

Volunteer Advisory Council (VAC) Meeting
Tuesday, 19 November 2019
Board Room
2:00 pm – 3:15 pm

Officers Present

Jean Drzyzgula	Chairperson
Frank Graham	Vice Chairperson
Dave Price	Secretary

Council Members Present

Jean Bennett	Collections
Jim Boehlke	Living History
Jim Burrows	Wildlife
Heather Duchow	Photography
Martha Henderson	Ranger Station
Cynde Magidson	Mammals
Steve Murray	BoP
Jean Noosinow	Store/ Gallery Attendants
Siobhan Sullivan	Newsletter
Aldine Thornton	BHTM (new member)
Marge Trayser	Admissions
Sigrid Von Hurst	BHTM

Staff Present

Christina Morales	Volunteer Coordinator
Carmen Melamed	Director of Finance and Operations

Other Attendees

Steve Magidson	Volunteer
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1. The VAC meeting was called to order by the chairperson at 2:00 pm in Board Room. Attendees were asked to introduce themselves for the benefit of our new Volunteer Coordinator.
2. Staff Reports:
 - a. Volunteer Coordinator—Christina introduced herself. Right now, she is focused on listening and learning. She is looking forward to meeting everyone over the next few weeks.
 - b. Director of Finance and Operations—Carmen announced that she will be leaving the museum staff. Her last day will be 14 December; her replacement will start work 4 December. She also reported that Heather Vihstsadt is leaving the staff as well. Carmen reminder everyone that the museum’s Holiday Party will be held on 10 December at 11:30 am.
3. Old Business: At the last VAC meeting, members agreed that the VAC might be a good forum to review museum projects being proposed by volunteers. It was also agreed that if the VAC took on this role, project proposals would need to be presented in writing. Jean Drzyzgula led a follow-up discussion focused on what information might be needed to initiate consideration of a project.

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Some of the information that may be useful for decisionmakers includes the project's connection to the museum's mission, expected benefits, target audience, specific deliverable or outcome, volunteer time requirement, staff participation and oversight requirements, estimated cost, necessary project materials, museum display space requirements, planned work schedule and/or performance timeline, potential liability risk, connections with other planned events, and metrics to measure project success. The next step will be for Jean to put together a first draft form or format and solicits inputs from VAC members and other interested parties. Based on the feedback, a form or format can be refined and agreed upon; and then a sample proposal prepared. Finally, the sample proposal can be taken to the museum's leadership to see if they are interested in formalizing a process for volunteers to bring suggestions and ideas forward for a decision to proceed.

4. New Business and New Ideas: There was no new business brought up at the meeting.
5. Team Lead Reports:
 - a. Birds of Prey—Steve said the BoP team has two new staff members. One is working with on-exhibit owls and a hawk; the other is working with non-exhibit birds. The team is also doing some landscaping work in the *Raptors of the Desert Sky* flying range.
 - b. Living History—Jim Boehlke said living history interpreters are refining their talks to keep their presentations under 20 minutes. The team recently hosted a group of first-graders for a day-long program at the *Miller Ranch*. Also, *Mining Day* was held last Saturday/16 November. It was a great event again this year.
 - c. Collections—Jean Bennett said the collections team has finished inventorying another shelf in the vault including artifact identification, condition reporting, and identification photographs. The team also finished condition reporting on items previously loaned to the Warn Springs Museum.
 - d. Mammals—Jim Burrows and Cynde Magidson reported that the new interpretation carts in the Birds of Prey Center, desertarium, and otter enclosure area are excellent tools for engaging visitors. Members of the team are also working on their interpretive talks.
 - e. Desertarium—Jean Drzyzgula said reptile station train is going well.
 - f. Newsletter—Siobhan said the November newsletter was released a little late, but the December edition will be on time. It will include some very good articles.
 - g. Admissions—Marge reported that the price to attend the museum's *All Hallows Eve* event was increased this year. Nevertheless, 500 people still attended that event. She also passed around examples of the free gift bags that are given out when someone purchases a museum gift membership.
 - h. Photography—Heather said the photography team is holding quarterly meetings. At the most recent meeting Jon Nelson discussed how to setup good wildlife photographs. Jon makes the final decision about which animal images are used by the museum. In his talk, Jon identified some of the things he looks for when deciding whether an image accurately depicts the animal

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in the museum's care. He wants to ensure every image reflect the excellent care the wildlife team provides. He also gave the team some pointers regarding how to behave when approaching and photographing wildlife.

- i. BHTM—Sigrid said the BHTM team's annual study trip to Pendleton and Walla Walla was interesting and educational. Sigrid then introduced Aldine as the new BHTM representative. Aldine said the new BHTM storage area is a big improvement.
 - j. Gallery Attendants—Jean Noosinow said the gallery attendant team is doing well.
 - k. Silver Sage Store—Jean Noosinow passed around some store items including a hat, a sweat shirt, a candle, and some Holiday cards. She also reminded everyone that the store would be giving members a 20 Percent discount on all purchases between 28 November and 4 December.
 - l. Ranger Station—Martha reported that the Ranger Station is now closed for the winter. She plans to prepare an inventory of Ranger Station artifacts during the off-season. She also plans to start recruiting new interpretive guides during the winter down-time.
6. Something Nice to Say about Someone or Something:
- a. Cynde wanted to recognize the entire wildlife team, especially Jon, Alysia, and Kelsey for organizing the new otter and reptile interpretation carts.
 - b. Frank wanted to thank the museum's hiring team for quickly filling the Volunteer Coordinator position.
7. Reminder:
- a. Frank reminded everyone that *Father Christmas* will be at the museum on 5 and 14 December
 - b. The next VAC meeting will be on Tuesday/17 December at 2:00 pm in the board room.
8. The meeting was adjourned at 3:15 pm.

Dave Price
VAC Secretary