CWAM BOARD MEETING MINUTES
Friday, September 16, 2016 / Cheyenne, WY

BOARD MEMBERS PRESENT: Katy Lewis*, Michelle Bahe *, Brooke Gladstone*, Britt Scholnick*, Nick Neylon*, Sarah Saxe, Bethany Williams, Ronda Frazier, Karen Dropps


CALL TO ORDER: The meeting was called to order at 1:27pm by President Katy Lewis.
Roll call and greetings.

DISCUSSION OF MINUTES:
Minutes from the August Board meeting in Greeley, CO are attached. Please review them. Given that we do not have a quorum currently, we will need to vote on approval of the minutes via email.

OFFICER’S REPORTS:

PRESIDENT: Katy Lewis reported: Thank you all for your contributions to our SMART goals for next year! I will have an update for you all about tracking goals at the next meeting.

VICE-PRESIDENT: Katie March: No new report.

SECRETARY: Isabel Tovar:
On September 14, 2016, President Katy Lewis proposed an email vote to appoint Nick Neylon to complete Brian Briggs term until the 2018 Annual Meeting. Motioned passed on September 15, 2016.
**TREASURER:** Michelle Bahe reported:

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**Colorado-Wyoming Association of Museums**

**Fiscal Year 2015-2016**

**September 7, 2016**

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<tr>
<th>Operating Expenses:</th>
<th>Budgeted</th>
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**Total Expenses:**

$39,768.00  $28,022.35  $11,745.65
Colorado-Wyoming Association of Museums  
Fiscal Year 2015-2016  
September 7, 2016

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<th>Revenue:</th>
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<td>Membership Dues</td>
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Annual Meeting

| Registration                           | $17,632.00  | $15,689.63 |
| Vendor Booth Rental                     | $850.00     | $1,635.00  |
| Break Sponsorship                       | $500.00     | $350.00    |
| Keynote/Annual Meeting Sponsorship      | $500.00     | $250.00    |
| Program Advertisement                   | $400.00     | $430.00    |
| EventBrite Fees                         | $568.00     | $449.37    |
| Auction                                 | $3,000.00   | $2,597.00  |

*E-Blast Advertising*: $180.00 | $90.00  

Misc. $25.00

| CWAM Advocacy Day Sponsorship           | $2,000.00   | $0.00      |
| Interest Income                         | $10.00      | $7.53      |

**Total Revenue:**  
$34,640.00 | $29,623.53

Expenses:

$39,768.00 | $28,022.35

Balance Revenue vs. Expenses:  
($5,128.00) | $1,601.18

**Assets:**

Savings Account Balance: $25,026.42  
Checking Account Balance: $14,366.45  
PayPal $2,641.06

**Total Assets:** $42,033.93

Respectfully Submitted:

Michelle Bahe
# FY2016-2017 Budget discussion

## Colorado-Wyoming Association of Museums

**Fiscal Year 2016-2017**  
September 16, 2016

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### Fiscal Year 2016-2017
#### September 16, 2016

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<td>Auction</td>
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| **E-Blast Advertising** | $180.00 | $90.00 | $180.00 |
| **Misc.** | $25.00 | $25.00 |

| **CWAM Advocacy Day Sponsorship** | $2,000.00 | $0.00 |
| **Interest Income** | $10.00 | $6.89 | $8.00 |

| **Total Revenue:** | $34,640.00 | $29,347.89 | $41,513.00 |

| **Expenses:** | $39,768.00 | $28,009.37 | $41,865.80 |

| **Balance Revenue vs. Expenses:** | ($5,128.00) | $1,338.52 | ($352.80) |

### Assets:

| **Savings Account Balance:** | $25,025.78 |
| **Checking Account Balance:** | $14,162.07 |
| **PayPal** | $2,515.12 |

| **Total Assets:** | $41,702.97 |

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**Notes:**
- a CO Sec of State $10, Taxes $250, Stamps $10
- b 1TB external drive
- c 6 scholarships @ $210 registration waived, 6 $200 stipend & $137 left over
- d 130 people at $6.56
- e Scouting Gillette
- f Shipping CO EMK to England $300, $50 to send out both EMKs
- g We haven't used this line item in the last 5 years
- h We haven't used this line item in 3 years
- i Constant Contact
- j Domain name, we pay Bluehost every other year
- k Travel Expenses + $25 booth decorating
Travel Expenses

Advocacy + $100 Wy Tourism Membership + $500 WY Arts Alliance event

AAM Membership $100 + Advocacy Day $500 + Expenses $1500

130 people at $203.44, registration at $210 to include EventBrite Fees
130 people at $6.56

We haven't used this line in 3 years

Expenditures:
Lots of discussion around the annual meeting / local arrangements costs.
Discussion around the location scouting budget – 2019 conference. Who is taking over and needs to travel?
Locations interested – Gillette, Boulder, & Greeley
Nominating chair (Katie) wants to start raising awareness NOW for the big positions rotating off the board.
Rebecca and Disaster Preparedness – she has never put in a request & we have never used the money; will be pointed out when we vote.
Cost of workshops – currently at break even
Discussion to pull the Fellowships budget line since we haven’t been able to launch the program in the last 3 years.
Discussion to give Mentoring/Networking a budget. Do we need to provide food and/or drink at the meetups?
Maybe the more distant locations? Do we test it out in various locations and then develop a budget next year?
Discussion around the e-blasts and frequency (but cost is the same)

Britt needs to get Michelle banner (check the pieces) and STDs
Discussion on if we want to send more than one person into AAM, and it was decided to not at this point.

5 min break at 3:05pm
Reconvened at 3:15pm
Nick has to leave at 3:50pm.

Revenue discussion:
We had a slight bump and our membership numbers are back where they should be but 2-year memberships may be causing a small decrease in revenue. Need to decide when to do the cost increase – perhaps next meeting?
$210 early bird registration for 130 people including Eventbrite fees.
We are covering almost all of our expenses with membership and almost everything else is break even, $350 deficit.

COMMITTEE REPORTS:

ADMINISTRATIVE TEAM LEADER: Katy Lewis: no new report.

HISTORIAN/ARCHIVIST: Ronda Frazier: I helped Isabel out with one record request and priced external hard drives in order to store CWAM records. Our IT folks recommended the following:
Seagate Backup Plus Slim, 2 TB, Model STDR2000101, $87.00 plus $10 for a case if needed
My Passport Ultra-Portable, 1 TB, Model WDBGPU0010BBK-NESN, $59.

NOMINATIONS: All have been filled.

MEMBERSHIP CHAIR: Alison Salutz reported:
The membership totals for the following reports do not include exact numbers for two-year memberships due to the difficulty correlating the numbers in a consistent fashion.

June 2015: 282
August 2015: 283
April 2016: 275 + approximately 36 two-year memberships
August 2016: 270
PROFESSIONAL DEVELOPMENT TEAM LEADER: Angela Beenken reported: Nothing to report.

COLORADO & WYOMING WORKSHOPS: Angela Beenken reported: Nothing to report.

ACADEMIC LIAISON: Valerie Maiers reported: I can generate our annual "Survival Guide" for 2017 if desired by the group. Also, should I begin work on a "Presenter's Guide" as mentioned earlier? I won't be able to attend this weekend; I am working an event here. But I will be at MPMA. How can I facilitate any CWAM initiatives there? I am EMP (Emerging Professionals Tract) Co-Chair for MPMA this year. CWAM Meet-up: Katy will email. We will try to have all the collateral ready to go.

MENTORING PROGRAM: Bethany Williams reported: Nothing to report. Further discussion regarding meetups and CWAMs need (or not) to sponsor food and drinks for these events. Discussion of memberships and a membership campaign to increase visibility. Targeted annual meeting ads at non-member museums in the area. Possibly add testimonials for mentoring into the website.

FELLOWSHIP PROGRAM: Caitlin Mans reported: Nothing to report. We are still waiting to discuss her proposal when she is able to present it.

COMMUNICATIONS TEAM LEADER: Brooke Gladstone reported: I'm working on getting a free subscription to an online platform called Canva to help with the graphics I've been making for social media. This could also be better utilized for the website or other marketing materials.

WEBSITE CHAIR: Brooke reported: I have created, but not published, new pages for the Peer Assessment Program. I also updated the last board meeting minutes to the website. I would still like to begin a long-term project of surveying the website content, looking at the usability, and ultimately updating the look/feel/design of the website. This could be done in phases (on a team leader level) over the next 18 months. The sooner we start working on it, the sooner it will be done. Would like to everyone have their pages cleaned up by the Feb. meeting.

SOCIAL MEDIA/MARKETING: Brooke Gladstone reported: We have begun to use the Facebook event feature and it is having great reach and engagement. Bethany and I are going to work on a better schedule to get these up in timely manner. The social media workshops have, ultimately, been postponed to late spring/early summer. Angela and I spoke extensively about the logistics, and it came down that it was just too quick a turn around to properly
market and promote the workshops. I have recently changed our website settings to cross-post the job postings to our Twitter page, which will help keep our Twitter more active.

**E-BLAST EDITOR:** Kelly Rasmussen: no new report.

**ANNUAL MEETING TEAM LEADER REPORT:** Britt Scholnick reported:
- Updated P&P and checklists (Did people have a chance to review?)
- Glenwood Springs Updates
  - Contracts for hotel and a few other venues have been signed, still working on finalizing others
  - Tentative schedule is attached see Appendix I.
  - Keynote - Bonfils-Stanton Foundation’s President and CEO, Gary Steuer
  - Budget has been sent to Michelle for this meeting and a primary focus needs to be on sponsorships this year.
  - Registration timeline may need to be adjusted to give more time for registration and because of expense:
    - Early Bird – Wed., Feb. 1 – Fri., March 31
    - Regular – Sat. April 1 – April 14th
      - Early Bird member - $210
      - Non-member - $250
      - Regular - $240
      - Non-member - $270
      - Vendor member - $290
      - Non-member - $325
      - Daylies TBD
    - Refund by April 7th and partial by 14th
- Gillette, WY is interested in being the 2019 or 2020 host site, documents attached (Appendix II-IV). Their dates are a little later than we usually host, and I don’t think I can handle the coordination with them while planning Glenwood Springs and starting on Cheyenne – is someone interested in being their contact? Karen Brooks perhaps

**LOCAL ARRANGEMENTS:** Britt reported: We had a meeting and met with Bill but he seems to want to act purely as an assistant, which means it will be good to test out the new P&P and method for annual meeting.

**PROGRAM CHAIRS:** Jessica Brunecky:
- 2017 conference title: **Elevate: Supporting Culture in Communities** (save the date can move forward)
- Proposals – Tentatively due Fri., Jan. 20th and notification by Fri., Feb. 3rd. Want to open them earlier this year to ensure we are getting the best selection, maybe even Oct.

**SCHOLARSHIPS:** Nothing to report.

**VENDORS AND SPONSORSHIPS:** Karen Dropps: Nothing to report.

Temporary adjourn until tomorrow morning by Katy Lewis at 4:58PM
CWAM BOARD MEETING MINUTES  
Saturday, September 17, 2016 / Cheyenne, WY

BOARD MEMBERS PRESENT: Katie March*, Michelle Bahe *, Britt Scholnick*, Nick Neylon, Bethany Williams, Karen Dropps, Jessica Brunecky


CALL TO ORDER: The meeting was called to order at 9:09AM by Vice-President Katie March.

SERVICES TEAM LEADER: Rebecca Hunt reported: I spent a day with the Crimson Dawn Museum in Casper helping them inventory and pack their collections for the move to winter quarters. While there, I taught staff and volunteers the basics of collections care and handling. I also arranged for them to purchase acid-free storage boxes for the paintings in the collection.

I have initiated contacts with the History Colorado Regional Properties Director to get a CWAM services team into the Ft. Vasquez Museum to consult on redoing their interpretation.

COOPERATIVE PURCHASING: Megan Huelman reported: The purchasing co-op is accepting suggestions for products and vendors that institutional organizations would like to add to the co-op list of deeply discounted products. Megan Huelman is accepting these suggestions until Sept 30th at which point she will be working with the Co-op team to put together bid proposals for the vendors. Megan can be contacted by email at curator@broomfieldveterans.org. Thanks!

EMK (CO/WY): Sarah Saxe: Nothing to report.

CWAM GRANTS: Brooke Rohde and Anne Amati: Nothing to report.

EMERGENCY PREPAREDNESS CHAIR: Rebecca Hunt reported: Nothing to report.


CWAM PEER ASSESSOR PROGRAM: Isabel Tovar reported: Continued work on the Peer Assessor program. I finalized three documents: (1) the Institution Site Visit Agreement form (for use when requesting institution is approved and Peer Assessor has been matched), (2) the Peer Assessor Services Agreement (for use when Peer Assessors agree to the scope of work under CWAM, and (3) Preservation Assessment Application (for use by requesting institutions asking for a Peer Assessor to come visit. All three are attached here for review by the Board (Appendix V-VII). The intent was to capture the variety of expectations around liability, work, and the honorarium. I have also attached the draft of the webpage information that I sent along to Brooke G. (Appendix VIII)

Brooke G. and I met August 25th to discuss options. She has started adding the website information to the CWAM website (draft also attached). I have sent the forms to the Peer Assessors for review. Dana EchoHawk and I were hoping to have feedback from the Assessors such that we could proceed with getting the program up live on the CWAM website starting October 1.

With help from Dana, I submitted a grant application for $1,600 to The Greenwood Fund on behalf of CWAM to help support the Peer Assessor program with 8 site visits.

Brooke has also set up for Dana and me to receive emails for the program through peer@cwam-us.org.

Brooke and I also discussed options regarding the website where I brought up some of the topics we discussed at the last Board meeting. First I brought up the ability for us to load videos for different uses. For example, Professional Development workshops, annual meeting workshops, and extended training for the Peer Assessor program.
Second, Brooke was able to locate the ability to have a “member’s only” restricted access section of the CWAM website. We may want to look at this for some of the CWAM services like Coop or other places that make sense to restrict the content to CWAM members only. We would need to review how the login password for the area would be distributed (membership email? Not sure what other options).

I contacted Go-To-Meeting regarding the options for use. The Pro Plan for $29 a month allows for 50 participants, and offers web audio, screen sharing, dial in conference line, recording, and a personal meeting room. They clarified that one user license – which is what this plan allows – means that one live session can happen at a time. There cannot be concurrent sessions. We would be able to have a single email address that would be used to login to the system, send out the invitations to join the session, then direct the session. It is not machine specific. Given that this brings us to $348 for a year of Go-To-Meeting, I think it would be worthwhile to keep it in mind for the 2018 budget discussion once we get the Workshops and other programs in place that could make use of this tool. $348 shared across Teams may be doable as long as we have a plan. I think it is too soon for this year since we don’t have anything specific we need it for right now. It is very powerful and I use it often to collaborate in real time with distant colleagues for computer specific things.

We should aim for $360/year. Weather can impact our meetings so that we should have this a backup. Has anyone looked into free software (Google Hangouts, etc.)? Could we make February an online meeting only?

Michelle has concerns about not having capability at all for online video but she can call in Online discussion and vote.

ADVOCACY TEAM LEADER: Katie March reported:
Katie has concerns about the ability to get DMNS to sponsor it again at the same level, particularly with SCFD being voted on in Nov. Needs to be in walking distance from the house. Possibility of partnering with other arts orgs to cut costs.

COLORADO STATE REP: Beth Kaminsky reported: Hello everyone and thank you for having me join the board. I am sorry that I cannot make this board meeting, due to a previous commitment to present at the AASLH conference, but I will look forward to meeting all of you at the next meeting and to representing CWAM at the MPMA conference!

WYOMING STATE REP: John Woodward reported: The summer season is coming to an end in Wyoming with tourism tapering off from its summer highs. Overall news is mixed for museums. Government funded museums, partially or fully, are facing significant reductions in their budgets. Sales tax collection for FY2016 dropped 21.2% when compared to FY2015 represents a loss of $149 million dollars. Lodging tax, a typical indicator used to gauge tourism, remain relatively static, growing only 2.6%. It isn’t clear if Wyoming has reached the bottom of its current economic troubles. So more cuts might be on the horizon, especially for government funded museums. Nonprofit museums, especially in the state’s small communities will likely suffer as well due to the depressed economy.

New Briefs:
The State of Wyoming has appointed Darin Westby as the new director of Wyoming State Parks and Cultural Resources. Mr. Westby has worked for the WSPCR for 15 years, most recently as the Field Support Chief. (I’m not sure what section, state parks or culture resources, he worked in.)

The Children’s Museum of Cheyenne is working towards a new building in downtown Cheyenne long Lincolnway (US 30). The Museum’s Board has raised $3 million of the $20 million needed for their new building. A ballot initiative will be put before the Laramie County (Wyoming) voters this fall for a quarter-cent “seventh-penny” sales tax. The program is a four-year collection for economic development. I’m not acquainted with CMC’s programing or staff, but it will be interesting to see their progress.

A new Facebook Group for Emerging Museum Professionals has started for Wyoming. The group was setup by Corinne Gordon, registrar at the Carbon County Museum. The group aims to help EMPs in Wyoming network and learn from each other. They have 13 members, including myself, presently. It’s just getting off the ground and I’ll follow the group and help where I can.
COLORADO LEGISLATIVE AND TOURISM CHAIR: Caitlin Barret reported: Nothing to report.

WYOMING LEGISLATIVE AND TOURISM CHAIR: Nick Neylon will take over this position. Introductions of all the present board members were done.
Katie March gave a thorough recap of the previous efforts in WY. She will provide contact info for the WY Arts Alliances as well
Possibly the February board meeting could be held in conjunction with the advocacy day for increased presence.

NEW BUSINESS

Next Meeting
- November in CO.- Boulder,

Katie March motioned to adjourn. All in favor. Motion carried.

ADJOURN: The meeting adjourned at 10:05AM

Notes taken during meeting by Britt Scholnick.

Respectfully submitted,
Isabel Tovar
Secretary, CWAM
Appendix I: CWAM Membership Survey

Tentative CWAM 2017 Schedule

Wednesday, April 19 (Arrivals)
- Board Meeting (Brewpub?)
- Welcome reception (Brewpub?)

Thursday, April 20
- Deveraux ballroom - set vendor space up; breaks; meet ups
- Workshops (all day and half day) 9am – 4pm
  - Colorado ballroom – split?
  - Roosevelt Room
    - Taft Room
- Lunch at noon (do we provide?)
- No break but (craft) meet-up?
- Dinner event (followed by trivia?)
  - Progressive dinner
    - Adventure Park – 120 person @ $45 = $5400 + tax

Friday, April 21
- Keynote Speaker / Business lunch
  - Deveraux ballroom
  - Devereux Sandwich Spread, $28/person with breakout sessions
    - ($4,000 food & bev. min.)
- Sessions
  - Colorado room - split
  - Roosevelt Room
  - Taft Room
- Afternoon break ($500)
- Meet-ups (Thought Café?)
  - Deveraux ballroom
  - Silent Auction and banquet (Vaudeville) - $5,500

Saturday, April 22
- Sessions - 8 in the am & 4 in the pm
  - Colorado room - split
  - Roosevelt
    - Taft Room or Gallery / Veranda Room?
- Lunch on own / CWAM Board Lunch
- Morning and afternoon break ($1,000)
- Meet-ups
- Afternoon event? Dinner on own?

Sunday, April 23 (Departures)
- Glenwood Adventure Park?
- Tours of museums and/or History tour
Colorado/Wyoming Museum Conference (CWAM)

Event Dates:
MAY 1-4, 2019
OR
APRIL 28-MAY 1, 2020

CAM-PLEX MULTI-EVENT FACILITIES
GILLETTE, WY 82718
307-682-0552
CONTACT: BARBARA STUGART, MARKETING COORDINATOR
September 13, 2016

BUILDING RENTAL
WYOMING CENTER ~ EQUALITY HALL
(**Non Profit rate)

$ 244.00  May 1  Setup Day & pm Bd Mtg
     (in at noon-1/2-day charge)
$ 1,464.00 May 2-4  3 Event Days @ $488.00 per day
$ 244.00  May 5  1 Tear Down Days@ $244.00 per day
            (out by noon after morning meeting)

$ 1,952.00  TOTAL BASE CONTRACT

RV CHARGE
FULL SERVICE (Water, Electric, Sewer): $24.00 per unit/per day
ELECTRIC/WATER: $20.00 per unit/per day
TENT/DRY CAMPING: $18.00 per unit/per day

All sites must include an additional 5% Sales Tax and 2% Lodging Tax or current rate of tax in 2019.

**Rate Valid through March 1, 2017, at which time we will notify you if an event is requesting those dates.
CONTRACT INCLUDES THE FOLLOWING

Professional and trained staff to accommodate usage of facilities. Scheduled patrol of all areas provided by Sheriff’s/Police Department. CAM-PLEX maintains all concession rights and contracts with caterer if kitchen is being rented.

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<td>Check-In Offices</td>
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<td>1 CAM-PLEX Radio</td>
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<td>Trash Removal</td>
<td>Flip Charts/Easels</td>
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<td>Cleaning/Maintenance</td>
<td>Existing Sound/Lighting/Stage</td>
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<td>*Set Up Staff</td>
<td>Air Conditioning</td>
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<td>Marquee Listing</td>
<td>Available Park Benches/Picnic Tables</td>
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<td>Hi Speed Internet Service in all Buildings</td>
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<td>*Room Setup per User Request</td>
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AVAILABLE SERVICES NOT INCLUDED

Audio Visual Equipment
Outside Telephone Lines: (Dial 9): $61 each.
Electric per Exhibitors: $16 for 20 amp / $33 for 30/50 amp.
Kitchen/Rental/Cleaning (Caterer responsibility)
Place Settings, Tablecloths, etc. (Caterer responsibility)
Security
Tech/Stage Hands for Entertainment
Trade Show Pipe and Drape
On Grounds Transportation
Internet Access in Campgrounds- Hi Speed internet service is available for individual or event purchase.

The cost of items requested that CAM-PLEX must rent, lease, or purchase will be charged to CWAM, ie: golf cart, tent rental. Authorization will be given by the Chairperson.
Colorado/Wyoming Museum Conference
(CWAM)
Event Dates:
MAY 15-18, 2019
OR
MAY 13-16, 2020

CAM-PLEX MULTI-EVENT FACILITIES
GILLETTE, WY 82718
307-682-0552
CONTACT: BARBARA STUGART, MARKETING COORDINATOR
September 12, 2016

BUILDING RENTAL
ENERGY HALL
(**Non Profit rate)

$  167.00  May 15  Setup Day & pm Bd Mtg
     (in at noon-1/2-day charge)
$ 1,002.00  May 16-18 3 Event Days @ $334.00 per day
$   167.00  May 19  1 Tear Down Days@ $244.00 per day
     (out by noon after morning meeting)

$  1,336.00  TOTAL BASE CONTRACT

RV CHARGE
FULL SERVICE (Water, Electric, Sewer): $24.00 per unit/per day
ELECTRIC/WATER: $20.00 per unit/per day
TENT/DRY CAMPING: $18.00 per unit/per day

All sites must include an additional 5% Sales Tax and 2% Lodging Tax or current rate of tax in 2019.

**Rate Valid through March 1, 2017, at which time we will notify you if an event is requesting those dates.
CONTRACT INCLUDES THE FOLLOWING

Professional and trained staff to accommodate usage of facilities.
Scheduled patrol of all areas provided by Sheriff’s/Police Department.
CAM-PLEX maintains all concession rights and contracts with caterer if kitchen is being rented.

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AVAILABLE SERVICES NOT INCLUDED

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Kitchen/Rental/Cleaning (Caterer responsibility)
Place Settings, Tablecloths, etc. (Caterer responsibility)
Security
Tech/Stage Hands for Entertainment
Trade Show Pipe and Drape
On Grounds Transportation
Internet Access in Campgrounds- Hi Speed internet service is available for individual or event purchase.

The cost of items requested that CAM-PLEX must rent, lease, or purchase will be charged to CWAM, ie: golf cart, tent rental. Authorization will be given by the Chairperson.
Appendix V: Peer Assessor Program Institution Site Visit Agreement form

Site Visit Agreement

Preservation Site Assessment Program

I. THIS AGREEMENT is entered into this ___ day of __________, 2016 by and between the COLORADO-WYOMING ASSOCIATION OF MUSEUMS, (“CWAM”), and ____________________________________ (Requesting Institution).

II. CWAM will coordinate scheduling of Peer Assessor (“Assessor”) with appropriate requests for Site Assessments.

III. HONORARIUM. Honorarium for program services will be in the amount of $200.00 for assessment, transportation to and from the assessment location, lodging and meals while at the assessment location, as well as successful report submission. Payment by check will be made directly to the Assessor by the Requesting Institution upon submission of report. CWAM is not obligated by this agreement to make any payments. Under this Agreement, CWAM will not acquire direct or indirect debt or other financial obligation. CWAM functions strictly as an intermediary to connect the Assessor to the Requesting Institution.

IV. TAXES. Assessor is not an employee of either CWAM or the Requesting Institution and neither will withhold, or cause to be withheld, federal or state taxes or social security payments from Assessor’s honorarium.

V. INDEMNIFICATION. It is understood and agreed that the Assessor is providing a service based on their scope of knowledge and specialized training. As such, reports submitted to the Requesting Institution are informed guidelines for next steps. To the fullest extent permitted by law, the Requesting Institution shall indemnify and hold harmless the Assessor, CWAM, its board members, and insurers, from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of this agreement.

VI. TERMINATION OF AGREEMENT. This Agreement may be terminated by CWAM upon ten (10) days written notice. Such notice shall be deemed effective upon deposit into the U.S. Mail.

____________________________________________________________
Caitlin Lewis, President, CWAM     Date

____________________________________________________________
Requesting Institution Signature    Date

Print Name: ______________________________

Full Address: ______________________________

Phone/Email ____________________________________
Appendix VI: Peer Assessor Services Agreement

Peer Assessor – Services Agreement

Preservation Site Assessment Program

I. THIS AGREEMENT is entered into this ___ day of __________, 2016 by and between the COLORADO-WYOMING ASSOCIATION OF MUSEUMS, (“CWAM”), and ___________________________ (“Assessor”).

II. CWAM will coordinate scheduling of Assessor with appropriate requests for Site Assessments.

III. It is understood and agreed that Assessor is providing a service and has the authority to control and direct the performance and details of the services which are the subject of this contract. The services contemplated by this Agreement must meet the approval of CWAM and shall be subject to CWAM’s general right of supervision to secure the satisfactory completion thereof.

IV. TAXES. Assessor is not an employee of either CWAM or the Requesting Institution and neither will withhold or cause to be withheld federal or state taxes or social security payments from Assessor’s honorarium. The entire honorarium the assessor receives is subject to Federal (and applicable State) taxes. CWAM will not assign the assessor to projects such that they meet or exceed the $600 in a calendar year restriction from the IRS.

V. RESPONSIBILITIES. Assessor shall complete assessment of at Requesting Institution and provide follow-up report within two weeks to representatives of hiring location and CWAM.

VI. QUALIFICATIONS. Assessor hereby represents to CWAM that he/she is qualified to perform the foregoing services and has the training, education and experience to perform the duties of a Peer Assessor to a competent and professional level.

VII. INDEMNIFICATION. To the fullest extent permitted by law, the Assessor shall indemnify and hold harmless CWAM, its board members, and insurers, from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of this agreement, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Assessor or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph. The Assessor agrees to investigate, handle, respond to, and to provide defense for any such liability, claims, or demands at the sole expense of the Assessor, and agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.
VIII. HONORARIUM. Honorarium for the above services will be in the amount of $200.00 for assessment, transportation to and from the assessment location, lodging and meals while at the assessment location, as well as successful report submission. Payment by check will be made directly to the Assessor by the Requesting Institution upon completion of the above agreement. CWAM is not obligated by this agreement to make any payments. Under this Agreement, CWAM will not acquire direct or indirect debt or other financial obligation. CWAM functions strictly as an intermediary to connect the Assessor to the Requesting Institution.

VIII. TERMINATION OF AGREEMENT. This Agreement may be terminated by CWAM upon ten (10) days written notice. Such notice shall be deemed effective upon deposit into the U.S. Mail.

____________________________________________________________
Caitlin Lewis, President, CWAM     Date

____________________________________________________________
Peer Assessor Signature     Date

Print Name: _______________________________________________

Full Address: _______________________________________________

Phone/Email _______________________________________________
Appendix VII: Preservation Site Assessment Application

Preservation Assessment Application

Colorado Wyoming Association of Museums coordinates matching Peer Assessors with institutions requesting an onsite preservation assessment.

Assessments are performed by Peer Assessors who have completed the two-year peer-to-peer training program conducted through funding provided by a Colorado Connecting to Collections IMLS Implementation Grant.

Colorado archives, historical societies, libraries and museums are eligible to participate in this program. Each assessment involves a 2-3 hour onsite visit, with a follow-up report provided within two weeks of visit.

The requesting institution will be responsible for direct payment of $200 via check to the Peer Assessor upon successful report completion.

If you are interested in applying for an assessment at your institution, please complete the application below and submit to peer@cwam-us.org. You will be contacted in the near future.

Institution Name
Contact Person
Job Title
Email Address
Phone Number
Street Address
City
State
Zip Code

Type of Institution:
- Academic library
- Community college library
- Public library
- Special library
- School library
- Historical society/historical museum
- Museum
- Archive (independent)
- Archive (as part of a library or museum)
- Other, please describe

Please select the option that best describes your organization.
Briefly describe the size and nature of your institution

It is understood and agreed that the Peer Assessor is providing a service based on their scope of knowledge and specialized training. As such, reports submitted to the Requesting Institution are informed guidelines for next steps. To the fullest extent permitted by law, the Requesting Institution shall indemnify and hold harmless the Assessor, CWAM, its board members, and insurers, from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of this agreement.

Appendix VIII: Peer Assessor webpage draft

**Services Team landing page**
- Will need to add a general blurb for the Services Team (Rebecca)
- Link to Preservation Site Assessment Program page

**Preservation Site Assessment Program [this will be the landing page]**

History: During a 2012-2014 IMLS Connecting to Collections grant, eleven individuals in diverse geographic locations across Colorado trained with professional consultants and became qualified to educate cultural heritage workers about safe conditions for “collections they hold in trust.” During the grant cycle, 33 institutions received preservation site-assessments and follow-up reports.

To insure sustainability, the program transitioned in 2016 to a Service offered through the Colorado-Wyoming Association of Museums. Future work of the Program:
- Planning for expansion of the program into Wyoming
- Training of new assessors
- Locating grant funding to support the program, again making it free to requesting institutions

**Goals of a traditional preservation site survey:**
- Review institutional collection storage practices and collection condition.
- Complete an internal and external review of building condition.
- Review and assist in development of institutional preservation policies.
Expand institutional understanding of collection safety.

- Expand staff knowledge of disaster preparedness.

- Expand sustaining culture of preservation within institution.

Benefits of a traditional preservation site survey:

- Consultant report including observations and recommendations for preservation action.

- Environmental Monitoring Kits made available for a small fee to surveyed sites supporting continuation of traditional preservation program. See EMK program here (link to EMK page on Services Team).

“It’s good to have an outside entity with a fresh pair of eyes assess one’s program. They see things you don’t and can offer a new perspective for problem solving.”

– Assessment Site Testimonial

Commitment of participants after a traditional preservation site survey:

- Participants commit to reviewing survey recommendations.

- Participants review recommendations with senior management and/or their Board.

- Participants develop preservation policy action plan based on recommendations.

- Participants assign staff member responsibility for collection safety.

Who’s eligible for a traditional preservation site survey?

Colorado archives, historical societies, libraries and museums are eligible to participate in this program.

What an assessment involves:

The assessment is a two hour visit. Administrative and collections staff should be available during the survey – for smaller sites, Board members or volunteers with collections care responsibilities may be asked to participate in the survey.

Each site surveyed will receive a written report of recommendations for preservation action.

Please remember that this written report is a professional recommendation, based off the Assessor’s sphere of knowledge and review of Best Practices for the discipline.

Surveyed organizations will review recommendations with senior management and/or their Board, within three months of the assessment, and be asked to develop a preservation action plan within six months of the visit.

How much does an assessment cost?

During this initial period of transition to Colorado-Wyoming Association of Museums, assessments will cost $200 per Peer Assessor to travel to and from the assessment location, lodging and meals while at the assessment location,
completing a site visit, as well as submitting a report. Payment by check will be made directly to the Assessor by the Requesting Institution upon submission of report.

PLEASE NOTE that Colorado-Wyoming Association of Museums has a limited number of grants available to help support this kind of project. For guidelines and the application for a CWAM Grant please follow this link (http://www.cwam-us.org/services/grants/).

Link to application for requesting institution: PDF (currently in Word as draft to finalize)

Link to Apply if interested in becoming and Assessor (below)

**Peer Preservation Training Program [another page]**

Watch for future Training Program Opportunities!

To be done later: Apply to be a Peer Assessor (will finalize form and add as PDF)