

Besser Museum for Northeast Michigan  
Executive Director Report for Board of Trustees Meeting  
JULY 2023

The Besser Museum has been short staffed this month. Everyone is helping cover the front desk and run planetarium shows when needed. Tina works at the front desk Wednesday, Thursday, Friday, and Saturday. John Heath has been running planetarium shows on Friday, Saturday, and Monday. Matt and I have been running shows the Tuesday through Thursday.

**Museum Admissions for July are as follows:**

Adults	436
Seniors	265
Children	261
Free Adults	133
Free Child	106
Free Member	12

**Total: 1,213**

**Planetarium Admissions for July are as follows:**

Planetarium	491
Free Planet	20

**Total: 511**

**MISCELLANEOUS:**

1. Took a week and a half off in July for vacation.
2. Worked Saturday, July 15 running the planetarium show because John was off. I worked Saturday July 22 for the NEMAG art reception. I worked Saturday, July 29 because Tina was off. I worked Saturday, August 5 and Sunday, August 6 preparing the Wilson Gallery and setting up an exhibit. I worked Saturday, August 12 for the Juried Art exhibit reception.
3. I will be on vacation from September 6 through September 13.
4. Prepared the Besser Foundation annual report and request for operational support.
5. Created and mailed out letters to past-due museum memberships. We have received some responses to that mailing. However, our membership is still lower than in previous years.
6. Nicole Page was hired as the new Museum Assistant. Nicole will start work September 5<sup>th</sup>. Nicole is a graduate from Western University with a degree in Public History. She has experience with Past Perfect, cataloging artifacts, museum outreach, and retail.
7. John Heath has been running the planetarium programs on Friday, Saturday, and Monday during June and July. Matt and I are running the programs on the other days of week. The fall schedule starts after Labor Day, September 4<sup>th</sup>. We will be closed to the public on Tuesdays, and only offer public planetarium programs on Fridays and Saturdays.
8. Volunteers have started working on the Season of Light displays. The exhibit is scheduled to open November 19.
9. Worked on some audit information. SLK is still working on the audit for FY 2021-22. After completing that audit, they will immediately start working on FY 2022-23.
10. Worked with Marie Williams on our accounting and setting up some new accountants in Quick Books to track revenue and expenses for the DNEMH and the GLFH exhibit projects.

11. Matt, Sarah, and I are scheduled to attend the Michigan Museum Association Conference at the Sloan Museum in Flint from October 23 through October 25. The Museum will be closed on that Monday and Tuesday.

## **BUILDING PROJECTS:**

### **MUSEUM EXTERIOR:**

**Roof Repairs:** No action on the new roof has been taken at this time.

### **Meridian Construction:**

1. **Chinook Project:** Meridian is scheduled to start construction September 18<sup>th</sup>.
2. **Exhibit Gallery Renovation:** Meridian has been working on the first phase of the gallery renovation. Please refer to the Facility Report for full details.

### **NEW HISTORY EXHIBIT:**

1. As mentioned above, Meridian has been working in the gallery, removing the ceiling, and hanging drywall.
2. SRS will host a virtual meeting Tuesday, September 5 to review Schematic Design 2.
3. Once the final design is completed and approved, the second phase of the fundraising efforts will commence. Please refer to past Director reports for the project timeline and total funds raised to date.
4. Content development for each area of the exhibit is ongoing.