Springfield Art Museum

Board of Directors Meeting

September 19, 2024	**5:00 PM**	**Community Room** **1111 East Brookside Drive** **Springfield, MO 65807**

TENTATIVE AGENDA

1. Call to Order

2. Consent Agenda

2.1. Minutes

2.2. Financial Report

3. Reports

3.1. SMMA

3.2. FOSAM/SAM Foundation

3.3. Director's Report

3.4. Committee Reports

3.4. Executive Committee

4. Standing Committees

4.1. Committee Assignments

5. Adjournment

In accordance with Americans with Disabilities Act (ADA) guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 417-864-1651 as soon as possible to ensure our ability to accommodate your needs.

Springfield Art Museum
Board of Directors Meeting Minutes
Thursday, August 15, 2024
Springfield Art Museum Community Room - 5:00 p.m.

Board Members Present:

☒Nora Cox	☒ Lindsey Kelsay	☒ Debra Mergen
☒ Calie Holden	☒ Mitzi Kirkland-Ives	☒ Amanda Stadler
☒ Cheryl Hom	☐ Tracy McGrady	

Staff Members Present: Nick Nelson (Museum Director), Mary Bozarth (Assistant City Attorney)

Others Present: Tina Stillwell (SMMA President), Christina Pike (Guest)

Call to Order: Meeting called to order by Cheryl Hom at 5:05 PM

Approval of Consent Agenda: Mitzi Kirkland-Ives made a motion to approve the Consent Agenda items. The motion was seconded by Calie Holden. The motion carried and the consent agenda was approved.

Reports:

SMMA:

Tina Stillwell gave the SMMA report. Tina stated that SMMA will host its first meeting after its summer break on August 28. The meeting will conclude with a tour of the Breath, Light, and Distance exhibition as SMMA had donated a number of works that are on display. SMMA was given a tour of the downtown location for the Museum. Planning is underway for the Holiday Homes Tour and SMMA is seeking homes in the Rountree, Meadowmere, and Phelps Grove locations.

FOSAM/SAM Foundation:

Sonya Wise provided a written report for FOSAM. The report was as follows:

Friends of the Springfield Art Museum Chairman Report

- Friends of the Springfield Art Museum Meeting August 8, 2024.
- It was voted on favorably to move the $33,000 for the Melinda J McDaniel Charitable Trust Grant to the Springfield Art Museum
- It was reported that there is $13.5 million left to raise on the Capital Campaign • It was voted on favorably to contact Hurwit & Associates instructing them to finalize the legal work for the name change. This will include Bylaws and Articles of Incorporation updates.
- Our next meeting will be on Thursday, September 12, 2024

Director's Report:

Nick Nelson introduced Christina Pike, new Board Member who will be joining the Board in September. He provided the Board with an update on surveys that the Museum is conducting for a variety of programs. These surveys will provide feedback on programs and help measure success.

Executive Committee:

No report.

Budget & Finance Committee:

No report.

Building & Grounds Committee:

No report.

Strategic Planning Committee:

No report.

Approval of Strategic Plan: Nick Nelson presented the Strategic Plan 2025 – 2029 for approval and adoption. The Board met on July 11, 2024, to receive a full update on the draft Strategic Plan and provided copies for review and comments prior to the Board meeting. Calie Holden made a motion to approve and adopt the Strategic Plan 2025 – 2029 as presented. Lindsey Kelsay seconded the motion. The motion carried and the Strategic Plan 2025 – 2029 was approved and adopted.

Adjournment: A motion was made to adjourn into Closed Session pursuant to RSMo. § 610.021, the Springfield Art Museum Board will hold a closed meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and to discuss the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded and individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment., as described in Section 610.021(1), (3), and (13) RSMo.; and this meeting, record and vote shall be closed and the Springfield Art Museum Board shall stand adjourned at the end of the closed session.. The motion was made by Calie Holden and seconded by Mitzi Kirkland-Ives. By a roll call vote the meeting adjourned at 5:35 PM and the Board met in Closed Session.

Roll Call:

Mitzi Kirkland-Ives
Calie Holden
Amanda Stadler
Nora Cox
Cheryl Hom
Lindsey Kelsay
Deborah Mergen

Submitted by: Nick Nelson, Museum Director

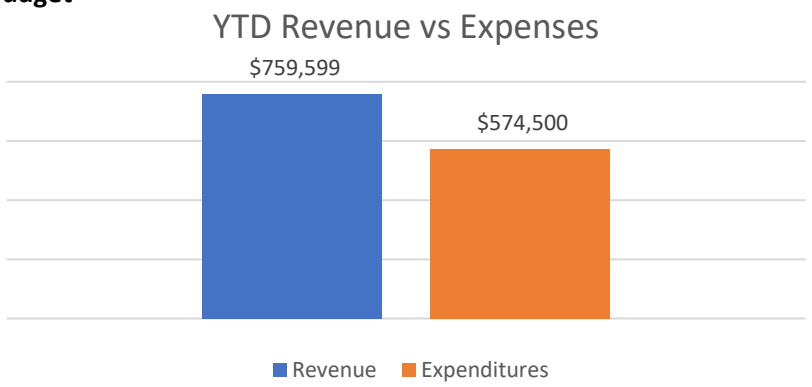
SPRINGFIELD ART MUSEUM FINANCIAL REPORT
YTD Period Ending 8/31/2024
17% of Budget

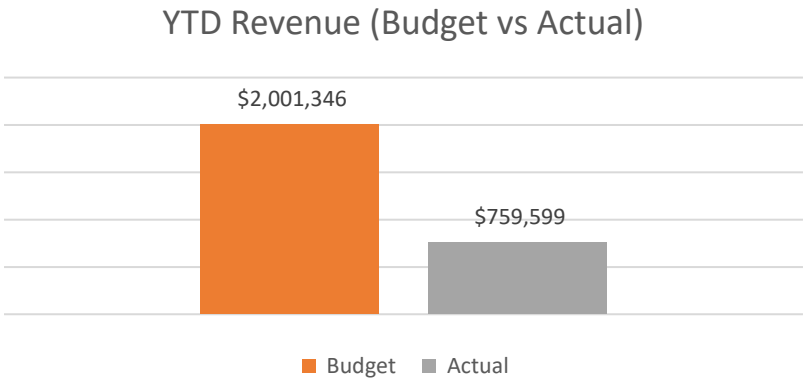
FUND BALANCE

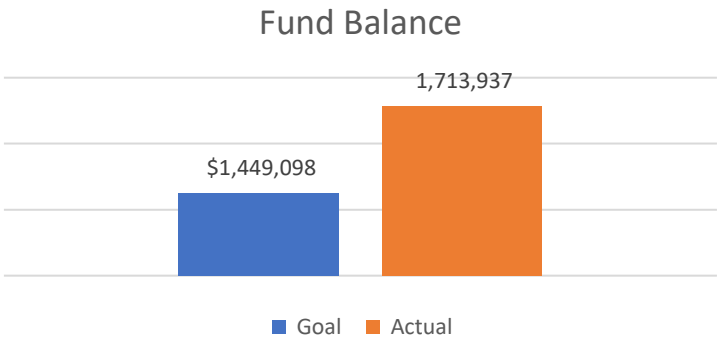
		Goal		*Actual*
Beginning Fund Balance	$	1,782,655	$	1,436,003
Current Fund Balance	$	1,449,098		1,713,937
Reserve	$	400,269		400,269
Restricted Funds	$	402,953		887,943
Available Fund Balance		645,876		425,725

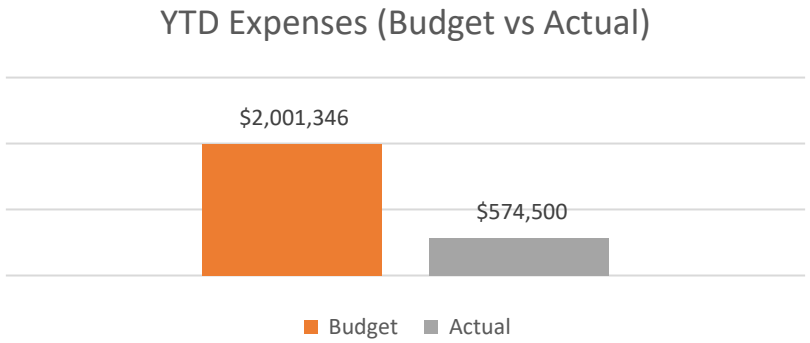
YTD BUDGET VS ACTUALS

Revenue		*Budget*		*Actual*
Property Tax	$	1,678,629	$	1,508
Donations & Grants	$	234,500	$	753,755
Earned Revenue	$	9,500	$	4,336
Fund Balance Appropriations	$	60,000	$	-
Other Revenues	$	18,717	$	-
Change in FMV	$	-	$	-
Total	$	2,001,346	$	759,599
Expenditures				
Personal Services	$	1,437,896	$	201,095
Supplies & Services	$	520,970	$	108,395
Capital/One-time Expenditures	$	-	$	265,010
Transfers to Other Departments	$	42,480	$	-
Total	$	2,001,346	$	574,500
Surplus(Deficit)	$	-	$	185,099









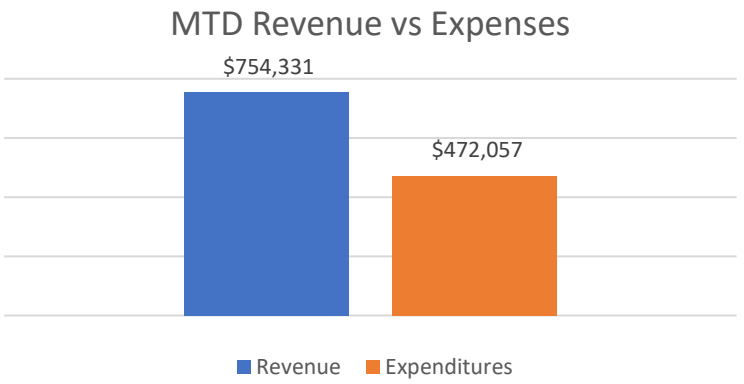
SPRINGFIELD ART MUSEUM FINANCIAL REPORT
MTD Period Ending 8/31/2024
17% of Budget

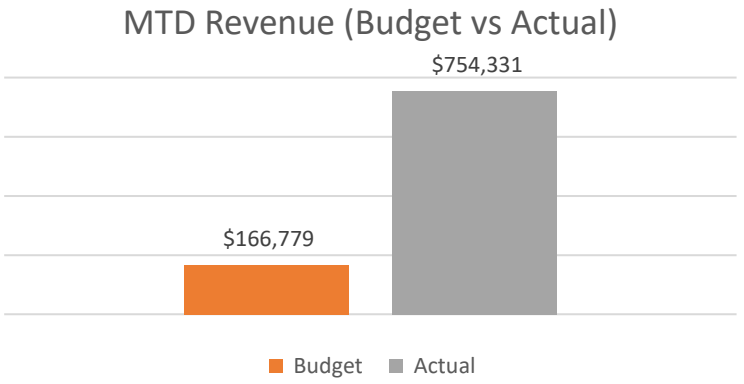
FUND BALANCE

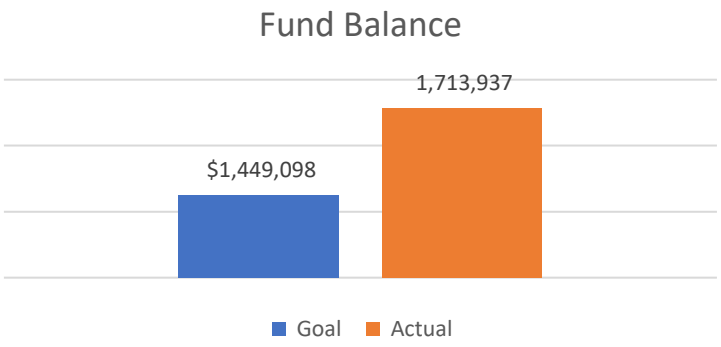
		Goal		*Actual*
Beginning Fund Balance	$	1,782,655	$	1,436,003
Current Fund Balance	$	1,449,098		1,713,937
Reserve	$	400,269		400,269
Restricted Funds	$	402,953		887,943
Available Fund Balance	$	645,875		425,725

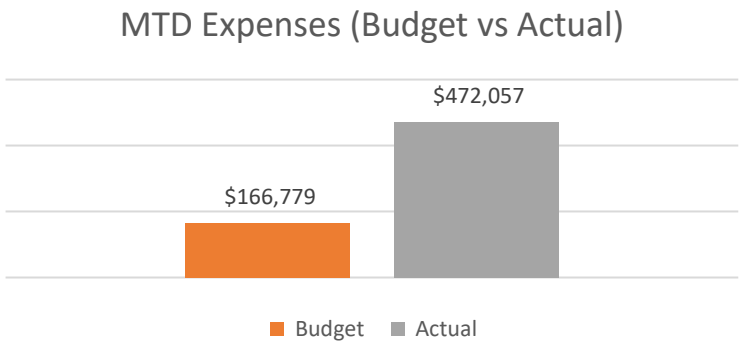
MTD BUDGET VS ACTUALS

Revenue		*Budget*		*Actual*
Property Tax	$	139,886	$	772
Donations & Grants	$	19,542	$	751,287
Earned Revenue	$	792	$	2,272
Fund Balance Appropriations	$	5,000	$	-
Other Revenues	$	1,560	$	-
Change in FMV	$	-	$	-
Total	$	166,779	$	754,331
Expenditures				
Personal Services	$	119,825	$	147,689
Supplies & Services	$	43,414	$	59,358
Capital/One-time Expenditures	$	-	$	265,010
Transfers to Other Departments	$	3,540	$	-
Total	$	166,779	$	472,057
Surplus(Deficit)	$	-	$	282,274









Friends of the Springfield Art Museum Chairman Report

Friends of the Springfield Art Museum Meeting
September 12, 2024

- A proposed board member was voted on favorably. Bryan Musgrave will be joining FOSAM.
- An update on the $10 Million state appropriation was given. The exact amount FOSAM will receive is not yet known. The promises exceeded the funds available.
- The Notice of Dissolution of FOSAM has been filed. Once the 20 day waiting period has been reached, the remaining paperwork will be completed to finalize the name change to Springfield Art Museum Foundation.
- The next FOSAM meeting will be held on Thursday, October 10, 2024.

ART MUSEUM COMMITTEES

Acquisitions Committee

The committee on Acquisitions shall consist of five members. Three shall be from the Art Museum Board, one of whom shall be the current Chair, and two members shall be from the art community. In addition to conferring with the Curator of Art on acquisitions, this committee shall review periodically the adequacy of storage and preservation methods and facilities of the permanent collection.

More information and resources:

- Typically meets quarterly, semi-annually, or as needed
- Primarily reviews acquisition and deaccession proposals from staff and makes recommendations based on those proposals to the Art Museum Board
- Must have an understanding of the Museum's Collection Management Policy and Collections Plan
- The Curator of Art serves as staff liaison to this committee.

Budget and Finance

The committee on Budget and Finance shall review financial reports, budgets, and other data to assure sound operations and adequate financial controls and planning.

More information and resources:

- Frequency of meetings is to be determined
- May review monthly financial statements, YTD budget reports, etc. and report to the board and make recommendation on how reports are presented.
- May work with the Director to draft the annual budget for the Museum. The budget is presented in February and approved in March.
- May work with the Director to create annual report per the Art Museum Bylaws (Article IV, Section 2)
- Works with the Strategic Planning Committee and Executive Committee on long-range financial planning.
- Must have an understanding of City budgeting process and City financial controls and procedures.

Building and Grounds

The Building and Grounds Committee shall monitor, review, and recommend action to the Art Museum Board as to maintenance, repair and development of the Museum's facilities and grounds.

More information and resources:

- Frequency of meetings is to be determined
- May oversee the current and future Site Plans and other capital improvements and identify and recommend future capital improvements to the Board.
- May periodically review the Museum building and grounds and report to the Board.
- Must have a basic understanding of Museum operational needs related to facility and physical plant such as climate control, security, etc.

Strategic Planning Committee

The Strategic Planning Committee shall ensure that a comprehensive and long-range plan approved by the Board is in place at all times and shall monitor performance within the strategic plan. The long-range plan shall be revised and updated at least every three years by identifying issues for the successful future of the Museum.

More information and resources:

- Frequency of meetings is to be determined.
- May oversee strategic planning process including board retreats and works with other committees, the Museum Director and other Museum and City staff on the development of the strategic plan.
- May review regular reports related to the strategic plan and report to the board on progress of the strategic plan.
- Must have an understanding of the "National Standards and Best Practices for US Museums" as established by the American Alliance of Museums.

Name:

Ranked Committee Choice:

1.

2.

3.

4.

Current Committee Assignments

Executive	Acquisitions	Budget & Finance	Building & Grounds	Strategic Planning
Cheryl Hom	Cheryl Hom	Calie Holden	Amanda Stadler	Lindsey Kelsay
Lindsey Kelsay	Amanda Stadler	Debra Mergen		Nora Cox
Mitzi Kirkland-Ives				Mitzi Kirkland-Ives