, ~~which may be including any amendments which may be madeed~~ from time-to-time, shall be ~~incorporated into this Agreement by reference and~~ distributed to the Museum for its records. ~~The Foundation shall notify the Museum before any changes to the Foundation's IPS are finalized.~~
  - b. Delegation of investment responsibilities. The Foundation shall delegate its investment responsibilities to a fiduciary advisor(s), defined as an investment advisor registered under the Investment Advisors Act of 1940, or a financial institution holding trust powers in the State of Washington. In doing so, it shall exercise due care and diligence in selecting and monitoring such advisor(s) ~~and avoid any personal conflict of interest.~~

c. Quarterly reporting. Each quarter, the Foundation shall provide the Museum with investment and distribution reports for its records. The investment report shall include performance and other information for each investment manager. The distribution report shall include the fair market value of each fund, its distribution percent, and quarterly distribution amount. Also, it shall disclose all amounts distributed to the Foundation to support its operations.

d. Distributions.

~~i. On an annual basis no later than the end of each fiscal year, the President of the Foundation and/or designee and the Museum's Finance Committee shall meet to discuss and agree on the distributions of Foundation unrestricted and restricted funds that will be made to the Museum for the next fiscal year as well as the amount of overhead expenses anticipated by the Foundation. Such agreements will be memorialized with a memorandum of understanding.~~

j. Unrestricted funds. Each quarter, the Foundation shall make a distribution of unrestricted funds to the Museum outright or by depositing such funds at interest to an account for this purpose, and available to the Museum on demand.

ii. Restricted funds. Each quarter, the Foundation shall make a distribution of restricted funds by depositing such funds at interest to an account for this purpose, and available to the Museum when the applicable restrictions are satisfied.

iii. Special distributions. In the event of an emergency or unusual circumstance, and upon request by the Museum and approval by its Board of Trustees, the Foundation may make a special distribution from the Foundation's EWSHS Fund pursuant to its Articles of Incorporation.

iv. Foundation overhead. Each quarter, the Foundation shall make a nominal distribution to its own account for its overhead expenses.

3. Conflicts of Interest. In executing their duties, Foundation Trustees acknowledge that they have a fiduciary duty to act in the best interest of the Museum. Accordingly, they shall avoid potential and actual conflicts of interest. Each year, they shall acknowledge their understanding of this requirement in writing.



4. The Foundation will provide access to the Museum to any information maintained by the Foundation on a need to know basis in accordance with applicable laws and the policies and guidelines of the Foundation.

ARTICLE III  
RECIPROCAL RESPONSIBILITIES

A. Independent capacity and indemnification.

The Museum and the Foundation are and shall continue to be separate legal entities. At all times and for all purposes, each party shall act in an independent capacity and not as an agent or representative of the other party. No Museum staff shall serve as Executive Director of the Foundation or supervise an employee of the Foundation, and vice versa.

Each party shall be responsible only for its own actions and inactions, and those of its trustees, employees, and agents acting within the scope of their authority. Neither party shall indemnify the other party.

B. Collaboration and cooperation.

The Museum and Foundation recognize regular and meaningful communication is essential to their collaborative and cooperative effort. Accordingly:

1. **Foundation and Museum Board Meetings.** On a best-efforts basis, the Foundation shall send a representative to Museum Board meetings, and vice versa. Representatives may be asked to provide brief reports of their activities and/or answer questions regarding the organization they represent. Periodically, a Foundation Trustee shall attend a Museum Board meeting. ~~At that meeting, he or she shall provide a report of Foundation activities and be available to answer questions or comment, as needed. A Foundation Trustee shall not vote in matters that come before the Museum Board.~~
2. ~~Foundation Board Meetings.~~ The Museum President and Executive Director shall, and any staff they deem appropriate may, attend the quarterly meetings of the Foundation Board. ~~At that~~

~~meeting, they shall provide brief reports of Museum activities and be available to answer questions or comment, as needed. They shall not vote in matters that come before the Foundation Board.~~

2. Donor communications. The Museum and Foundation recognize that each party has a valid need to communicate with donors ~~to~~ on a periodic basis. When communications **by the Foundation** are necessary, ~~each party shall use its best efforts to keep the other party advised~~ **the parties shall fully cooperate and coordinate communications to assure donor intent is realized.** **The Foundation and the Museum shall appropriately transfer and allocate gifts between both parties to comply with donor intent.** However, each party recognizes that certain information may be confidential and cannot be disclosed to the other party. ~~Also, each party shall take steps to assure that its communications do not interfere with, or undermine, the relationship the other party has with the donor.~~

C. Financial reporting and review.

1. Accounting records. Each party shall create and maintain timely and accurate records of their financial activity according to the applicable accounting standards. A copy of the Foundation's financial reports shall be provided to the Museum on a quarterly basis.
2. Financial review and audit.
  - i. The Museum is an agency of the State of Washington and subject to periodic examination by the State Auditor. ~~In addition, it shall contract for an independent audit of its financial statements annually.~~
  - ii. The Foundation is a nonprofit and tax-exempt corporation. Accordingly, it shall retain the services of a certified public accounting firm to review its accounting records annually and perform an audit of those records ~~at least once every five years,~~ **as required from time-to-time.** The Foundation shall provide a copy of such reviews and/or audits upon request.
3. Tax deposits and filings.

The parties shall maintain separate taxpayer identification numbers; prepare and file their own federal and/or state tax returns; and make their own tax deposits, as applicable.

ARTICLE IV  
OTHER PROVISIONS

A. Governing law and disputes.

1. Jurisdiction. This Agreement shall be governed by the laws of the State of Washington.
  
2. Notice of dispute. The complaining party shall notify the other party of the complaint in writing and by Certified Mail of the United States Post Office. The complaint shall provide sufficient detail and documentation for the non-complaining party to fully understand the matter. All notices shall be deemed to have been properly given three business days after having been sent by Certified Mail. All notices shall be directed and addressed as follows:

Notice to the Museum:            Board President  
   Eastern Washington State Historical Society  
   2316 W. First Avenue  
   Spokane, WA 99201

   Executive Director  
   Eastern Washington State Historical Society  
   2316 W. First Avenue  
   Spokane, WA 99201

Notice to the Foundation:       Board President  
   Northwest Museum of Art & Culture Foundation  
   2316 W. First Ave  
   Spokane, WA 99201

Either party may change the address to which notice shall be sent by providing the other with written notice of the change.

3. Resolution. Prior to filing suit, the parties shall attempt to resolve the matter under dispute by informal means and/or professional mediation. In the event such attempt is unsuccessful, the



matter ~~may will~~ be resolved through binding arbitration ~~or suit may be filed in Spokane County Superior Court.~~

B. Amendment or restatement, assignment of Agreement.

~~1. Modification. No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.~~

2. Amendment or restatement. This Agreement may be amended or restated with the written consent of both parties, and approval as to form by the State of Washington, Office of the Attorney General or its designee.

3. Assignment. No part of this Agreement may be assigned without the written consent of the other party.

C. Effective date and term, termination of Agreement.

1. Effective date and term. This Agreement shall be effective on the date that it has been signed by all parties, and it shall remain in full force and effect ~~until terminated for five years following the date of signature. The Agreement may be extended by a mutual signed agreement between the parties.~~

2. Termination policy and procedure. This Agreement may be terminated by either party by providing written notice to the other party at least 90 days prior to fiscal year-end (June 30). If the Agreement is terminated, a successor agreement shall be required to be in place for the Foundation to continue its responsibilities as set forth herein.

3. Dissolution of Foundation. If for any reason the Foundation is dissolved, it shall ~~transfer all assets held for benefit of the Museum to a successor organization that exists for the sole benefit of the Museum. Such organization shall be required to be qualified under Section 501(c)(3) of the Code. If no such organization exists, the Foundation shall transfer all assets to another foundation that can administer and manage the funds for the exclusive benefit of the Museum.~~

be dissolved pursuant to its Articles of Incorporation. A copy of the Foundation's Articles, which may be amended from time-to-time, shall be incorporated into this Agreement by reference and distributed to the Museum for its records. ~~transfer all assets held for benefit of the Museum to a successor organization that exists for the sole benefit of the Museum. Such organization shall be required to be qualified under Section 501(c)(3) of the Code. If no such organization exists, the Foundation shall transfer all assets to another foundation that can administer and manage the funds for the exclusive benefit of the Museum.~~

D. Entire Agreement, severability.

This Agreement constitutes the entire agreement between the Museum and Foundation with respect to their general relationship. In the event that a Court finds any portion of this Agreement unenforceable, all other portions shall remain in full force and effect. This Agreement does not prohibit the Museum and Foundation from entering into other agreements concerning specific matters.

E. Execution of Agreement.

The parties may execute this Agreement in counterparts, each of which shall be deemed an original and together shall constitute a single instrument. Counterparts executed and delivered by facsimile or electronic transmission shall have the same force and effect as a counterpart bearing an original signature.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties to be effective on the date agreed upon herein.

(Signature Page follows)

Northwest Museum of Arts & Culture,  
An Agency of the State of Washington

By: Frank Velazquez, President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By: Wesley P. Jessup, Executive Direction

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As to Form:

By: \_\_\_\_\_

Title: Assistant Attorney General  
State of Washington

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Northwest Museum of Arts & Culture Foundation  
A Washington Nonprofit Corporation

By: Donna L. Weaver, President


Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Northwest Museum of Arts & Culture,  
in agency of the State of Washington

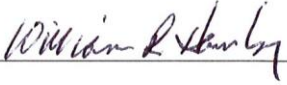
By: Donna L. Weaver, President

Signature: 

Date: October 6, 2017


Northwest Museum of Arts & Culture  
Foundation,  
a Washington Non-Profit

By: William R. Hawley, President

Signature: 

Date: October 9, 2017

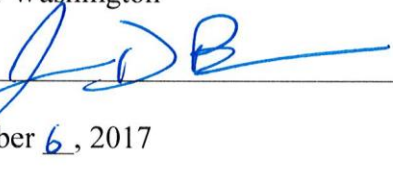
By: Wesley P. Jessup, Executive Director

Signature: 

Date: October 5, 2017

Approved as to form:

By: Jason D. Brown, Assist. Attorney General  
State of Washington

Signature: 

Date: October 6, 2017

**Policy No.** HR-102

# Affirmative Action and Equal Opportunity Policy

---

**Applies to:** Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)

**References that apply to this policy:**

- Federal law - [The Civil Rights Act of 1964](#)
- President’s Executive Orders - [EO 11246](#) (as amended by [EO 11478](#) and [EO 13672](#))
- Federal code - [CFR Title 41, Part 60-2](#)
- Federal code - [CFR Title 28 Judicial Administration, parts 35 through 42](#)
- Federal code - [CFR Title 29 Labor, parts 31 through 38](#)
- State law - [Chapter 41.06 RCW State civil service law](#)
- State law – [Chapter 49.56 RCW Wages – Advancement Opportunities](#)
- State law - [Chapter 49.60 RCW Discrimination - Human Rights Commission](#)
- State rule - [Chapter 357-25 WAC Affirmative Action](#)

**Effective date:** [DATE]

**History:** This policy replaces BP#119, dated February 1, 2017. BP#119 replaced HR #101.

**Approved by:** EWSHS Board of Trustees

---

## Purpose

This policy establishes and defines the agency’s affirmative action and equal opportunity policy.

---

## Definitions

This policy uses the same definitions found in RCW 49.60.040 (Discrimination- Human Rights Commission), RCW 41.06.020 (State Civil Service Law), and in Federal government nondiscrimination laws and regulations.

---

## Policy Statement

EWSHS is committed to increasing equal employment opportunities for employees without regard to:

- Race
- Creed
- Color
- National Origin
- Citizenship or immigration status
- Age (40 or older)
- Sex
- Pregnancy
- Marital Status
- Sexual orientation
- Gender identity and expression
- Honorably discharged veteran or military status
- The presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability

EWSHS will provide equal pay and career advancement opportunities to our employees regardless of gender and will abide by the [Washington State Equal Pay Opportunity Act](#).

EWSHS will provide an environment free from all forms of discrimination in accordance with [Chapter 49.60 RCW Discrimination – Human Rights Commission](#). Employees shall not engage in any form of racial, religious, or sexual harassment related behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for disciplinary action in accordance with any applicable collective bargaining agreement or federal or state law. Refer to HR-101 Antidiscrimination Policy and the Washington State Human Rights Commission website for additional information.

The requirements of this policy are not optional. EWSHS will not tolerate discrimination or retaliation of any kind. Through enforcement of this policy and by education of employees, EWSHS will seek to prevent, correct, and discipline behavior that violates this policy.

EWSHS employees violating this policy may be subject to disciplinary action under chapter 357-40 WAC Discipline. The Director will be responsible for implementing the Affirmative Action and Equal Opportunity Program.

- EWSHS will take appropriate and swift action up to and including dismissal to address any violation of this policy; and
- Any employee who initiates or participates in retaliation will be subject to disciplinary action, up to and including, dismissal.



This Policy statement must be reviewed and approved by the head of the agency each year. WAC 357-25-025 (2).

This policy is used together with and incorporates by reference other related policies. Specifically, the:

- Diversity Equity and Inclusion Policy, [\(HR-105\)](#),
- Sexual Harassment Policy [\(HR-103\)](#),
- Respectful Work Environment Policy [\(HR-106\)](#),
- Antidiscrimination Policy [\(HR-101\)](#), and
- Reasonable Accommodation Policy [\(HR-404\)](#).

---

## Reporting Procedures

EWSHS has put in place a process to make sure protection and relief is available from any form of discrimination or sexual harassment. Protection and relief are available to anyone who works for EWSHS, has business with EWSHS, or volunteers with EWSHS.

**Reporting or filing a complaint:** Complete and submit [HR.01.38.F1 Harassment, Discrimination, or Retaliation Complaint Form](#) to an agency supervisor, manager or human resources business partner. If you prefer to submit a complaint verbally, please contact any of the above staff members.

---

## Responsibilities

EWSHS, in coordination with Department of Enterprise Services Human Resource Office, is responsible for:

- Providing the agency with support services necessary to achieve the objectives of this policy, and
- Reporting workforce profile in accordance with WAC 357-25-030

Hiring supervisors are responsible for making recruiting and hiring decisions in accordance with the policies and procedures adopted by the agency. Each hiring supervisor is accountable for his/her actions in matters relating to this policy and compliance with federal and state regulations governing employment.

**Policy No.** HR-406

# Employee Training & Development

---

**Applies to:** Applies to all employees of the Eastern Washington State Historical Society (EWSHS)

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State rule – [Chapter 357-34 WAC: Employee Training and Development](#)
- State rule – [Chapter 357-31 WAC: Holidays and Leave](#)

**Effective date:** ~~May 6, 2020~~ [DATE]

**History:** This policy updated the previous version dated ~~May 6, 2020~~, which was last updated on February 1, 2017. HR-406 replaced ~~This replaces previous version~~ HR Policy BP#131. ~~The EWSHS Board of Trustees adopted final changes on May 6, 2020.~~

**Approved by:** EWSHS Board of Trustees

---

## Purpose

The EWSHS believes that employee development and training is critical to sustaining a successful, high-performance organization. The Employee Training & Development Policy ~~Plan~~ provides support to employees in developing occupational and professional skills and assigns employer responsibilities for providing training and development for employees. The ~~aim~~ goal of the ~~plan~~ Policy is to maximize employee potential and ~~their~~ ability to contribute to the overall performance of the organization.

---

## Definitions

**Career Development** – Progressive development of an employee's capabilities. Career development is meant to facilitate the employee's productivity, performance, job satisfaction, and advancement. Career development can happen through work assignments as well as education and training. The education and training may be state-sponsored or achieved by the individual employee's efforts. All career development must be consistent with the needs and obligations of the state and EWSHS.

**Career Planning** – A process designed to identify and provide opportunities for each employee's career growth through job experience, training, or continuing education.

**Developmental Opportunities** – Activities designed to develop employees' knowledge and skills for future job assignments.

**Mentoring** – Activities on the job where more experienced employees help less experienced employees develop job knowledge and skills.

**Training** – Activities designed to develop employees' job-related knowledge and skills for present job assignments.

---

## Policy Statement

~~The EWSHS believes that employee development and training is critical to sustaining a successful, high performance organization.~~

### Eligible Training

Employees are eligible to apply to attend training that will enhance their abilities to successfully perform their jobs and contribute to the agency's success. Certain training is required by WAC, RCW, or Executive Order. Other training may also be required by the agency. For required and recommended training visit the following website: [[Required and Recommended Training | Department of Enterprise Services \(DES\) \(wa.gov\)](#)].

Training may also be required as a result of an assessment of the organization's employee development and training needs. Training may be identified by supervisors or employees in individual Performance ~~and~~ Development Plans (PDPs). Supervisors will outline specific job-related training as part of the ~~Performance and Development Planning~~ PDP process. Employees may seek out developmental opportunities to enhance individual performance that will contribute to the agency's mission, goals, and objectives.

### Training Approval

An employee must get supervisory approval ~~and Director~~ for all training requests. ~~Approval by the Executive Director may also be required for elective trainings lasting more than two business day or requiring travel.~~ Supervisors are responsible for supporting employee development that benefits the organization or the pursuit of a performance-based culture. Supervisors must balance several factors in deciding to approve or not to approve an employee's request to attend training. Some of those factors include, but are not limited to:

- Budget.
- Staffing – to ensure operational need is covered.



- Job-relatedness of training requested.
- Relationship to career development plans.

Required training and other job-related training approved by the **Director** appropriate supervisor or Executive Director will be considered time worked. If required or otherwise approved training falls outside of an employee's standard work hours, the employee and the supervisor must determine what schedule modifications might be necessary to accommodate an employee's attendance at such training, e.g., schedule adjustments, exchange time, over time, flexible work time, etc.

With prior approval from the employee's agency, educational leave without pay may be used for furthering the employee's education. The employee must be permanent and the length of approved leave without pay for educational purposes is determined by the employer. An employee returning from authorized leave without pay will have return rights under WAC 357-31-340. (Employees returning from authorized leave without pay must be employed in the same position or a similar position in the same class and in the same geographical area, provided that such return to employment is not in conflict with rules relating to layoff).

### **Tuition Reimbursement**

The agency ~~may will~~ support tuition reimbursement that ~~in some cases, allows employees to be reimbursed for tuition of college courses~~ advances an employee's education. Tuition reimbursement must meet certain criteria to be considered for approval and is contingent upon the availability of sufficient funds:

- An employee must be a full-time permanent employee of the agency.
- Agency approval must be obtained prior to enrolling in a course.
- The course must be related to job progression ~~related, or~~ related to the work of ~~state government the agency, or and~~ identified in the individual's position description form.
- Reimbursement can only cover the cost of tuition.
- Reimbursement does not include books, supplies or parking fees.
- All tuition reimbursement is subject to the availability of funds and agency discretion and will not exceed \$4,000 per employee, per year.
- The employee will need to demonstrate successful completion of the course to receive reimbursement payment. Successful completion of the course means earning a grade of C or higher.
- Advanced tuition payment may be approved under special circumstances.

- An employee must use time outside of work hours and will not be compensated to attend college courses. The Agency may consider requests to adjust scheduled work hours in order to accommodate attendance of courses.
- Employees accepting the terms of this Policy will be required to sign a written agreement to remain with the agency for one year from the date of the last educational reimbursement. If the employee voluntarily terminates agency employment within that year, they will be required to pay a monthly prorated amount of the tuition reimbursement to the agency.

**Additional agency supported training outside of standard classroom training can include but is not limited to:**

- Developmental job assignments – depending on operational need.
- E-Learning.
- In-training appointments to positions.
- Rotational assignments within or to other agencies - depending on operational need.
- Mentoring arrangements.
- Non-permanent appointments or project assignments.
- Attendance at professional conferences.
- College-level courses that will enhance an employee’s career growth.
- On a case-by-case basis, agency may support other employee developmental activities.

**Supervisory and Management Training:**

In addition to ~~required~~ training required for all staff, supervisors and managers are also required to attend supervisory/management-related training per Department of Enterprise Services guidelines.

**Primary roles and responsibilities for Employee Development & Training within the EWSHS.**

Role	Responsibilities
<b>Supervisor/ Manager</b>	Articulate requirements for training with employees. Support and encourage individual development of employees. Initial review and approval of training and tuition reimbursement requests.
<b>Registration Rep Learning Administrator</b>	Enroll employees in training in a timely manner with appropriate authorization.

<b>Executive Director</b>	Reviews and approves training meeting the above criteria and tuition applications.
<b>Employee</b>	Attends required training. Continually seeks out developmental opportunities. Follows registration procedures established for enrollment in training.

---

WAC's that apply to this policy:

<del>357-34-005 (rules to support employee dev.)</del>	<del>357-34-045 (time for training)</del>
<del>357-34-050 (career development assignment)</del>	<del>357-34-055 (supervisor training requirement)</del>
<del>357-34-060 (administrative req. for sup level)</del>	<del>357-34-065 (subject to include in sup training)</del>
<del>357-34-090 (who provides required training)</del>	<del>357-31-330 (leave without pay)</del>

**Policy No.** HR-414

# Criminal Background Check Policy

---

**Applies to:**

Final Candidates for employment and/or volunteer engagement with Eastern Washington State Historical Society (**EWSHS**).

**References that apply to this policy:**

- [State law – Chapter 9.96A Restoration of Employment Rights;](#)
- [State law - Chapter 10.97 RCW Washington State Criminal Records Privacy Act;](#)
- [State law - RCW 43.43.815 Conviction record furnished to employer—Purposes—Notification to subject of record—Fees—Limitations—Injunctive relief, damages, attorneys' fees—Disclaimer of liability—Rules;](#)
- [Governor's Executive Order – EO 16-05 Building Safe and Strong Communities through Successful Reentry](#)

**Effective date:** [DATE]

**History:** This is a new policy.

**Approved by:** **EWSHS** Board of Trustees

---

## Purpose

This policy establishes the criteria that **EWSHS** follows when conducting criminal history background checks on Final Candidates for both employment and volunteer positions.

The purpose is to:

- Ensure agency employees and volunteers do not have a criminal history that may interfere with the performance of duties for the position for which they have applied;
  - Mitigate the impacts of a conviction on the hiring or engagement decision.
- 

## Definitions

**Appointing Authority** refers to an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. The definition aligns with [WAC 357-01-025](#), Appointing Authority.



**Conviction** refers to an adjudication of guilt pursuant to Title 10 or 13 RCW and includes a verdict of guilty, a finding of guilty, and acceptance of a plea of guilty. The definition is aligned with [RCW 9.94A.030 \(9\)](#), Conviction.

**Criminal Background Check** refers to submitting a request for a criminal history report through the Washington State Patrol [WATCH](#) database.

**Criminal History Report** refers to fingerprint-based records and disposition information submitted by law enforcement agencies and courts throughout Washington.

**Final Candidate** refers to either an individual applying for employment position in a permanent, non-permanent, on-call, exempt, project, or intern capacity to whom **EWSHS** intends to make an offer of employment. It also refers to an individual applying for a volunteer position to whom **EWSHS** intends to make an offer of engagement in a volunteer capacity. In addition: 1) the individual is not a former employee on the agency internal layoff list; or 2) **EWSHS** does not currently employ the individual.

---

## Policy Statement

**EWSHS** conducts criminal background checks on Final Candidates to ensure they do not have any criminal history that may interfere with the performance of the duties for the position for which they have applied. **EWSHS** may deny employment or volunteer engagement to the Final Candidate:

- If there is a prior felony conviction; and
- The conviction directly relates to the position for which they are applying; and
- The conviction is less than ten years old.

---

## Policy

- A. **EWSHS** notifies prospective employment or volunteer applicants of its criminal background check policy.
- B. Criminal Background Check information is limited to conviction records provided by the Washington State Patrol's WATCH system.
- C. **EWSHS** strictly limits access to criminal background check information within the agency to persons involved in the hiring, background investigation, or job assignment of the employment or volunteer applicant. This includes but may not be limited to the Security Officer, Human Resources representative, and Appointing Authority. This information

shall be used only as necessary when making the initial employment or volunteer engagement decision.

- D. If a conviction record may present a hiring or engagement barrier, when feasible EWSHS may consider mitigating evidence provided by the applicant.
-

**Policy No. HR-415**

# Recruitment and Selection Policy

---

**Applies to:**

Eastern Washington State Historical Society (**EWSHS**) employees.

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State law – [RCW 41.04.010 Veterans' scoring criteria status in examinations](#)
- State rule – [WAC 357-16 Recruitment, assessment, and certification;](#)
- State rule – [WAC 357-19-465 Veterans' scoring criteria status in examinations](#)

**Effective date:** [DATE]

**History:** This is a new policy.

**Approved by:** **EWSHS** Board of Trustees

---

## Purpose

This policy provides a standard for the recruitment and selection of Washington General Service (WGS) positions for the **EWSHS**. This policy supports **EWSHS'** recruitment and selection the most qualified candidates for our positions using equitable and fair hiring practices.

---

## Policy Statement

**EWSHS** will follow the requirements in [chapter 357-16 WAC](#) and this policy when recruiting and selecting candidates. The Human Resources (HR) Director at DES or designee is responsible for the oversight and administration these activities within the **EWSHS**.

---

## Policy

The agency will determine the recruitment and application processes used to fill positions.

The Board of Trustees delegates to the Executive Director the responsibility to develop and administer recruitment and application processes consistent with the direction of DES Human Resources.

---

**Policy No.** HR-416

# Performance Management Policy

---

**Applies to:**

All classified employees and supervisors of Eastern Washington State Historical Society (**EWSHS**).

**References that apply to this policy:**

- State law – [Chapter 41.06 RCW State civil service law](#)
- State rule – [Chapter 357-37 WAC Performance Management](#)

**Effective date:** [DATE]

**History:** This is a new policy.

**Approved by:** **EWSHS** Board of Trustees

---

## Purpose

This policy provides direction for an employee performance management process that is positive and performance-based. Successful performance management encourages employee competence and productivity, and documents an employee’s work strengths and areas to improve while supporting the goals and objectives of the **EWSHS**.

---

## Definitions

**Expectations** means the statements that identify tasks or functions to be completed by the employee.

**Standards** means the statements that identify how well the tasks or functions must be completed to be considered satisfactory.

---

## Policy

**A. Performance Management Process**

The Performance Development Plan (PDP) is used to document the following areas of an employee’s performance development:

1. Describes the employee’s responsibility to successfully perform assigned job duties and responsibilities;
2. Assesses how well the employee has contributed to meeting the goals and objectives of the organization and his or her position; and
3. Recognizes an employee’s successful job performance and identifies appropriate modifications in job performance.

**B. Employee Responsibilities**

The employee has the responsibility to:



1. Request clarification of any job duty, standard, or expectation that is unclear;
2. Perform assigned work meeting job standards and expectations;
3. Participate in the performance evaluation process; and
4. Communicate successes and problems with his or her supervisor so progress and ongoing performance can be measured, and training or assistance provided.

**C. Supervisor's Responsibilities**

1. Provide written job performance expectations and standards to the employee and discuss them with the employee within 30 days of hiring date the employee or assigning a function.
2. In accordance with the Employee Training and Development Policy (HR-406), ensure the employee receives the training necessary to successfully meet the stated expectations and standards of the current position. Training consideration will first be given to meet the employee's current position requirements before other developmental purposes.
3. Supervisors shall assess an employee's job performance in relation to identified performance expectations at least annually on the PDP. The assessment shall document an employee's job performance during the review period; identify any necessary changes in job performance, and identify a plan to achieve improvement as needed.
  - a. Supervisors will engage employees in the process of planning, managing, and appraising their own performance. This will include providing employees with ongoing performance feedback and coaching and conducting formal evaluations on a timely basis as appropriate (probationary, trial service, annual);
  - b. All employees will be held accountable by their supervisors for achieving their performance expectations;
  - c. Supervisors shall document how well the employee has contributed to efficiency and effectiveness in fulfilling the objectives their position and the agency;
  - d. Supervisors will take timely remedial measures when an employee's performance does not meet the outcomes and standards set forth in the PDP;
  - e. Supervisors will encourage employee suggestions and communications for improving work processes.
4. Provide ongoing feedback to the employee regarding the employee's job performance. Feedback includes, but is not limited to:
  - a. Naturally occurring discussions with the employee by telephone, virtual, or face-to-face;
  - b. The formal evaluation process, using the PDP;
  - c. Employee recognition and reward programs or activities;
  - d. Coaching sessions to improve or enhance employee skills, knowledge, or ability to perform a task or function.
5. Hold employees accountable for meeting performance expectations and standards, and participate in the just cause process if necessary to correct an employee's poor performance.
6. Assist their employee to identify potential career growth opportunities within **EWSHS** and actions the employee may take to access those opportunities.

**D. Performance Development Plan (PDP)**

1. A supervisor must provide feedback and formally evaluate the performance of:
  - a. A probationary employee or a permanent employee serving a trial service period or transition review period before the employee attains permanent status in the position; and
  - b. A permanent employee at least annually on the employee's anniversary date or at another date as determined by the appointing authority.
2. The performance evaluation process includes, but is not limited to, using the PDP.
3. The employee's signature on the completed PDP acknowledges participating in the PDP process and receiving the PDP; the employee's signature does not indicate agreement with the content of the PDP.
4. The reviewer is the employee's second line supervisor and ensures the PDP process is followed and considers the PDP content, including employee comments.
5. After the reviewer signs the PDP, a copy with all signatures and comments is provided to the employee.
6. An employee's performance is not considered in lay-off decisions.
  - a. An employee may request a review of the PDP process only, including alleged irregularities in the use of the approved performance evaluation form and/or procedures. The employee will be notified in writing of the results of the review.
  - b. Washington General Service employees may request a review by the State Human Resources Director for alleged irregularities in the PDP form and/or procedures. Evaluation content is not subject to review.

**E. Recognizing Outstanding Performance**

Recognition and awards may be non-monetary. If monetary awards are considered, supervisors shall collaborate within administrative resources to ensure proper procedures are followed and limits considered (i.e., awards under RCW 41.60.150 and this policy are limited to \$200 in value per award).

---

## Board Terms & Roster

# of Board Trustees	July 1, 2018- June 30, 2019	July 1, 2019- June 30, 2020	July 1, 2020 - June 30, 2021	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023	July 1, 2023- June 30, 2024	July 1, 2024 - June 30, 2025	July 1, 2025 - June 30, 2026	July 1, 2026 - June 30, 2027	July 1, 2027 - June 30, 2028	July 1, 2028 - June 30, 2029	July 1, 2029- June 30, 2030
1	Frank Velázquez 9/26/2018		Treasurer	Treasurer			President					
2			Laurie Arnold 5/6/2020		Secretary	Secretary	Vice President					
3			Greg Hesler 5/6/2020				Secretary					
4				Jeanie Louie 9/1/2021								
5					Gayle Terry 3/4/2022							
6					Michael Dunn 6/1/2022							
7						Steve Duvoisin 2/1/2023						
8						Jason Brown 7/1/2023						
9							James Vanderholm 7/1/24 Treasurer					
10							Rose Noble 7/1/24					
11							Christina Simonsen 7/1/24					
12							Brooke Hawley 7/1/24					

<b>KEY:</b>	<b>Name</b>	<b>Affiliation/Notes</b>	<b>Position</b>
First 3 year term	1 Frank Velázquez	Spokane Regional Health Director	President
Second 3 year term	2 Laurie Arnold	Director, Native American Studies, Associate Professor of History, Gonzaga University	Vice President
Officer	3 James Vanderholm	Chief Financial Officer Olympia Federal Savings and Loan Association	Treasurer
Additional Year as Officer	4 Greg Hesler	Vice President, General Counsel and Chief Compliance Officer for Avista Corporation	Secretary
	5 Gayle Terry	Broker/Realtor, Windermere Manito	
	6 Michael Dunn	Retired Educator	
	7 Steve Duvoisin	Duvoisin Group CEO	
	8 Jason Brown	Partner, Stevens Clay, P.S.	
	9 Jeanie Louie	American Indian Cultural Council	
	10 Rose Noble	CEO & President, Visit Spokane	
	11 Brooke Hawley	Senior Vice President, Financial Advisor RBC Wealth Management	
	12 Christina Simonsen	Retired attorney and business executive	