

CMA Board of Trustees Meeting
July 13, 2016
Via Teleconference

The following persons were in attendance:

Directors: John Sowles, Jack Day, Harvey Waller, Lowell Larson, Dana Banfield, Stewart Morris Jr., Jerry Rider, Dale DeHaan

Advisors: Howard Kietzke, Ray Casella, Colonel Davis, Jim Granito

Employees: Mindy Groff and Virginia Goodman

A) Approve Minutes from April 20, 2016

- Motion by Stewart Morris Jr. to approve the minutes from April 20, 2016. Second by Ray Casella. Motion passed unanimously.

B) Review of Action Items from February and April

- Written report accepted. The following Action Item carries forward:

1. **Action Item to carry forward:** *Jack Day and Ken Wheeling to discuss potential loan of CMA vehicles to the St. Lawrence Museum.*
2. **Action Item:** *The Board of Directors, particularly the Executive Committee, is encouraged to attend the CAA's upcoming board meeting at the Mullet Hall Equestrian Center. The dates of this trip are October 19-23, with the date and time of the board meeting to be announced.*
3. **Action Item:** *John Sowles will visit the CMA's carriage collection in Augusta, GA following the Mullet Hall Event. Other directors are encouraged to participate*

C) Strategy Committee

4. **Action Item:** *John Sowles will reach out to Trustees and Advisors to join committees and take leads on projects*
5. **Action Item:** *John Sowles to e-mail existing committee and project list to full Board of Trustees*

D) Finance and Investment Committee

6. **Action Item:** *Upload additional report from John Howle to CMA's website for Board review – Mindy Groff*
7. **Action Item:** *Meet with Brad Oberlander to discuss preparation of reports – Virginia Goodman and Lowell Larson*
8. **Action Item:** *Research prior sale of books at Martin's Auction and add that total to restricted funds – Mindy Groff*

E) Development Committee

9. **Action Item:** *All Directors, Advisors, etc. to e-mail three names and addresses to Mindy for inclusion on the mailing list*
10. **Action Item:** *All members of the board are encouraged to donate to the CMA's fundraising campaign, at any monetary level, so that we reach 100% support*
11. **Action Item:** *Identify a specific item or goal to raise funds for in the fall*
12. **Action Item:** *Board member to volunteer to write article for the Fall Newsletter*

F) Office Operations Committee

- Written report accepted

G) Publications Committee

13. Action Item: *Identify advisors who would be willing to serve as copy editors or additional authors on the Fire and Police book*

H) Curatorial Committee

14. Action Item: *Curatorial Committee to finalize draft of vehicle Loan Agreement and present to the full Board of Trustees at the next meeting. This agreement will be used for the potential loan to Skyline, and also serve as a template for any potential future loans.*

15. Action Item: *Renew Memorandum of Understanding with Augusta Carriage Museum*

I) Tech Team

16. Action Item: *Joint Tech Team to schedule a meeting for September*

J) Old/New Business

17. Action Item: *Interested Board Members to discuss status and further refine idea of Virtual Museum. John Sowles will send report of existing status and progress to Ray Casella, Harvey Waller, Jack Day, Stewart Morris, and any others who wish to participate*

18. Action Item: *Summarize proposal from National Sporting Library relating to online collection database – Mindy Groff*

19. Action Item: *Harvey Waller to contact John White about potentially assisting with legal aspects of Brewster Copyright project*

20. Action Item: *Howard Kietzke to get quote on producing belt buckles with Brewster logo*

K) Next Board Meetings

- The CMA Board of Trustees will meet at Martin's Auction on Thursday, October 13 at 6:30.
- John Sowles will be participating in the CAA's board meeting at Mullet Hall during their trip on October 19-23. Other board members, specifically the Executive Committee, are encouraged to attend.
- Motion by Lowell Larson to adjourn meeting. Second by Harvey Waller. Motion passed unanimously. Meeting adjourned.

All reports from this meeting of the CMA Board of Trustees are available for review on our website, at <http://carriagemuseumlibrary.org/july-13-2016/>