

**ASSOCIATION FOR LIVING HISTORY, FARM & AGRICULTURAL MUSEUMS
BOARD MEETING JUNE 19 & 20, 2014
CARRIAGE HOUSE INN & BOARD ROOM AT HISTORIC CALGARY, CALGARY, CANADA**

PRESENT: Reid, Watson, Radcliffe, Kelleher, Beard, Herlihy, Glatfelter. Incoming board member Kathy Dickson

Reid called the ALHFAM board meeting to order on Thursday, June 19 at 5:11 PM mountain time. Kelleher was appointed temporary secretary & timekeeper. Glatfelter recommended that the board group photo be added to Friday's agenda. Passed by acclamation. Personal updates were done. Sheridan's reports were postponed until her arrival. The agenda was approved by consensus.

PIG Committees. Reid reported most of the committees had sent reports. No report was received from FPIP. Kelleher attended their successful spring meeting at Colonial Williamsburg. Foodways also did not send a report and Kelleher brought the group up to date on what was happening with that PIG. Beard asked why the Replica Resource Committee was part of the Communications Committee. Machinery will try and find a new chair in Calgary. The new Historic Trades PIG is moving forward.

ADMINISTRATIVE COMMITTEES

Archives. Watson reported that he and Matt Miller are planning a road trip to visit the archives at Old Sturbridge Village to determine suitability of including materials there in the Knowledge Base. The Proceedings beginning with 1975 have been scanned for the Knowledge Base.

CORN Committee. Kelleher reviewed his report. The Western Region rep is looking for a replacement after many years of service. Herlihy mentioned a possible candidate. The Canadian regions are reviewing their boundaries. Plans for the 2014 fall board meeting in conjunction with the Western Regional in California were discussed with the hope that no other regional meeting would be set for the same time. The board meeting will be after the regional on the last full weekend in October. Kelleher will communicate information to the regional reps about available funds, use of the ALHFAM logo and registration costs that will include a basic membership for non-members. He also will send the files on hosting regional meetings including the MOMCC planning guide.

COOP. Alicea-Covarrubias sent a written report. Reid and Watson made positive comments about advocacy. Discussion ensued about how statistics help prove living history is an economic engine. Reid reported that AAM has pulled support for historical administration and suggested ALHFAM join AASLH in the month long professional development program for historical administration they are planning. Questions indicated that ALHFAM had interest but could not decide without additional information. Reid will compile more information for a decision and add to the fall agenda.

Desaulniers joined the meeting at 6:03PM. McCormack joined the meeting at 6:11PM.

CORN COMMITTEE. The written report was reviewed. The board discussed how the regions communicate with their members. The reps need the e-mail addresses for their region's members. Reps are not submitting information to the e-Update. There was discussion over the need for a regional communications guide.

Dinner break from 6:30 to 7:05.

COMMUNICATIONS COMMITTEE. Reid applauded Glatfelter for her work with the committee prior to the board meeting so that the board would be able to focus on issues of long term importance during the short time we meet.

Norwood joined the meeting at 7:12PM.

NOMINATING COMMITTEE. Discussion was held about potential candidates for 2015. The post of secretary/treasurer following Sheridan's retirement in 2016 was discussed. Herlihy moved that a search committee be created. Alicea-Covarrubias seconded the motion. Kelleher offered a friendly amendment that an ad hoc advisory committee will advise on the responsibilities and assigned duties of the secretary/treasurer and make recommendations to the board at the October meeting. The committee might also recommend separating the secretary function from the treasurer function. Motion passed unanimously. Reid will appoint a committee will consist of 3 board members and 1 outside member.

FUTURE SITES. Radcliffe noted that the board keep in mind where the core of the member population resides when choosing annual meeting locations but also reach out to less populated areas. The benefits of college/university conference lodging versus hotel based conferences in terms of attendee affordability and potential financial return to ALHFAM also need to be considered annually. The same set of questions need to apply to regional meetings. Reid said several documents has been sent to Sharepoint relating to the 2016 annual meeting bid from the LSU Rural Life Museum. David Floyd is already working with a hotel, seeking sponsors and has submitted a budget plan based on the last time an annual meeting was hosted in Baton Rouge.

MEMBERSHIP. Beard recommended that the board have access to a more detailed membership breakdown. Desaulniers also noted the needed for a member profile and McCormack said it would be necessary for a marketing plan. There was a discussion about the benefits of membership and recruiting new members. Beard thanked Reckseidler for incorporating sessions for emerging professionals in this year's program. The mentorship program has been successfully setup for the second year. Beard said to grow the membership we need to create a marketing plan along with rebranding and a new website. A complete package is necessary for growth.

2014 ANNUAL MEETING. Reckseidler said there were 128 full registrations and with guests and single day registrations the total was 152. Several people joined as new members strengthening the Western Canada region. All of the pre-conferences tours and workshops were filled. Heritage Park and Alberta Tourism are sponsoring the Presidential Banquet. There were other sponsors that resulted in reduced fees for visits to sites and meals. The online registration worked well thanks to Matt Miller. She reviewed housekeeping details for the board meeting tomorrow.

FELLOWSHIPS/AWARDS. McCormack and Desaulniers reported for Simon. They proposed some changes to the fellowship criteria in 2015. Reid reviewed the committee's responsibilities. The board confirmed the nomination of Clarissa Dillon as recipient the 2014 Schlebecker Award.

Reid reported on various European museums and groups that ALHFAM interacts with and noted that AIMA will have a congress in Marseilles, France in November. She summarized contacts with other organizations that are seeking joint ventures with ALHFAM including several living history groups and European agricultural societies. The board briefly discussed the necessity for the 2017 annual meeting to include a professional development day and 4 full days for sessions and site visits. The board adjourned at 9:08pm until tomorrow morning.

Saturday, June 20. The board room at Heritage Park. The board reconvened at 9:05AM with the addition of Sheridan.

A motion to approve the minutes of the October 2013 board meeting at Howell Farm was made by Beard and seconded by McCormack. Motion passed. A motion to pass the 5 sets of conference call minutes from December 6, 2013, January 24, 2014, February 28, 2014, April 2, 2014 and May 7, 2014 was made by Kelleher. Seconded by Norwood. Motion passed. Sheridan reported that fellowship checks had been written to the recipients and noted that 2 had been funded Associated Foundations, Inc. The 2013 Proceedings have been mailed to those that receive them as a member benefit and to the authors of the articles that were printed. The 990 tax report was passed around the board and it should be included on Sharepoint. The ALHFAM mission statement needs to be added to the last page of the report. The first quarter treasurer's report will be filed for audit.

AUCTION. Sheridan is working with Sue Hanson on this year's auction. Several people will be asked to fill in for Blake Hayes.

AUDIT COMMITTEE. No report received from chair Hal Simon.

FINANCE COMMITTEE. Radcliffe reported that all was in order.

STRATEGIC PLAN. The board divided in groups for plank committee reviews, updates and recommendations. Each plank reported to the full board and then divided again for a second session of review and then reporting to the full board. Each plank chair has a record of the recommendations. One action that will be taken is to invite Wild Apricot to make a presentation for the fall board meeting. This can be with a representative on hand or electronically. This is the group we are considering for a total updating of membership programs, online registration, online membership renewals, etc.

PROCEDURAL GUIDELINES. Several sections of the Procedural Guidelines were reviewed and discussed. Alicea-Covarrubias moved that the changes discussed be incorporated. Herlihy seconded. Motion passed.

KNOWLEDGE BASE UPDATE. Watson and Matt Miller showed an updated presentation that Watson plans to use for the annual meeting. The board needed to decide whether the project is at the stage where we can involve the membership. All of the Proceedings are now on the site but over 1,000 authors are listed. We discussed several scenarios about contacting these people. We also reviewed several forms prepared by legal counsel that would obtain the permission needed to go public. Review of the forms showed that small tweaks were necessary for our particular organization. ALHFAM's risk tolerance for a potential lawsuit resulting from including an article previously published in a Proceedings was discussed. Is insurance available to cover this type of risk? The Proceedings are already copyrighted in the association's name. At least 3 different forms are anticipated to include all of the information that will make up the Knowledge Base. All Publication Committee, regional and other committee information should be available in the Knowledge Base. Herlihy moved that upon receipt of appropriate insurance to cover the potential risk of a lawsuit by a published author reducing the association's risk to a low level, the Knowledge Base should go live. Kelleher seconded. Motion passed. Contact will be attempted with all previous authors and signed forms for new authors will be required pre-publication going forward. Desaulniers moved that the process of contacting authors for permission to include in the Knowledge Base should begin immediately. McCormack seconded. Motion passed. Alicia-Covarrubias moved that the forms presented to the board include an explanatory preamble written by counsel explaining why they are needed. All 3 forms need consistent wording as expressed by the Communications Committee. Herlihy seconded. Motion passed.

We were joined by Ron Carnegie, Martha Katz-Hyman and Katie Boardman

2015 ANNUAL MEETING. Carnegie said the dates would be June 19-23, 2015 in Williamsburg, VA hosted by Colonial Williamsburg and nearby museum partners. The theme is "Doing & Telling: A Living History Toolbox". Registration was set at \$425.00 after reviewing the budget. The lodging will be at The College of William and Mary. Katz-Hyman is program chair. No printed program will be sent to members next year. Notice will be made when the program is available online for registration.

COMMUNICATIONS COMMITTEE. Katz-Hyman reported as communications manager. She said that Nancy Egloff would be the editor of the 2015 Proceedings possibly with the help of Cliff Jones. Reid has volunteered to edit the 2016 Proceedings. Woodcock is updating the Replica Resource List. Information for the monthly e-Update should be submitted by the 10th of each month to expedite sending it on time. There have been some problems with binhost, our discussion list host, but they have been fixed as they occur. The social networks will need to comply with the new branding guidelines as soon as possible. The branding also needs to be included in annual meeting program. Katz-Hyman approves members to LinkedIn. The pictures on the website should be changed monthly. Boardman reviewed Bulletin policy issues and discussed the archiving the Bulletin digitally so it can be included in the Knowledge Base. Author permission will also need to be sought for doing that. It was decided to hold off on a color cover for the Bulletin until all of the branding is in place. The contract for Cherry Valley Group from June 2014 to May 2015 was reviewed. Total cost not to exceed \$9,500.00. CVG was asked to indicate how much time they donate. Sheridan moved it be accepted, Watson seconded. Motion passed.

Since the reports were not given in the order listed in the agenda, Kelleher moved that all reports be approved as presented. Beard seconded. Motion passed.

NEW BUSINESS

Plank Committee Assignments:
Dickson- Communications
Lynch- Membership
Taylor- Skills

MONTHLY CONFERENCE CALL. Reid will send out a poll to determine the time and date for a late July call.

The meeting adjourned at 3:45 pm. The board will meet on Sunday afternoon October 26 and all day Monday, October 27 in San Pedro, CA.

Respectfully submitted,

Judith M Sheridan, Secretary