

**ASSOCIATION FOR LIVING HISTORY, FARM & AGRICULTURAL MUSEUMS  
BOARD MEETING OCTOBER 26 & 27, 2014  
TRAINING ROOM ABOARD THE DESTROYER USS IOWA, SAN PEDRO, CA**

PRESENT: Reid, Watson, Kelleher, Beard, Herlihy, Desaulniers, Lynch, Taylor, Dickson, Norwood, McCormack, Sheridan. Glatfelter via conference call. Jessica Maria Alicea-Covarrubias, guest.

Reid called the ALHFAM board meeting to order on Sunday, October 26 at 1:40 pm Pacific time. Kelleher was appointed timekeeper. Beard moved approval of the agenda eliminating the personal updates. Norwood seconded. Motion passed. The list of committee assignments was approved. Kelleher moved that the minutes of the June board minutes from Calgary and the August 1 and September 11 conference calls be approved. McCormack seconded. Motion passed. Watson made a motion to ratify any actions made in the conference calls. Beard seconded. Motion passed. Sheridan noted that the 3<sup>rd</sup> quarter financial report had been sent and that all bills have been paid and the board have received their travel stipends for attendance at this meeting. The final check from the 2014 annual meeting has been received by wire transfer from Calgary. Upcoming international conference schedules were reviewed. Reid, Watson, Sheridan, Herlihy and W. Randolph are all registered for the AIMA Congress in France in early November. Reid discussed the possibility of ALHFAM sponsoring attendance in Williamsburg for an AIMA board meeting following the 2015 annual meeting. Further discussion will take place when the budget is discussed. The European Open Air Museums meeting will be in Lillehammer, Norway in August 2015.

**PIG Committees.** Reid reported most of the committees had sent reports. No report was received from Textile Committee. The NERDS Committee, Hayes, Glatfelter and Miller met yesterday with Watson at Howell Farm. The status of this committee was discussed and whether it should be an ad hoc committee instead of a PIG as the tech transition is occurring. No report was received from the PIE Committee. We discussed changing the name of the Seeds and Plants Committee to the Gardening Committee to appeal to more sites. Taylor is still organizing the potential Native American/First Nations Committee. FPIP is working with the Arkansas Living History Association on a mini conference. Herlihy moved the PIG reports be accepted. Norwood seconded. Motion passed.

**ADMINISTRATIVE COMMITTEES**

**COOP.** Alicea-Covarrubias reviewed plans for the 2015 Museum Advocacy Day sponsored by AAM in Washington, DC in February. Watson and A-C have attended in the last years. A-C is going to revise her presentation and redo the economic impact survey sent to ALHFAM's institutional members. She is looking for stories to share. Norwood moved we continue our support with a \$500.00 donation. This is the partner level. Taylor seconded. Motion passed. We discussed any similar efforts that might be supported for our Canadian members. Alicea-Covarrubias left after her report was finished.

We had a presentation about the proposed Wild Apricot program by phone with Hayes and Glatfelter that would handle the membership, conference registrations for regions and annual meetings, work with PayPal and do a host of other functions. At present the cost is \$25.00 monthly. The committee recommends that we switch to the \$50.00/month plan. The regions would be asked to participate in testing the program. A group of members would also critique the program. Wild Apricot would become the membership program in January 2016. If ready it would launch sooner. Herlihy moved that the committee recommendations be implemented and the \$50.00 program be purchased as of January 1, 2015. Watson seconded. Motion passed.

**Communications Report.** Katz-Hyman joined the board by calling in at 3:37 pm. She reviewed the communications committee report. Reid will meet with Left Coast Press at AAM to discuss a publishing venture using materials already available in past Proceedings. K-H will also follow up with Mary Seelhorst concerning about the choice of articles. A formal proposal will be made in June about Left Coast Press.

Seelhorst has talked to Omnipress, our current Proceedings publisher about publishing on demand. K-H talked with Hayes today about the future home of the discussion list. There will be a town hall meeting at the 2015 annual meeting to talk about all of these transitions with members. The branding guidelines need to be better defined and clearer instructions included for using the graphics. Cherry Valley Group compensation needs to be reviewed. The Bulletin editors are seeking guidance on when they need to start soliciting waivers from authors so that materials can be included in the Knowledge Base. Watson said the forms are ready now. To include MOMCC materials waivers will also have to be sent to their authors. Reid is reviewing archives retention policies because a section needs to be added for electronic additions. Reid is working with K-M and Hayes. There is now a separate AG-L discussion list and we discussed whether there should be one list or two separate list. Watson would like the discussions on the ALF-L to be included on the Knowledge Base. What kind of permission would we need from contributors to do that? We discussed whether the ALF-L should continue using the current service that costs \$6.50 per month or whether in future a shift should be made to Wild Apricot when it is implemented.

**Archives.** Watson said that boxes of memorabilia and in the archives still need to be reviewed for inclusion in the Knowledge Base. Bulletins previous to 1991 need to be scanned along with regional newsletters and programs that are currently available. This material needs to be prioritized and prepared. This could take as long as 2 years. Kelleher, Belluscio and Herlihy were added to the Archives Committee.

**Finance Committee.** No report.

**Audit Committee.** An internal review will be done at an upcoming regional meeting in the spring.

**Membership Committee.** Feedback sessions were held during the annual meeting. Emerging professionals are interested in job and learning opportunities. Desaulniers reviewed the mentoring program. A post conference survey indicated that both mentors and mentees were mostly satisfied. The program is maturing and is a valuable addition to the annual meeting. When Wild Apricot is implemented, the need for membership mailings will not be necessary as the membership will be digital. Members will be able to renew themselves and pay with a credit card. Additional persons from institutions will be able to sign up for the ALF-L or to receive the monthly e-update.

**Pig Committees.** Prior to the 2015 annual meeting succession guidelines for regions need to be prepared. This also applies to the regions.

**CORN Committee.** Kelleher reviewed his report. There was no report from Atlantic Canada and Central Canada. The Western Region rep is looking for a replacement after many years of service. Kelleher wondered whether all of the regional treasuries could be put in the association account to insure financial oversight. What method would be available when regions needed their funds? Can Wild Apricot help with this? Desaulniers suggested that the regions might work better if their geography was reconfigured. She suggested we review a map and discuss possible scenarios during the next conference call.

**Nominating Committee.** Kelleher presented a slate with 2 candidates for vice president, 5 candidates for the board and 2 candidates for the nominating committee. Dickson moved acceptance of the slate as presented. Herlihy seconded. Motion passed.

**Fellowship Committee.** McCormack moved that the board offer 4 fellowships at \$610.00 for the 2015 annual meeting at Williamsburg. Two international fellowships would also be offered for the same amount. Sheridan seconded. Motion passed. The budget for 2015 will be revised to reflect the change to 2 international fellowships. There is a candidate for the Schlebecker Award. Kelleher recommended that current board members do not apply for fellowships. The board concurred.

**Future Sites.** Norwood is the board member working with the 2015 committee. A detailed budget has not been received from Carnegie and Sandy Bradshaw who is handling finances has also been asked for a more complete financial statement. Carnegie said the budget could be adjusted to show a larger return since no printed program will be sent to members next year. Notice will be made when the program is available online for registration possibly with a postcard mailing. The registration page may be available by the end of December.

Belluscio is working with the committee to plan the auction. We have received a matching grant for the auction from Associated Foundations the last few years and it will be requested again.

2016 Baton Rouge, LA. Herlihy is the contact for communication with David Floyd

2017 Mumford, NY. Lynch will be the contact with Charles LeCount.

2018 Potential site in OK will be researched by Kathy Dickson.

2019 Potential site in Central Canada will be researched by Del Taylor.

2020 Possible return to New England with an Old Sturbridge Village visit.

**Transition Committee.** Desaulniers showed the table created by the committee. The possibility of using a contracted employee was discussed. Herlihy moved that the recommendations of the committee be accepted including continuing the board position of secretary/treasurer as one person. Norwood seconded. A list of qualifications and definition of job responsibilities will be created and an application designed by the June board meeting. Motion passed.

We adjourned for dinner at 5:15 pm. We resumed meeting on Monday, October 27 with a call to order at 9:01 pm

**Strategic Plan.** We broke into plank groups twice and then met to review the discussions.

Communications. Glatfelter reported for the plank. In 2015 the website will be redesigned, Wild Apricot implemented so the membership will be online. The membership will be informed of the changes prior to the launch. An RFP for website design will be created and distributed.

Skills. Reid reported that the skills survey would be updated and information about how to do the survey would be available to regional meetings. A skills calendar of opportunities would be kept. Two minute "how to do" videos for social media would be created.

Membership. Beard said skills information would be added to the new membership program when members join. Members would automatically receive membership renewal notices via e-mail and reminders if they do not renew.

Stewardship. Reid will create an orientation folder for new board members. Regional boundaries will be reviewed. The website will have a section on a living history boot camp with ALHFAM responsible for the contents. The project with Left Coast Press will be pursued. The communications manager duties will be reviewed in June.

The board recessed to visit the Mexican navy training ship that was visiting San Pedro. We had lunch and returned to the USS Iowa to resume meeting.

**Conference Planning Guide.** Kelleher is updating as necessary.

**Knowledge Base.** Watson said the permission agreements are ready to be sent to authors in all past Proceedings. Searches are continuing to find authors that are at present unknown. The permission agreement will be sent and then a reminder if necessary. A quote on media professional liability insurance has been obtained but will not be purchased until the knowledge base is ready to be rolled out. This should occur in March 2015. The next task for the task force will be to contact past Bulletin authors. The permission agreements will be returned to Danielle Houghton at Howell Farm and archived for 2 years. Part of the town hall meeting in Williamsburg will be to explain the project and the necessity for author permission and insurance. The 2015 annual meeting will seek the permission agreement during the conference.

**Research Fund.** A potential fund in memory of Jay Gaynor that would be restricted to research projects has been proposed to ALHFAM. ALHFA would be the administrator but the donor of the fund would like to participate in the choice of recipients. Discussion was deferred until next June.

**Revised Procedural Guidelines.** Glatfelter will make changes to the guidelines as directed. The electronic archives policy will be updates.

**2015 Ballot.** Included with the ballot will be an information letter informing the members that a printed program for the annual meeting will not be sent and all information will be on the website.

Since the reports were not given in the order listed in the agenda, Kelleher moved that all reports be approved as presented. Beard seconded. Motion passed.

### **NEW BUSINESS**

Watson moved a resolution of thanks from the board to the crew of the USS Iowa, the board of Associated Foundations and Barry and Marie Herlihy. The secretary will send thank you notes to Jamie Perez from the USS Iowa, Associated Foundations and the Herlihy's for their splendid hospitality.

**2015 Budget.** T. Sheridan joined the conference call to make adjustments to the 2015 budget as they were discussed and approved. The final budget showed an operating deficit of \$6,437.00 and additional potential expenditures of \$26,000.00 related to strategic initiatives. The result is a total deficit of \$32,437.00.

**MONTHLY CONFERENCE CALL.** Reid will send out a poll to determine the time and date for an early December call.

The meeting adjourned at 5:05 pm.

Respectfully submitted,

Judith M Sheridan, Secretary