

Besser Museum for Northeast Michigan
Executive Director Report for Board of Trustees Meeting
December 2018 – January 2019

1. AAM Reaccreditation:

AAM Reaccreditation Progress Report was submitted for the December 14, 2108 deadline. We should be hearing something back after the AAM Board Meeting in February.

2. Employee Handbook: The handbook makes no mention of sick days or how to account for time off when sick. The handbook also states that employee vacations are determined by years of service, but that the vacation time resets at the start of the fiscal year. A Board discussion on both these topics needs to occur.

- a. Should vacation time be awarded on the employees' anniversary date?
- b. Should the handbook be revised to mention sick days (pay)? Should it be part of their vacation days? Should full-time employees receive up to 3 personal/sick days per year?

3. Facilities:

- a. Susan Edwards from R.S. Scott Associates is continuing to work on the architectural drawings for the renovation of space and to address exterior concerns. We have not received a progress report to date.
- b. Good Design submitted a first draft of an exhibit redesign for the upper level.
- c.

4. Native American Exhibit Project: ONGOING

- a. Good Design needs to finish the exhibit concept and narrative. These documents will be used as a tool to pursue funding.
- b. Decisions on hiring consultants needs to be made.
- c. Research and development should be finalized in the next few months.

5. Fisheries Exhibit:

- a. The GLFT Grant was completed and submitted by January 4th. We should be hearing word sometime in February.

6. Art:

- a. **Erv Lewandowski:** Erv and Mark Beins will be exhibiting in the Wilson Gallery in January through April. The opening reception will be Saturday, January 26th at 3 pm to 5pm.
- b. **Winter Blues:** The Winter Blues non-juried art exhibit brochures were mailed out last October. More marketing has to be done for this exhibit. The theme was very popular last year and served as a mini-fundraiser. We hope it has the same success this year. Entries will be received January 21st through January 28th. The opening reception will be on Wednesday,
- c. I need to follow up with the Ritlzer art exhibit project.

7. Special Events:

a. Besser Museum Jingle Bell Run November 23, 2018.

1. For the first year, the run had over 50 participants which was reportedly a good turnout. There are several details to work out for next year, but we hope to host it again. Total revenue from entries was \$400.00 – but the publicity was valuable.

b. Mindful Movement at the Museum: Yoga

- i. The regular Tuesday evening yoga was not scheduled for January through March. We are considering offering the program again in April.
- ii. A special yoga program is being held at the museum in January on Sundays at 4:00 until 5:30 p.m. with approximately 8 participants.

c. Season of Light – Christmas Exhibit:

- i. Season of Light reception will be on Saturday, November 17th. We have 170 people attending.
- ii. Education Coordinator (Amanda) hosted a successful Season of Light fieldtrip program with approximately 500 students.
- iii. There were also a few private parties during December. Two of the private parties were Leader level members redeeming their one free private use of the museum. Another was a coupon redeemed from Rotary Brew on the Bay event.

8. Collections Highlights: (see full report)

- a. Maggie continues to diligently work on creating and implementing new policies and procedures. Maggie's monthly Collections Manager report provides more details.
- b. Maggie is processing on the Cranbrook Animal education collection.

9. Education Highlights: (see full report)

- a. Currently being developing is an Art and Astronomy program that will take the place of the Full Steam Ahead family fun days.
- b. Education, Planetarium, and Collections departments are working on the Apollo 11 exhibit and complementary programming.
- c. Calendar of event includes Spring Fieldtrip programs, Log Cabin Day, Fall Harvest Fossil Fest, and Season of Light.
- d. Developing evaluation and program assessments is also ongoing.

10. Planetarium Highlights: (see full report)

- a. Identified a Season of Light program for \$1,500. A grant to the CFNEM Youth Advisory Council has been awarded to purchase the Star of Bethlehem. This will be used for next season.
- b. Working with Education and Collections department on the Apollo 11th exhibit and programs.
- c. Ongoing development of new shows.