**AMA Board Meeting**

February 15, 2019

Conference Call

*Members Attending*: Gloriaann Sanders, Angela Gibbs, Kathleen Pate, Jennifer Wisnewski, Angela Ryland, Richard Spilman, Jack Wilson, Amanda Colclasure, Shane Lind, Angie Albright, Judy Costello

Gloriaann thanked Jack Wilson for coming on board

Minutes: Kathleen motion to approve, seconded by Angela Ryland

Treasurer’s Report: Jennifer Wisnewski submitted the conference budget and the annual budget.

* Conference Budget:
	+ Estimated 100 attendees.
	+ The silent auction income and sponsorship estimates were based on past years.
	+ All new catering numbers and known expenditures
	+ 10 scholarship added for registration, and 10 for a travel stipend
	+ Listed all of breaks, meals. Thursday lunch provided by railroad museum left blank but will be included as an in kind donation.
	+ Proposed budget for Museum Association Professional of the Year.
	+ Additional income for membership updated
	+ Kathleen changes: The waterfront facility rental went up to $550.
	+ Tuesday evening reception bus tour: Leonor confirmed that they will be providing bagged snacks and adult beverages. Tour name changed to Saints and Sinners to fit in with the houses of worship and juke joints. Jimmy Cuttingham, Jr. will lead the tour.
	+ AMA will provide sodas and hors d’oeuvres at the Pine Bluff Historical Museum.
* Annual Budget:
	+ Wild Apricot renewal: Wild Apricot provides own payment processing, if we continue to use PayPal then there will be an additional 20% fee.
	+ Scholarships: Professional Development
		- $1250 Gincie Higgs
		- $700 for JIMI registration and travel stipend for 2020.
		- Gloriaann asked where the Museum Advocacy Day enter into the budget, is listed in the budget as a line item under expenditures. Amanda will send receipts from Advocacy Day to Jennifer or send them to the P.O. box.
* The current budget was sent to board members. The minor typos will be corrected.
* Kathleen made motion to accept 2019 budget, Shane seconded.

Conference Update:

* Gloriaann thanked everyone for hard work.
* Hotels: The host hotel said they were booked and people have had issues with booking with the hotel direct, Kathleen will check on situations and work with people via cell phone.
* Sessions: Richard says everything is fine for his session, sessions are posted on the website. Angie will send out request for presenter bios.
* Scholarships: Jennifer says the scholarships are still open through the 18th. There are 11 applications current, nine are new people. Several of them have received scholarships in the past, but new people will be first. Shane and Amanda are the two repeats, but requested to be taken off the list. All but one application have requested both travel and registration stipend. Once list is finalized, Jennifer will post on the board forum, which the board will approve and notify the recipients. Recipients will be listed by Angela Gibbs on the website.
* Awards: Shane states the judges are working on awards, two sets are out now and more will be sent next week. The goal is to have them completed by end of February, the plaques will be done in early March. He needs to make some corrections to the report, the graduate student category had three entries, but all for the same person. The conservation category has only one entry. The award plaques can be finished within two weeks. Kathleen asked if Southeast Engravers in Pine Bluff can be used for awards, as they can do it in two weeks. Kathleen will co-host the awards.
* The Mayor of Pine Bluff has confirmed to welcome us at the Business luncheon on Wednesday.
* Awards Banquet Non-Member Attendees:
	+ The 8 of the Pine Bluff A and P commissioners plus the Executive Director
	+ Rachel Miller has been asked to invite the Arts Center board of trustees.
	+ The board of the Railroad Museum. The Railroad Museum Director will receive the Peg Newton Smith Award, but it will be a secret. Kathleen will reach out to Steven McAteer regarding people who might know her and want to be invited.
* The raptor show is a go on Thursday evening from 5 to 6 at the Delta Rivers Nature Center. There will be no alcohol at this event. Kathleen will update website language to a “gap activity.” There will be no charge for the Raptor Show, and they will be offered a host site registration comp.
* Silent Auction: According to Amanda Colclasure, no one has filled out the form on the website.
	+ Heather will bring a Fayetteville Chamber of Commerce basket, Old State House basket, and a MacArthur Museum basket.
	+ Kathleen has also had issues in pre-signups in the past.
	+ Ray Screws from Arkansas National Guard will bring items he forgot last year
	+ Kathleen will bring Arkansas Traveler’s baseball family 4-pack tickets and a basket themed around presidential drinking.
	+ Amanda has gathered a variety of items from around the state including tickets, gift certificates, and other items.
	+ Jack, Richard, and Gloria have items.
	+ Angela will send e-mail blast today, March 1st, and March 15th. She will include information that if the form is not filled out on Google docs, then the forms will need to be filled out by hand for each item at the conference.
	+ Kathleen will bring a cash bag with change in it.
* Conference Book: Angie Albright will send a request for bios, check on commitments for ads, and ask for a letter from the mayor.
	+ Heather Marie sent her a very good outline.
	+ March 1st is the deadline for personal information.
	+ Angie asked how many will we need to be printed. Kathleen suggested limiting the number of pages in the booklet as part of the green initiative. To limit the number of pages, she suggested a complete version of the booklet online, while including only the conference essentials in the printed version. The shortened version will include presenter names rather than complete bios, slate for voting on, etc.
* Signs: Kathleen will work on it when she talks to Angie about the booklet. She will go over to the Arts Center with the schedule to make notes and assign rooms.
	+ Kathleen comfortable with local arrangements, coming along well.
	+ Gloriaann thanked everyone for the good job

Future Conferences: Kathleen asked the question about where next conference will be.

* Shane will reach out to Laura Miller at Hot Springs National Park.
* Other options include northeast Arkansas (Marshall’s Museum opening pushed back a year), Stuttgart, and Little Rock.
* Judy Costello says that the Arkansas Living History Conference will be there soon. SEMC looking at this area.
* Jack will check on South Arkansas, Shane will check on Hot Springs
* Kathleen will keep in touch with Stuttgart.

Kathleen is hoping that Heather Marie can at least visit the conference.

Shane motion to adjourn, Angela Ryland seconded.