Museum Advisory Board
January 21, 2020, 4:30 p.m. at the Tongass Historical Museum

1. Call to Order
2. Roll Call
3. Communications
   a. Welcome to new member Alex Kramarczuk
   b. Director’s report (p. 2)
   c. Mission Moment: community outreach
4. Persons to be Heard
5. Consent Agenda
   a. Approval of November 19, 2019 meeting minutes (p. 4)
7. Old Business
   a. Strategic Planning: community outreach assignments
      Tongass Historical Society: Laurie and Peter
      Pioneers of Alaska: Michele and Sonja
      Filipino Community: Halli, Michele and Hayley
      Ketchikan Arts Council: Peter and Teri
      City of Saxman Council: Sonja and Gloria
      Saxman IRA Council: Gloria and Halli
      Ketchikan Indian Corporation: Gloria and Halli
      ANS/ANB: Gloria and Halli
      Boy Scouts/Cub Scouts: Chet
      Friends of Alaska State Parks: Michele and Teri
      Rotary Club: Erika and Mary
      Historic Ketchikan, Inc: Laurie and Michele
      Ketchikan Visitors Bureau: Peter and Teri
      Friends of the Library: Sonja and Gloria
      Chamber of Commerce: Carrie
8. New Business
   a. None
9. Advisory Board Comments
10. Adjournment
Next Regular Meeting: March 17, 2020 at 4:30 p.m., Tongass Historical Museum
Please send any agenda requests to Anita at least 10 business days prior to our meeting.

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community.
Museum Report: November-December 2019

**Exhibits:**

- Created an exhibit development schedule for the new temporary exhibit opening March 6, 2020
- Researched aviation, including object and film research and community member interviews
- Gained familiarity with gallery spaces, available resources in-house and in the community

**Collections:**

- Acquisition Review Committee met twice and accepted 30 offers for the Permanent, Research/Education, and Prop Collections. We declined 1 offer. Year-end total = 130 offers.
  - Accepted: Archives, photographs, glass items, drawings, *Our Town* magazines, yearbooks, business and event memorabilia, books, medical equipment, postcards, airplane wing fabric, Dick Miller print, cedar bark flowers, and purchased items (see below).
  - Declined: Alaska Sportsman magazines (have multiple copies in the collection already)
- New donations received = 6 offers
- New purchases for collection = Books, Libby No. 3 boat model, photo albums, prints, photographs, stained glass, *Save the Goose*! jacket, drum for education collection, and Christmas ornaments
- Aviation exhibit =
  - Received 22 loaned items from 7 lenders. Each piece is condition reported, cataloged, photographed/scanned, and researched for display.
  - Assisted with research, artifact, and photo selection
  - Partnered with collection visits
  - Secured metal siding for exhibit construction
- Worked with Programs to finalize oral history form
- Monitored the Four Clans Totem Pole by Ernie Smeltzer at the Ketchikan Correctional Center
- Assisted with a loan transfer between the American Bald Eagle Foundation in Haines and the Alaska Marine Highway System
- Loaned the totem chair 87.1.31.1 to KIC for the 2019 Alaska Native Language Summit held at the Civic Center
- Attended multiple webinars on disaster planning offered by the American Institute for Conservation
- Hayley transitioned off the Museum Alaska Board of Directors after 5 ½ years of service
- Working with State Conservator to report out environmental and pest management data
- Research requests and photo orders received = 24; Year-end total= 231
- Artifact of the Month articles for Ketchikan Daily News = 2
- Collections volunteer hours = 14; Year-end total = 369

**Programs:**

- Visited 3 Kayhi Alaska Studies classes (Nov 19-26) to introduce ourselves and Ketchikan Museums, had the classes visit the Totem Heritage Center, and then did a follow-up classroom visit to discuss artifacts and resources with students. Used visits as a pilot for future educational programming.
- Participated in regular KRBD and KTKN radio reports.
• Winter Art Walk (Dec 6) featured artist vendors Christy Ruby, David Hamilton, Leif & Eric Sivertsen, Norman Jackson, and One Good Turn; the opening of registration for spring Native Arts Studies Program classes; and displayed 19 Enchanted Forest Holiday Gala gingerbread houses. A new format for Winter Art Walk programming—had 357 attendees so we consider it a success and will continue such events in the future.
• The Jan-Apr Museum Midday schedule was solidified and spring season Museum Midday marketing began
• Oral History training being developed for use of Tascam recorders

**Native Arts Studies Program:**

• *Introduction to Chilkat Weaving* with Dorica Jackson (Oct 25-Nov 4, FULL), *Introduction to Cedar Bark Weaving* with Holly Churchill (Nov 8-16, FULL), *Introduction to Formline Design* (Dec 10-17, FULL), *Intermediate Cedar Bark Weaving* with Kandi McGilton (Dec 10-17, 4 students)
• Registration for Spring 2020 classes opened during the Winter Art Walk on December 6.
• Spring 2020 schedule consists of: *Intermediate Carving – Halibut Hooks* with Tommy Joseph (Jan 11-19), *Mixed Level Regalia – Octopus Bags* with Lorraine Kahle (Feb 4-Mar 5 FULL; 2nd class added which is also FULL; waiting lists for both classes), *Artist Photography and Marketing* with Melina Glover and Spring Barry (Feb 15-23), *Spring Break Cedar Bark Weaving* with Holly Churchill (Mar 16-20), *Spring Break Formline Design* with Brita Alander (Mar 16-20), *Intermediate Formline Design* with Alison Marks (Apr 4-12)

**Buildings:**

**Totem Heritage Center**

• New glass installed on the Chilkat robe case to increase safety for the robe and guests
• Wood trim between the main exhibit space and the classroom/exhibit area completed

**Tongass Historical Museum**

• City Water division installed a new water meter outside of the building
• Addressed lighting of the flag pole (also shines at bus stop)
• Advanced Communications replaced batteries in all the motion detectors
• Building Maintenance worked on the ventilation system to address cold temperatures on the main level
• January 9th Update: Exterior envelope project will be completed in March and April. Insulation and ventilation will be added in the soffits and the single pane doors and windows will be replaced.

**Attendance:**

• Total THC visitors: 691
• Total THM visitors: 858

**Administrative:**

• Participated in budget deliberations. Budget passed by City Council on Dec.19. Budget details are available on the City website: [https://www.ktn-ak.us/finance](https://www.ktn-ak.us/finance)
• Worked with community partners to develop plan for a Salmon Art Walk, highlighting history, art, and science related to salmon. The proposed trail would start at the Chief Johnson totem pole (tells the
Museum Advisory Board
Meeting Minutes
Date: 11/19/2019

1. Call to Order:
The Museum Advisory Board meeting was called to order at 4:30 pm at the Tongass Historical Museum, 629 Dock Street, Ketchikan, Alaska

2. Roll Call:
Advisory Board Members Present:
(excused) Michele Zerbetz Scott, Chair
(x) Peter Stanton, Vice Chair
(x) Laurie Pool, Secretary
(x) Sonja Alvarez
(excused) Halli Kenoyer
(x) Teri Hoyt

Museum Staff Present:
Anita Maxwell, Director
Hayley Chambers, Sr. Curator of Collections
Ryan McHale, Curator of Exhibits
Stacy Brainard, Administrative Secretary

Public Present:
None

3. Communications:
6. Welcome to new member Carrie Starkey
Carrie Starkey introduced herself to the Advisory Board. Carrie came to Ketchikan originally in 2014, and again for the summer of 2017. She came back in July 2018 as the Executive Director of the Chamber of Commerce. Carrie has an interest in history and what makes a place the place that it is. She became excited about the opportunity to serve on the Museum Advisory Board when Anita approached her looking for a member of the Chamber of Commerce to participate. Carrie is looking forward to learning more about the history of Ketchikan.

7. Welcome to Curator of Exhibits, Ryan McHale
Ryan McHale is originally from New Jersey, but has been all over the world going to school. He finished his schooling in Scotland, and has recently been working for a museum in the desert of Southern California. Ryan is excited to be in Ketchikan.

8. Director’s Report
Hayley Chambers handed out the Collections Addendum to the report and went over several of the items (see attached). She reported that the Acquisitions Review Committee has been meeting regularly to review recent donations. Over 60 items have been added to the permanent collection. Collections has been working with Ryan on the upcoming exhibit. Hayley also reported that the museum has been awarded a $7,803.14 Collection
Management Fund Grant to purchase additional shelving and supplies for storing large artifacts. Sonja Alvarez asked if Dorica Jackson’s Chilkat Robe had been mounted at the Totem Heritage Center. Hayley indicated that the installation had been completed mid-September, prior to Dorica’s class.

9. **Mission Moment: School Outreach**
Anita reported that Erika Jayne Christian has hit the ground running with school programing. Staff has been meeting with Alonso Escalante and Teresa Varnell with the school district to discuss how best to increase and improve educational programing. These discussions have included long-term building of a program where various grades participate in various levels of programing, which may include a pre-field trip visit from staff letting the students know what they can anticipate seeing at the museums, the actual field trip, and then a follow-up after the trip to emphasize that this is part of the curriculum and not just a “fun day” field trip. Peter Stanton commented that staff was in his classroom today, and that his students will be visiting the Totem Heritage Center on Thursday. Peter commented that he believes teachers should keep bringing their students back to the museums, and using the great resources to deepen the discussion as the students get older. Teri Hoyt commented that she has helped out in the past with school visits and she has witnessed the kids being really intrigued with the programs that Stacey Williams has put on. Chet Hugo commented that the students are learning on different levels as they grow. Carrie commented that the museum is always changing and what the students see one year may not be the same the next time they visit.

* Sven Westergard arrived at 4:45pm.

4. **Persons to be Heard:**
None

5. **Consent Agenda:**
   a. **Approval of September 17, 2019 regular meeting minutes**
Chet Hugo moved to approve the meeting minutes, seconded by Teri Hoyt, motion carried unanimously.

6. **Old Business:**
   a. **Collections Storage Tour**
Hayley Chambers gave a brief introduction on the Collections Storage area. She indicated that the Board would not be seeing the entire collection tonight, but if anyone did want a more in-depth tour, to please contact her and she can schedule a time. She reported that there have been several improvements downstairs, which include adding shelving for long, skinny artifacts, a new storage area that has been constructed, and off-site storage at Bear Valley Mini Storage for the very large objects. In addition, lighting has been upgraded to LED in the large object storage. New storage shelves will be purchased after the first of the year using grant funding. At some point, the plan is to remove the drop ceiling in some areas. A fire suppression system will be installed and artifacts will be stored based on the space requirements.

The board took a tour of the downstairs collections area. Hayley commented that she will be purchasing industrial castors and Building Maintenance will be constructing large dollies which will make it much easier to move large objects. Once the new shelving is in place, Tyvek covers will be made for several artifacts to limit the amount of dust that builds up on them. Anita also reported that the Museum budget for next year includes the installation of additional security cameras along Creek Street. During this installation, the Museum will be able to run additional data lines to the Exhibit Production room upstairs, which will allow the Curator of Exhibits office to be moved upstairs. This move will create more space downstairs for collection needs.
b. **Strategic Planning: Community Outreach Assignments**
Anita gave each board member a packet of surveys to take with them when they go to do their community outreach for Strategic Planning. The list of community outreach assignments were emailed out by Michele and were also included in the September meeting minutes. Anita commented that she and Michele talked that the end of January would be the deadline to meet with the groups. She also said that it is up to the person’s comfort level and can include making a presentation to the entire group, or just sitting down with one or two of their board members. If anyone needs supplies for a presentation, please contact Stacy Brainard and she can provide you with the supplies. The surveys are also available online on the Museum’s web site at: [https://www.ktn-ak.us/museums](https://www.ktn-ak.us/museums). Anita did ask the members to please let her and Michele know when they do reach out to a group, or if a group needs more information from staff.

7. New Business:

a. **End of Season Overview**
Anita reported that the two museums had a total of 67,145 visitors by the end of October 2019. The total for all of 2018 was 61,289. This is almost a 10% increase. The Totem Heritage Center continues to have more visitors during the summer due to the commercial tours, whereas the Tongass Historical Museum gets more visitors during the winter with ArtWalks and Museum Middays. The ShopKeep application was used this summer to make tracking entries more accurate. Anita also reported that the museum includes all active military and veterans in the Blue Star program and welcomes them free-of-charge. Often these veterans make a donation that is more than what their entry fee would be. Museum Pass sales were down this year, but the program will continue, with some additional advertising. This year the Historical Museum integrated admission stickers with paid admission as a way to track who had paid. This was a big success and will include the Heritage Center next year. This is also a great way to do marketing as well.

Next year, the museum is hoping to devise a quick system to track visitors that just come to use the restroom or ask for information, but don’t actually tour the museum. This would be a huge increase in how many people come through the door. Teri asked if the museum also tracks school visits. Anita responded that those groups are tracked in admissions. Anita also commented that finding tour guides who are able to work the entire season has been a challenge and she is hoping to find more guides next year that can work the entire season. She would also like to see more training for the tour guides in dealing with the homeless/addict issues. She is working to get more lighting in the bus stop and down Creek Street. Finally, she reported that the museum staff will be participating with the Ketchikan Visitor Bureau in their Tourist Best Management Practices program. Carrie commented that she is on the steering committee for the TBMP program and they will be offering a train-the-trainer class where one staff can take the training and then bring it back to the rest of the staff.

b. **THM Temp Exhibit**
Ryan McHale informed the board that the new exhibit opening in the spring of 2020 will be about aviation in SE Alaska and the needs and necessities of floatplanes and the uniqueness of flying in Ketchikan. Sonja asked if the Ketchikan Story Project would be incorporated into the exhibit. Ryan commented that short segments of that will be interspersed with promotional footage and videos of the narrows showing the boat and plane traffic. Ryan has been meeting with people in the aviation community. He emphasized that the museum is for the people of Ketchikan and he wants to make sure they have a say in the exhibit. He is working on ideas for artifact loans. Teri commented on how important the floatplanes are as lifelines to the communities located off the road system. Laurie commented about how the floatplanes have changed from being vital to the logging industry and now being used for flightseeing. The exhibit will open the first Friday in March and will run through January 2021. If anyone has contacts in the floatplane industry, or has suggestions for the exhibit, please feel free to contact Ryan at ryanm@ktn-ak.us. The board also discussed working with the airport to do an exhibit at the airport to advertise the exhibit at the museum. Carrie commented that the Chamber focused on aviation at
their gala a couple of years ago and she will see if she can find any information from that event that might help Ryan.

8. Advisory Board Comments:
Sven reported that he has been appointed for another year to serve on the board.
Carrie commented that she was sorry to miss the last meeting, but she is excited to be on the board.
Laurie commented that she is excited to see the museums at full staffing.
Teri is also excited about the full staff, and is looking forward to the new exhibit.
Sonja encouraged Ryan to include a detailed map of the area so that visitors understand where they are and how hard it is to get from place to place, reiterating the importance of the floatplanes. She also commented that she has spoken to members of the Native community who are not familiar with the Tongass Historical Museum and they feel it does not represent the Native community. She pointed out that Ketchikan Visitor Bureau brochure that refers to it as a pioneer museum. Anita encouraged the board members to walk through the permanent exhibit and see what is there, and to invite others to come in and see the updates that have happened. Peter thanked Sonja for pointing out KVB’s verbiage in their brochure, and for highlighting the issues. Chet is excited about the changes and is looking forward to what is coming up. He is happy to be a part of it. Peter is happy to see the full staff. He also indicated that there is still one open spot on the MAB. He is looking forward to welcoming a new face on the board. Anita reported that she has one application, from Alex Kramarczuk. She would like to move forward with appointing him to the immediate vacancy, and then continue to collect applications for future vacancies.

9. Adjournment
The meeting adjourned at 5:53 pm. The next regular board meeting will be on Tuesday, January 21st, at the Tongass Historical Museum.

Respectfully prepared by Stacy Brainard

All Museum Advisory Board meeting are recorded. If you would like access to these recordings, please contact Stacy Brainard, Administrative Secretary at 225-5600 or stacyb@ktn-ak.us

Attachment 1

Museum Report: September - October 2019
Collections Addendum

- Acquisition Review Committee met on 9/13, 10/9, 10/25. We accepted 60 offers for the Permanent, Research/Education, and Prop Collections. We declined 6 offers.
  - Accepted: Various ephemera and business-related items, Ketchikan-related videos, Photographs and scans, Ketchikan Shipyard documents, Postcards, Ketchikan Fire Department wagon wheels, Simpson Air ephemera, Alaska Outboard items, Brown bear skull, Books, Yearbooks, Reports, Shipbuilding tools circa 1920s, Newspaper clippings, Box end, Hog rings, Business cards, Copy of Ray Troll’s “Ancient Forests Forever” (1990), Ketchikan Pulp Company ephemera, Ketchikan Arts & Craft Guild ephemera, Aviation objects and ephemera, Photo album related to Wards Cove Cannery, Cedar bark basket for hands-on use, Negatives, Heckman/Loring photo album, Gertrud Scrader objects and ephemera, Adah Sparhawk Young’s Bible, Miniature water bucket made by Louie Bartos, “The Seasonal” magazines, Miners & Merchants Bank ephemera, Improved Order of Redmen Life Membership for Eugene Wacker, Cookbooks, Mask by Ernie Smeltzer (1999), Ted
Ferry Civic Center ephemera, Slides, Letterman jacket, Salmon can labels, Camera equipment, Set of marine running lights, Purple Mountain Pure bottle.

- Declined: Many large donations were culled for duplicates and relevance to our mission. The following was declined as a whole:
  - Bayview Cemetery sign (too large for storage)
  - Postcard (many copies in collection already)
  - 1953 Newspaper (poor condition)
  - Photo and postcard (does not relate to mission)
  - (367) Slides (none of Ketchikan, does not relate to mission)
  - Book (does not relate to mission)

- New donations received Sep- Oct = 21 offers
- New purchases for collection Sep- Oct = 2 (historic photo from eBay and books from Friends of Library book sale)
- Loans for exhibits Sep- Oct = 1
- Assisting with initial research and artifact selection for next year’s temporary exhibit on aviation
- Partnering with the Ketchikan Correctional Center on the restoration of the Four Clan Totem Pole by Ernie Smeltzer. Initially cleaned pole on 10/11. Made multiple follow up visits for additional cleaning and monitoring of an orange fungus/mold that is growing on the pole.
- Wrote and was awarded a fall 2019 Collections Management Fund Grant for $7803.14 to purchase shelving and supplies for storing large artifacts in the Research Room’s new storage addition.
- Dorica Jackson stabilized the Chilkat fragment (83.1.75.1) on 10/16
- Provided KIC with images for their new letterhead
- Working with the Ted Ferry Civic Center on a large photo order to update the photos on display
- Received a loan return from Sealaska Heritage Institute from the Nathan Jackson retrospective exhibit they hosted earlier this year
- Following up with artifact issues from the permanent exhibit
- Mailing declined collections to relevant institutions
- Maintaining the HOBO environmental monitoring system and creating reports
- Working with state conservator to address pest management issues
- Continuing to collect business cards as a special collecting project
- Research requests and photo orders received = 40
- Artifact of the Month articles for Ketchikan Daily News = 2
- Collections volunteer hours = 24.5