

CMA Board of Trustees Meeting

January 25, 2017

Lexington, KY by teleconference

The meeting was called to order by Chairman Jack Day at 9:00 AM on January 27, 2017 by teleconference.

The following persons were in attendance:

- Directors: Jack Day, John Sowles, Harvey Waller, Dan Bussey, Lowell Larson, Ken Wheeling, Stewart Morris Jr., Dale DeHaan, Dana Banfield, Bill Nygren, Gloria Austin
- Advisors: Howard Kietzke, Ray Casella, Holly Pulsifer, Harry Tucci, James Granito
- Employee: Virginia Goodman

1. Approval of Minutes

- a. Motion by John Sowles to approve minutes from October 13, 2016. Second by Harvey Waller. Motion passed unanimously.

2. Treasurer Report

- a. Lowell Larsen discussed items on the Statement of Activities – Budget Performance for Fourth Quarter and Year 2016. Jack Day indicated all directors and advisors need to donate annually during our fund drive. He thanked all who have done so. Motion by Ken Wheeling to approve financial reports. Second by Dale DeHaan. Motion passed unanimously.
 - i. **Action Item:** Virginia Goodman to review Account 1400-02 Inventory for Sale and adjust as needed.

3. Investment Report

- a. The investment report prepared by John Howle was discussed. 2015 should read (10.80%), as it was a loss (typographical error on report). Stewart Morris Jr. proposed a strategy going forward for investment fund growth.
 - i. **Vote:** The fund should have a target 5% investment fund growth over inflation, which has recently been about 2%. The target growth of the fund for 2017 would therefore be 7%. Motion by Ken Wheeling that the target growth strategy be voted upon. Second by Gloria Austin. A vote was taken and passed unanimously. Thus the target growth for 2017 for the investment fund will be 7%.

4. Nominating Committee

- a. Harvey Waller thanked all the Directors, Officers and Advisors who have served for 2016. The following slate of officers was put forth for a one-year term to expire January 2018:

President – John Sowles
Chairman – Jack Day
Vice President – Harvey Waller
Vice President – Dale DeHaan (moved up from Director)
Treasurer – Lowell Larson
Secretary – Dan Bussey

Motion by Harvey Waller to accept the slate of officers for 2017.
Second by Ken Wheeling. Nominating Committee recommendations
passed unanimously.

Need to add Holly Pulsifer and Ray Casella as Directors.

- i. **Action Item:** Virginia Goodman will revise the Directors and Advisors list to the current slate and circulate to the Board, together with the Nominating Committee Report.

5. Office Ops and Admin

- a. Action Items – no questions on the office operations report or Action Item list from October. One action item is carried over from last report:
 - i. **Action Item:** Visit to CMA’s carriage collection in Augusta, GA has been postponed until spring.
- b. Insurance – All insurance policies are now consolidated under one insurance carrier, Cincinnati Insurance, at the same premium but with the 23 CMA carriages now insured at 80% of their assessed value. Virginia and Linda Freeman (volunteer) are conducting an inventory of the the rare books for documentation to the insurance company. Jack Day noted that the overall coverage was much better.
 - i. **Action Item.** Virginia will circulate the rare book list to the Board when the inventory has been completed.

6. Joint CAA/CMA Tech Team report

- a. Stewart Morris Jr. reviewed the short and long-term goals for both. Discussion on how CMA and CAA share resources; same computer support system, scanner and office equipment. There is need to work together to achieve the mission of both organizations. The Virtual Museum project will need a broader participation from both the CAA and CMA.

7. Strategy report

- a. John Sowles reviewed the 2017 goals; many are carrying over from 2016. His highest priority is developing a set of proposals to consolidate CAA/CMA, and the second is the Virtual Museum project.

He also discussed the Fire & Police book project, which was begun by Susan Green. Ken Wheeling mentioned that Kathleen Haak, who is temporarily working for CAA, has offered to assist with completing the draft. Gloria Austin recommended her. Since we had a grant to complete it (Gloria Austin and Dr. Cook contributed), John believes it is important to finish it.

- b. John Sowles reviewed the proposed 2017 budget. Motion was made by John to approve the 2017 budget, subject to adjustments over the year as needs dictate. Second by Ken Wheeling. The 2017 budget was approved unanimously.

8. Curatorial Committee

- a. Lending Agreement – document will be amended to address Ken Wheeling’s concerns regarding term (item 2), language of use not strong enough to prevent hitching of vehicles (item 3), and inspection terms (item 6). Motion was made by Dale DeHaan to approve the Lending Agreement as amended. Second by Harvey Waller. Motion accepted unanimously.
- b. Deaccession carriages. The CMA needs to deaccession vehicles that do not meet its curatorial priorities; Ken Wheeling has identified several. Jack Day mentioned that the Fletcher vehicles have been voted upon to deaccession. In addition, 3 vehicles have been loaned to Skyline Farm.
 - i. **Action item:** John Sowles will send names and photos of vehicles to deaccession to the Board and request a vote.

9. Brewster Project

- a. Belt Buckle. Howard Kietzke has placed an order for a prototype for a small and large belt buckle, will be forthcoming in next month or so. He will circulate for comment before commencing on the leather belts.
- b. Trademark. Stewart Morris Jr. reported on status. He has met with a lawyer and reports that it would cost approximately \$1500 in fees over the next 10 years. The purpose is to “put a stake in the ground.” CMA will own name to produce carriage related parts but not other non-carriage related items. John Sowles noted that the budget would have to be revised; Stewart Morris Jr. and Jack Day volunteered to contribute. Discussion of the ramifications. Stewart said we would list the items we are protecting.
 - i. **Vote:** Motion made by Stewart Morris Jr. to proceed with the Trademark project. Second by Dale DeHaan. Due to the discussion and concerns expressed, each vote is recorded:

Bill Nygren – No
Lowell Larson – Yes

Dan Bussey – Yes
Gloria Austin – abstain because not sure of ramifications
Harvey Waller – Yes
Jack Day – Yes
John Sowles – No, not in mission
Ken Wheeling – No
Dana Banfield – No
Stewart Morris Jr. – Yes
Dale DeHaan – Yes

Advisor Harry Tucci recommended against it.

The majority prevailed; Stewart Morris Jr. will proceed with initiating procedures for obtaining trademark for Brewster carriage parts.

10. Collection Catalog Template and Virtual Museum

- a. John Sowles thanked Stewart Morris, Jr., Ray Casella, and Harvey Waller for their assistance. They have developed a standard format using Recollector that is easy to use.
 - i. **Action Item:** John will meet with Ray and Harvey in Florida to develop a workplan for the Virtual Museum and present that at the next Board meeting.

11. Concours d'Elegance

- a. Dana Banfield reviewed the contents of his email, requested a short article from a Brewster collector and a speaker. Gloria offered to assist, and Dana will send an email on other sponsorship opportunities. He is looking for volunteers to greet visitors to the carriage exhibit. He asked if the Board would agree to sponsoring a trophy for \$250; John Sowles indicated that there is that amount for exhibits already in the budget.

12. New Business

- a. Lowell Larson advocated that name be changed from Carriage Museum; thinks our name should reflect what we are. Gloria Austin thought this should be addressed as we consider options to consolidate with CAA.
- b. Bill Nygren suggested that to gain exposure and be of public service would be to insert hyperlinks to the CMA through Wikipedia where carriage terminology is used.

Motion by Jack Day to adjourn meeting. Second by Gloria Austin. Meeting adjourned at 11:15 AM.