

Action Items Report – October 2016

Action Items from July

- 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 to carry forward:** Ken Wheeling to schedule visit to Mt. Vernon, and inform Jack Day and Harry Tucci of his plans so they can join him.
- 3. 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 **October 20**. **John Sowles will attend.**
- 4. 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. **Agenda item**
- 5. Action Item:** John Sowles will reach out to Trustees and Advisors to join committees and take leads on projects. **Agenda Item**
- 6. Action Item:** John Sowles to e-mail existing committee and project list to full Board of Trustees. **In Meeting Packet**
- 7. Action Item:** Upload additional report from John Howle to CMA's website for Board review – Mindy Groff. **Completed**
- 8. Action Item:** Meet with Brad Oberlander to discuss preparation of reports – Virginia Goodman and Lowell Larson. **Completed**
- 9. Action Item:** Research prior sale at Martin's Auction and add that total to restricted funds – Mindy Groff. **Completed.** (In 2010, we made \$2,068.12 at Martin's Auction. Combined with the carriage sale in 2011, that should bring the total of our restricted funds up to \$27,718.12. (It should also be noted that we sold \$1,563.18 worth of books in 2014. Those funds have already been spent on acquisitions.)
- 10. Action Item:** All Directors, Advisors, etc. to e-mail three names and addresses to Mindy [Virginia] for inclusion on the mailing list. **Ongoing**
- 11. 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. **Ongoing**
- 12. Action Item:** Identify a specific item or goal to raise funds for in the fall. **Ongoing**
- 13. Action Item:** Board member to volunteer to write article for the Fall Newsletter. **Virginia Goodman has researched this article and a draft is in progress.**

- 14. Action Item:** Identify advisors who would be willing to serve as copy editors or additional authors on the Fire and Police book. **Sowles and Larson will do.**
- 15. 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. **Agenda item**
- 16. Action Item:** Renew Memorandum of Understanding with Augusta Carriage Museum **Carry forward**
- 17. Action Item:** Joint Tech Team to schedule a meeting for September **Agenda Item**
- 18. 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 **Agenda item**
- 19. Action Item:** Summarize proposal from National Sporting Library relating to online collection database – Mindy Groff. **Carry forward**
- 20. Action Item:** Harvey Waller to contact John White about potentially assisting with legal aspects of Brewster Copyright project. **Status?**
- 21. Action Item:** Howard Kietzke to get quote on producing belt buckles with Brewster logo **Status?**