

Muse NEWS

NEWS FOR AND ABOUT MUSEUMS IN OKLAHOMA



Volume 37, No. 2

Spring 2007

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Around the state

Oklahoma Museums Association exists to support Oklahoma museums in their efforts to educate, inform and entertain.

Programs and services of OMA are made possible in part by project assistance from the Oklahoma Arts Council.



MayDay: saving our heritage

The Heritage Emergency National Task Force is a partnership of 40 national service organizations and federal agencies created to protect cultural heritage from the damaging effects of natural disasters and other emergencies. Hurricanes Katrina, Rita, and Wilma provided a wake-up call, reminding everyone of the importance of disaster preparedness. Ironically, the Heritage Health Index, released soon after the hurricanes, reported that few institutions have disaster plans, and for some of those that do, the plan is out of date. Given human nature, it is easy to put off disaster planning. In Oklahoma, disasters may include tornados, ice storms, floods, fires and now earthquakes.

That is why the Heritage Emergency National Task Force hopes cultural organizations will join them for MayDay. On May 1st, the Heritage Emergency National Task Force is encouraging organizations to set aside time to do at least one thing to get more prepared to respond to a disaster.

Here are some simple ideas to consider:

- If you have a disaster plan, dust it off and make sure it is up to date.
- If you do not have a plan, create one. Consider using dPlan (www.nedcc.org/about/news.dplan.php), a free online program to help institutions of all sizes write a customized and comprehensive disaster plan.
- Review and update key documents (including collections inventories and site, building, room, and storage plans); make copies to be stored off site.
- Conduct a building evacuation drill, evaluate the results, and discuss ways to improve on your staff's performance.
- Update staff contact information. You can create a wallet-size version of your emergency contact list, with Pocket Response Plan™ (PRoP™) at www.statearchivists.org/prepare/index.htm#preps.
- Assess risks to your collection.
- Identify and prioritize important collection materials.

Continued on page 12

12th Annual Statewide Museum Education Seminar

Evaluation can be a confusing and frustrating process. Many museum educators wish that the “e” word would just go away because they have not experienced the benefit that good evaluation can bring to their programs and organization. Whether you come to this training session because you have an honest appreciation for the value of evaluation or because you are “required” to conduct an evaluation, this workshop will help you determine the ways in which you can use evaluation to make informed decisions about your program and organization. This seminar will be presented by Katie Fitzgerald.

The 12th Annual Statewide Museum Education Seminar will focus on evaluation as part of a basic planning and performance enhancement system that all museums and non-profit organizations should strive to put in place. Participants will work with others to develop logic models for their programs and learn about how these models not only form the basis for evaluating programs but also support organizational/program communications strategies. Working from their logic models, participants will learn about the key steps for evaluating programs and organizations. These steps include determining *what* to evaluate in the context of scarce resources, identifying indicators and performance measures, budgeting for evaluation (or doing evaluation on a dime), and ensuring that evaluation data is used by the

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OMA Board of Directors

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Vice President • Deborah Burke
Gilcrease Museum, Tulsa

Treasurer • David Anderson
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Oklahoma City Zoological Park

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Museum of the Great Plains, Lawton

Sue Linder-Linsley • At-Large Rep
Chickasaw Cultural Center, Ada

Kristin Mravinec • At-Large Rep
Greater Southwest Historical Museum, Ardmore

Dan Provo • At-Large Rep
Oklahoma Museum of History, OKC

Kari Watkins • At-Large Rep
Oklahoma City National Memorial & Museum

Standing Professional Committee Representatives
OKME • Lynne Roller
Oklahoma City National Memorial & Museum

OKMADA • Stacey Weddington
Oklahoma City National Memorial & Museum

OKRA • Delaynna Trim
Mabee-Gerrer Museum of Art, Shawnee

MPMA • Susan Baley
Fred Jones Jr. Museum of Art, Norman

About MuseNEWS

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OMA is a member of the American Association of Museums and the American Association for State and Local History.

director's desk

Museums, museums, museums!

This is a favorite part of my job—being a cheerleader for Oklahoma museums! I am so proud of our Oklahoma museums—they are wonderful, educational, inspirational and just a delight to visit! I hope you will join me in celebrating Oklahoma Museums Week during the week of May 13-19, 2007, and join me in being a cheerleader for Oklahoma museums. Look for more information on museums week in this newsletter!



Brenda Granger
OMA Executive Director

I am happy to report that the OMA Board of Directors recently adopted both a Code of Ethics and Conflict of Interest Policy at the February board meeting. Both of these documents can be found on the OMA Web site, www.okmuseums.org, along with the updated strategic plan. A huge thank you to the OMA board for their leadership and setting a good example of best practices in governance. The next two board meetings will be on June 25th at the Oklahoma History Center in Oklahoma City and on September 26th at the Elk City Civic Center in Elk City. Please know we are currently taking nominations for the 2008 Board of Directors, and again, more information can be found in this newsletter or on the Web site.

Great News—the Oklahoma Museums Association was selected by the Oklahoma Heritage Association to receive the 2007 Edward L. & Thelma Gaylord Oklahoma Territory Award for Preservation of State and Local History. OMA appreciates being selected to receive this prestigious honor, and acknowledges the Gaylord Family for establishing the cash portion of the award.

I look forward to spring and visiting more Oklahoma museums.

Brenda

Correction

Our apologies to Jasmine Moran Children's Museum for listing them in the wrong town in the last newsletter. The Jasmine Moran Children's Museum is located in Seminole, Oklahoma.

OMA foundation, corporate and institutional supporters

OMA thanks the following foundations, corporations and institutions for their recent support:

Allied Arts: Tier III funds
ConocoPhillips
Museum of the Red River

Oklahoma Arts Council
The Kerr Foundation, Inc.



Oklahoma Heritage Association
Oklahoma City, Oklahoma

Opening Spring 2007

Elliott + Associates Architects
www.e-a-a.com 405.232.9554

Seven things the board chair should check before filing Form 990*by Jan Masaoka*

The Oklahoma Museums Association encourages museums and historical societies to use information in this column for board training. Museum board members also are invited to take part in training seminars and other programs offered by OMA. For membership and program information go to www.okmuseums.org.

Next issue:

Eleven cool ideas for finding hot new board members

Copyright 2003 CompassPoint Nonprofit Services. Excerpted from *The Best of the Board Café* with permission. Free subscriptions to the *Board Café* newsletter and an order form to purchase the book are available at www.boardcafe.org. *The Best of the Board Café* is published by and available from Wilder Publishing Center, 800.274.6024 or www.wilder.org/pubs.

Federal Form 990 is the main information form nonprofits are required to disclose to the public. Any member of the public can request a copy, so make sure that what it says is not only accurate, but also reflects what the board wants to communicate to the public. Form 990, required by the IRS for all nonprofit organizations except those with annual revenues of less than \$25,000 and religious organizations, is frequently requested by donors and grantmakers, and increasingly available on the Web. But many boards don't pay much attention to what's on their Form 990, and board members could have a bad surprise if they haven't made sure they feel comfortable with the "story" the 990 tells about their organization.

Form 990 is due four and a half months after the close of your fiscal year. If your organization's fiscal year ends on December 31, your 990 is due on May 15. If your organization's fiscal year ends on June 30, your 990 is due on November 15. Forms 990 are often prepared by the organization's CPA auditor, but they can be prepared by the staff or board as well. Take fifteen minutes to review the 990 for the following common problems:

1. *Avoid incorrect classification of expenses.* In "Statement of Functional Expenses" (Part II), the organization must classify all expenses as one of three types: Program Services, Management and General, or Fundraising. Incorrect classification can paint an incorrect (and unflattering) picture of the organization. One organization, for example, put almost all expenses into Management and General because management-level staff did the program work. In fact, such work was more appropriately classified as Program Services; by placing it in the wrong category, the organization appeared to spend most of its money on nonprogrammatic expenses. If the percentages for either Fundraising or Management and General appear to high (or too low), go back and make sure that your organization used appropriate guidelines when classifying expenses.
2. *Check to see if board members want their addresses listed.* Part V of Form 990 asks for a "list of names and addresses of officers, directors, trustees, and key employees." It is not necessary to list home addresses, and many board members and staff feel that doing so encourages invasion of privacy. It is appropriate to use the organization's business address in this section for all board and staff members.
3. *Let your work show your mission.* In Part III, "Statement of Program Service Accomplishments," Form 990 asks for a statement of the organization's purpose and a list of program activities (examples: public awareness campaign, medical research work, home meal delivery, youth training, forest trail construction). Take the time to be sure that what you say here is what you would say to the press or the public or the IRS...after all, they are the audiences for the 990.
4. *Check the math (especially if you're an education organization!).* Studies of 990s often show high percentages of arithmetic errors.
5. *Remind staff and other board members that Schedule B need not be disclosed to the public.* Schedule B (an attachment to Form 990) lists the names of major donors and the amounts given. If someone asks for your organization's 990, you are required by law to give them the 990 and any schedules other than Schedule B.
6. *Make sure it's filed on time.* Failure to file on time results in rapidly accruing penalties, and board members could be held individually liable for those penalties (directors and officers liability insurance cannot cover you for penalties or fines for late filing of the 990). The board president should check to be sure it is filed on or before the due date.
7. *Make sure your Web site address is on the first page.* Remember, a photo is taken of your Form 990 so whatever you put on it (including coffee stains) will appear. Take advantage of this opportunity for publicity and make sure your Web address is clearly marked on the first page, so that even a casual reader will see it and go to your site for more information.

To download copies of Form 990, Schedule A, and related federal forms, visit www.irs.gov, and then use the search function in Forms and Publications. A series of FAQs (frequently asked questions) on Form 990 can be found at www.genie.org and at www.qual990.org. "How to Read the Form 990 and Find Out What It Means" is an excellent article by Peter Swords available on the Web at www.npcny.org/Form_990/990.htm.

Thanks to Bill Levis of Baruch College, Jude Kaye and Jeanne Peters of CompassPoint Nonprofit Services, Peter Swords of the Coordinating Committee of New York, and Pat Read, formerly of the Colorado Association of Nonprofit Organizations, for contributing to this article.

Call for nominations to the Board of Directors

OMA President, Marci Donaho, has issued a call for nominations for the 2008 Board of Directors. Members are invited to submit names to the Nominating Committee for consideration. This year, the Nominating Committee will present a slate of candidates for the following positions:

- District 2 Representative (Adair, Cherokee, Mayes, Muskogee, Okmulgee, Sequoyah, and Wagoner counties)
- District 4 Representative (Creek, Kay, Lincoln, Logan, Noble, Pawnee, and Payne counties)
- District 6 Representative (Alfalfa, Beaver, Beckham, Blaine, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Harper, Major, Roger Mills, Texas, Woods, and Woodward counties)
- At-Large Representative (three positions)
- Representative to the Mountain-Plains Museums Association

David Anderson, Executive Director of the Creek Council House Museum, Okmulgee is the Nominating Committee Chair. Contact David, any committee member listed below or the OMA office by June 1, 2007, if you have suggestions for nominees or if you are interested in serving.

2007 Nominating Committee
David Anderson, Creek Council House Museum, Chair,
918.756.2324, creekmuseum@sbcglobe.net
Kari Watkins, Oklahoma City National Memorial & Museum,
405.235.3313, kariwatkins@oklahomacitynationalmemorial.org
Tobie Cunningham, Gilcrease Museum, 918.596.2765, tcunningham@ci.tulsa.ok.us
Connie Yellowman, Red Earth, Inc.,
405.427.5228, cyellowman@redearth.org

Please know that some positions open for election may have incumbents who will be invited to serve a second term. According to the bylaws, all persons nominated to a board position shall have been members of the Association for at least one year. For a copy of OMA's board member responsibilities, please contact the OMA office at 405.424.7757 or e-mail Brenda Granger at bgranger@okmuseums.org. Thank you for your interest and assistance.

Oklahoma Museums Association Annual Fall Conference in Elk City

The OMA Annual Fall Conference is planned for September 26-28, 2007, at the Elk City Civic Center in Elk City, Oklahoma. The theme for the conference is *Oklahoma Celebrates 100 Years! Museums: Gift of Culture and History*. There will be a keynote speaker, fifteen educational sessions, three pre-conference workshops, one networking luncheon, one awards banquet, two evening events, one morning event and several exhibitors. The popular small museums track will continue to be a highlight of the conference.

The keynote speaker will be Cinnamon Catlin-Legtuko and her topic will be *The Sustainable Museum*. She is the Director of the General Lew Wallace Study and Museum: Home of Ben Hur. She is an expert in the museum field and has published numerous articles and books as well as curated several exhibits. She is the Small Museums Chair of the American Association for State and Local History.

OMA is asking for items for the annual auction to benefit OMA programming. The auction will be on Thursday, September 27 at the Elk City Holidome. If you are interested in donating an item, please contact the OMA office or bring your donation to the conference. Your contribution is appreciated!

A detailed conference booklet is being mailed and also is available by contacting the OMA office or downloading it from the OMA Web site, www.okmuseums.org.

A block of rooms is available at:
Holiday Inn Elk City
I-40 and Highway 6, 101 Meadow Ridge
Elk City, OK 73644

Oklahoma Museums Association group rates are available through September 12, 2007. Cost of room varies from \$88-\$98 + tax. To make reservations, please call 580.225.6637 and notify them you are part of the Oklahoma Museums Association group.

Comfort Inn & Suites
2802 S. Main
Elk City, OK 73644

Oklahoma Museums Association group rates are available through August 25, 2007. Cost of room varies from \$125-\$170 + tax. To make reservations, please call 580.303.9100 and notify them you are part of the Oklahoma Museums Association group.

To date, the 2007 conference is being supported in part by Oklahoma Arts Council, City of Elk City, Public Service Company of Oklahoma, Elk City Museums, Elk City Chamber of Commerce, Kirkpatrick Family Fund, Jasmine Moran Children's Museum, Arts & Humanities Council of Tulsa, Sam Noble Oklahoma Museum of Natural History, Red Earth, Inc., Elliott + Associates Architects, Melvin Moran, Creek Council House Museum, Sapulpa Historical Society, The Hollinger Corporation, Greater Southwest Historical Museum, Elk City Museum Docents and Western Oklahoma Historical Society.

Hold the date for these future OMA conferences!

**September 24-26, 2008,
in Bartlesville**

**September 23-25, 2009,
in Lawton.**



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IMLS responds to Federal Formula grants for museums

By now, OMA hopes everyone knows about the Federal Formula Grant Coalition and its work to secure state formula grants for museums through the Institute of Museum and Library Services (IMLS). More information can be found out about the initiative on the Association for State and Local History (AASLH) Web site at www.aaslh.org.

Last fall AASLH took the lead on asking members of Congress to write IMLS and ask that the agency explore the feasibility of formula grants for museums to parallel the federal formula grants IMLS currently provides to states for libraries. IMLS received letters from several members of Congress and in mid-December announced that the agency will undertake an effort to explore the feasibility of formula grants to the states to support museum services. Dr. Anne-Imelda M. Radice, director of IMLS, said "For fifty years there has been a population-based formula grant to each state and the territories to support library services. In recent years the museum community has been engaged in discussions about the feasibility of a similar program for museum services, and the agency has received several requests from members of Congress to explore the issue. This is a serious issue and must be fully examined by bringing a variety of voices to the table." IMLS has employed an outstanding strategist and policy advisory, Celeste Colgan, to take on this important project that will include a review of relevant funding models and working with community leaders, museum professionals, and educators across the country to convene local hearings to investigate the public's need for museum services and the potential for meeting those needs through federal grants to states. A report will be published in December 2007.

This is, indeed, good news for the Federal Formula Grant Coalition. However, with a yearlong study and a report due in December 2007, the Coalition cannot and will not wait for the report before moving forward with this important effort. During the first half of 2007 the Coalition will begin making its case to members of Congress and implementing strategies for gaining support for the initiative with IMLS's reauthorization in 2009. The Coalition believes the feasibility study commissioned by IMLS will verify what we all know – museums need more money from the federal government and state governments in order to sustain themselves into the future.

AASLH is pleased to act as administrator for the Federal Formula Grant Coalition. Members of the Coalition can be found on the AASLH Web site at www.aaslh.org. If you live in a state or region whose museum association has not signed on as a member of the Coalition or if your museum is represented by a national organization that is not a Coalition member, let them know you support the initiative and ask that they support it by becoming a member of the Federal Formula Grant Coalition.

Working together we can secure a brighter financial future for America's museums. Please help by asking all associations to join in on the effort. And, when the time is right, we will ask for assistance from the museum community too!

OMA Board of Directors statement on Federal Formula for museums

Whereas, at its February 21, 2007, meeting in Tulsa, Oklahoma, the Board of Directors of the Oklahoma Museums Association discussed the national initiative being facilitated by the American Association for State and Local History (AASLH) concerning state-based federal formula grants to support museums, and

Whereas, the board strongly supports significant increases in funding for museums in the private and public sectors at the local, state and federal levels.

Therefore, Be It Resolved the Oklahoma Museums Association will join as a member of the Federal Formula Grant Coalition to provide leadership and help to advance broad museum community consensus on new strategies for increasing federal museum funding, which might include the formula grant approach, the Board supports:

- An OMA representative being an engaged member of the Coalition Committee,
- The Coalition's further development of a draft legislative proposal for continuing consideration by the museum community,
- Responding as quickly as possible to draft materials circulated for comment,
- Working with other organizations in the state or region to negotiate proper placement of the federal grants within the appropriate agency, and
- Publishing Web site or newsletter updates on the Coalition's progress in developing the formula grant approach.

Approved by unanimous vote of Board of Directors on this 21st day of February, 2007.

Marci Donaho
President, Oklahoma Museums Association

Hold the date

To Collect or Not to Collect That is the Question: A Workshop for Collections Planning

The OKRA (Oklahoma Registrars Association) Workshop will be on Monday, July 30 from 1:00pm-4:00pm at the National Cowboy & Western Heritage Museum, Oklahoma City. Deadline to register is July 20.

The workshop will be presented by Melissa Owens, Registrar and Exhibit Coordinator of the National Cowboy & Western Heritage Museum and Helen Stiefmiller, Collections Manger of Oklahoma City National Memorial & Museum.

The cost for the workshop is \$25 for OMA members and \$35 for non-members. Lunch is on your own and is offered at Persimmon Hill Restaurant at the National Cowboy & Western Heritage Museum.

For more information or to register online, please visit the OMA Web site at www.okmuseums.org. A registration form is available on page 10 of this newsletter.

Oklahoma Museums Week to be celebrated May 13-19, 2007

In a continuing effort to communicate the value and importance of Oklahoma museums, the Oklahoma Museums Association (OMA) has declared May 13-19, 2007 as Oklahoma Museums Week with the theme of *Oklahoma Celebrates 100 Years! Museums: Gift of Culture and History*.

Oklahoma Museums Week celebrates Oklahoma's 300+ museums, historical societies, historic sites, zoos and botanical gardens, historic houses, living history museums, tribal cultural centers and other museum-related institutions. The Honorable Governor Brad Henry has been asked to issue a Proclamation in support of Oklahoma Museums Week.

The purpose of Oklahoma Museums Week is to recognize contributions that museums and related institutions make to their communities and to the state. OMA promotes this annual celebration to remind Oklahomans that our museums and related facilities are important centers of education, research, and preservation of history and culture. Oklahoma Museums Week is co-sponsored by the Oklahoma Arts Council. Remember that International Museums Day on May 18 can also be mentioned in your publicity and program materials. To find out more information on International Museums Day visit the American Association of Museums Web site at www.aam-us.org/museumresources/imd.cfm.

OMA needs your assistance in making Oklahoma Museums Week a success! As a part of this important week, OMA encourages your institution to increase media communications, strengthen legislative relationships and offer additional programming. Oklahoma museums are encouraged to use the Oklahoma Museums Week designation in news releases and other publicity scheduled for that week. A sample news release can be downloaded on the OMA Web site at www.okmuseums.org.

How can OMA members participate in Oklahoma Museums Week? Here is a list of possible activities:

- Write a news release. Include information about special events or regular programming planned for May 13-19
- Ask a board member or volunteer to write a letter to your

local newspaper in support of local museums and their educational mission

- Plan and promote a special event such as a members' reception, behind-the-scenes tours, a reception for city, county and public officials, or a day of free admission
- Museums in the same community or region can join together to distribute brochures and other materials at local shopping malls or sports events
- Plan for a museum staff member or volunteer to visit city, county or school offices (such as your mayor's office, school superintendent, etc.) and distribute your newsletter or thank-you notes from students who have attended a museum program
- Request that your mayor's office or county commissioners proclaim May 13-19 as Museums Week in your community. A sample proclamation is available at www.okmuseums.org
- Invite state legislators and Oklahoma's U.S. congressional delegation to special events scheduled for May 13-19. Members can also send a brief note to public officials during Oklahoma Museums Week asking them to support agencies whose programs help museums (in-state: Oklahoma Arts Council; federal level: Institute of Museum and Library Services, NEA, NEH, etc.)
- Host a special membership reception to honor past and present board members or founders of their museum or historical society, if possible
- Offer discounted membership rates or museum shop discounts
- Host a free admission day in honor of Oklahoma Museums Week
- Purchase an ad in your local paper in partnership with other museums
- Coordinate and display new items from your museum's collection
- Highlight the ways your museum has made your exhibitions or programs more accessible to people with disabilities
- Host a meeting with other museums in your area to col-

lectively promote what your institutions do for the region

- Give 100 free museum admission passes to groups that may not normally attend
- Host a contest to collect 100 words to describe your museum
- Compile a list of 100 items in your collection that are one-of-a-kind
- Highlight a milestone for your institution, such as total number of visitors, school children served, exhibitions offered, or items in your collection
- Contact your local Chamber of Commerce or Convention and Visitors Bureau about hosting a reception at your institution
- Launch a new section of your Web site in the month of May
- Create a collage of 100 visitors to your museum to demonstrate the diversity of your audience
- Develop a list of 100 fun facts about your museum's content to distribute to visitors during the month of May
- Encourage donors, members, and others to donate \$100 to your institution in honor of Oklahoma Museums Week and Oklahoma's centennial
- Partner with other local museums to provide transportation between your organizations for one day
- And for the really ambitious, be open to the public for 100 consecutive hours

Share your ideas! Have you come up with a unique idea for Oklahoma Museums Week? Send it to OMA at bgranger@okmuseums.org and we will add it to the list for next year!

Remember, you can join or renew your OMA membership online at www.okmuseums.org or by completing the membership form on the back page of this newsletter.

Below is a list of new and renewing members who paid dues November 23, 2006 - February 28, 2007. Masterpiece and Gem level individual members appear in **each** newsletter issue. New members are indicated with an asterisk.

Individuals*Masterpiece*

Emma Jean Barton, Elk City
Ken Busby, Tulsa

Gem

Kathy Dickson, OKC

Classic

Cecil Carter, Tishomingo
Adrienne Grimmett, Pauls Valley

Treasure

David Cunningham, Taos NM
Ken Fullbright, Shawnee
Melissa Owens, OKC
Shirley Pettengill, Park Hill
Peter Tirrell, Norman

Member

Lorraine Almsted, Hollis*
Brooke Barnett, Norman
Michael Bell, Crescent
Teri Bowers, Jenks*
Peggy Brennan, Edmond*
Jana Brown, Lawton
Betty Durkee, Kaw City
Robin Dushane, Seneca MO
Stephanie Fields, Guthrie
Betty Gerber, Broken Arrow
Holli Giudice, Norman
Susan Green, Tulsa
Brenda Haes, Tucson AZ
Peggy Haxton, Perry
Jennifer Holt, Norman
Julia Kirt, OKC

Kerry Kratchmer, Warner
Eric Lee, Norman
Ellen Livesay, Flower Mound TX*
Bill May, Norman
Glen McIntyre, Enid
Kristin Mravinec, Ardmore
Joshua Peck, Tulsa
Harold Powell, Temple
Ian Swart, Woodward*
Daniel Vick, Idabel
Gene Wells, OKC
Amy Young, OKC*
Victor Youritzin, Norman
Timothy Zwink, OKC
Vicki Zimmerman, Duncan

Student

Erin N. Brown, OKC
Stephanie Coon, OKC
Jason Harris, Newalla
Kathryn Hatcher, OKC*

Institutions

99s Museum of Women Pilots
Ardeneum of Oklahoma
Broken Arrow Historical Society
Catoosa Historical Society
Chisholm Trail Heritage Center
Five Civilized Tribes Museum
Forest Heritage Center
Fort Sill National Historic Landmark
and Museum
Fred Jones Jr. Museum of Art
Frontier Country Historical Museum
Jasmine Moran Children's Museum
Jones Oklahoma Historical Society

Lachenmeyer Arts Center
Native American Cultural &
Educational Authority
Oklahoma Blues Consortium*
Oklahoma City Museum of Art
Oklahoma Museum of Labor and
Mining*
Overstreet-Kerr Historical Farm
Plains Indians & Pioneers Museum
Sam Noble Oklahoma Museum of
Natural History
Seminole Nation Museum
Shortgrass Country Museum
State Capital Publishing Museum
Talbot Library and Museum
Tannehill Museum
Three Valley Museum
Tolson Black Heritage Center
Tulsa Foundation for Architecture
Washington Irving Trail Museum
Western History Collections at
University of Oklahoma
Will Rogers Memorial Museums
Woolaroc Museum

Corporate

Allen Brown Architects
The Small Group
U.S. Art Company
University of Oklahoma Press

**OMA corporate advertising
and conference
opportunities**

The Oklahoma Museums Association is accepting a limited number of ads for the quarterly newsletter, *MuseNEWS*. If your company is interested in reaching 850+ museum professionals around the state, visit the corporate opportunities section of the OMA Web site at www.okmuseums.org to view information about advertising. Ad rates vary depending on size from \$125 - \$500, and include the same ad in four issues (one year). The next ad deadline is June 1, 2007, for the Summer 2007 issue.

Also, if your company is interested in being an Exhibitor at the OMA Annual Fall Conference in Elk City, a packet of information can be downloaded from the OMA Web site. Space is limited and offered on a first-come, first-served basis. If you have questions, call the OMA office at 405.424.7757.

You are invited to a
Reception
for OMA members and friends during
the American Association of
Museums Annual Meeting in Chicago
Sunday, May 13
5:30pm - 6:30pm
McCormick Place Conference Center
Stop by and visit the Oklahoma
contingent attending AAM!
Free

Join us for
drinks and hors
d'oeuvres!

Sponsored by the Oklahoma
Museums Association and
Museum of the Red River

RSVP by April 9 to
sodaniel@okmuseums.org

IRS launches online workshop for exempt organizations

The Internal Revenue Service has launched a new Web-based version of its popular Exempt Organizations Workshop covering tax compliance issues confronted by small and mid-sized tax exempt organizations.

The free online workshop, *Stay Exempt – Tax Basics for 501(c)(3)s*, consists of five interactive modules on tax compliance topics for exempt organizations:

- *Tax-Exempt Status* – How can you keep your 501(c)(3) exempt?
- *Unrelated Business Income* – Does your organization generate taxable income?
- *Employment Issues* – How should you treat your workers for tax purposes?
- *Form 990* – Would you like to file an error-free return?
- *Required Disclosures* – To whom do you have to show your records?

Users can access this new training program at www.stayexempt.org. Users can complete the modules in any order and repeat them as many times as they like. The online training Web site does not require registration and its visitors will remain anonymous.

Standards in the field

Oklahoma Standards for Excellence: An Ethics & Accountability Code for the Nonprofit Sector. The Oklahoma Center for Nonprofits is proud to announce the roll out of the Oklahoma Standards for Excellence program in 2007! This program is intended to give Oklahoma nonprofits the tools and knowledge to be even more effective in pursuing their missions. In partnership with the national Standards for Excellence Institute, the Oklahoma Center for Nonprofits will offer a series of free Introduction to the Standards sessions, and an in-depth, four-part Clinic Series, all designed to help nonprofits implement the eight Principles and 55 Standards of the Standards for Excellence program. For more information, visit www.centerfor nonprofits.us/standards.asp.

The museum community also has the American Association of Museums Accreditation Program. AAM Accreditation is a widely recognized seal of approval that brings national

recognition to a museum for its commitment to excellence, accountability, high professional standards, and continued institutional improvement. Developed and sustained by museum professionals, the program reflects, reinforces, and promotes best practices, institutional ethics, and the highest standards of museum operations. Oklahoma currently has eleven accredited museums. For more information, visit www.aam-us.org.

One additional incremental standards project is currently being developed by the American Association for State and Local History. The incremental standards program will be focused on small- and mid-sized history museums and historical organizations. In addition to creating a set of voluntary standards, the project includes the development of a framework for assisting institutions that use the standards by drawing on the technical assistance services of existing field service offices and state and regional museum associations. The five core standards areas are: 1. Mission, Vision and Governance, 2. Management, 3. Audience, 4. Interpretation and 5. Stewardship. Former OMA Director, Cherie Cook, is the project director.

New blog available for young museum professionals to connect, share stories, and seek advice

The blog is dedicated to emerging museum professionals who want to connect with other people in the field to discuss issues young professionals face. Issues addressed are career advancement, pursuing graduate school, navigating interoffice politics, and much more. If you have a question or comment, send an email to Nathan Richie at nrichie@freedommuseum.us. To access the blog and join the discussion, visit <http://youngmuseumprofessionals.blogspot.com>.

Oklahoma Museums Association upcoming calendar of events

May 13 - Reception for Oklahoma Museums Association Members and Friends at the American Association of Museums Annual Meeting in Chicago, Illinois

May 13-19 - Oklahoma Museums Week – *Oklahoma Celebrates 100 Years! Museums: Gift of Culture and History*

June 1 - OMA Board of Directors Nominations due

June 22 - 12th Annual Statewide Education Seminar, Sarkey's Center, Norman. The topic will be Program Evaluation presented by Katie Fitzgerald. This seminar is co-sponsored by the (OKME) Oklahoma Museum Educators Standing Professional Committee of OMA.

July 12 - OMA Award Nominations due

July 30 – Oklahoma Registrars Association (OKRA) Workshop, National Cowboy & Western Heritage Museum, Oklahoma City. The topic will be *To Collect or Not to Collect That is the Question: A Workshop for Collections Planning* presented by Melissa Owens and Helen Stiefmiller.

September 8 - SeptemberFest at the Oklahoma Governor's Mansion, Oklahoma City

September 26-28 - *Oklahoma Celebrates 100 Years! Museums: Gift of Culture and History* OMA Annual Fall Conference, Elk City. This is an officially designated Oklahoma Centennial Project.

October 11 - MIX networking event to view the Jack Dowd exhibit, at The Goddard Center, Ardmore. This Florida artist has become nationally recognized for rendering life-size portraits. The artist is scheduled to be in attendance.

October 22-25 - National Conference for Tribal Museums, Libraries and Archives, Sheraton Hotel, Downtown Oklahoma City. The national conference, guardians of language, memory and lifeways: tribal archives, libraries, and museums, provides a network of support for tribal cultural institutions and programs. This conference is being organized by the Oklahoma Department of Libraries and OMA is a proud partner.

November 6 – *Increase Your Grant Writing Success* workshop, Oklahoma City National Memorial & Museum, Oklahoma City. Presented by Cecil Carter.

For detailed information on this calendar of events, please visit the Web site at www.okmuseums.org. Other events and programs to be announced at a later date. Calendar is subject to change. All events and programs require pre-registration and may be made online at www.okmuseums.org.

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Conferences and professional development opportunities

For a listing of Sarkeys Foundation Toolbox Series seminars visit www.sarkeys.org.

For a listing of Campbell Center courses visit www.campbellcenter.org.

For a listing of seminars offered in Oklahoma City and Tulsa by the Center for Nonprofits go to www.centerfor nonprofits.us.

For a listing of Northern States Conservation Center Online Museum Classes visit www.museumclasses.org.

For a listing of American Association of Museums workshops and seminars visit www.aam-us.org.

For a listing of American Association of State and Local History workshops and seminars visit www.aaslh.org.

For a listing of National Preservation Institute seminars in historic preservation and cultural resource management visit www.npi.org.

Ongoing grant opportunities

Oklahoma Arts Council
405.521.2931
www.state.ok.us/~arts

Oklahoma Humanities Council
405.235.0280
www.okhumanitiescouncil.org

Heritage Preservation
www.heritagepreservation.org

Institute of Museum and Library Services
www.imls.gov

National Endowment for the Arts
www.arts.endow.gov/grants/apply/Museums.html

National Endowment for the Humanities
www.neh.fed.us/grants/grants.html

National Historical Publications and Records Commission
www.archives.gov/nhprc

Governmental Agencies offering grants
www.grants.gov

National Volunteer Week is April 15-21, 2007

The Oklahoma Museums Association encourages museums to recognize their volunteers the week of April 15-21. A majority of Oklahoma museums rely on selfless individuals to keep the doors open and programs operating. Often it is a welcoming volunteer who is the first person a visitor sees when entering a museum. Sometimes it is a specially trained docent who will lead the gallery tour and discuss works of art from the permanent collection. Other times, it is a volunteer who will have the last contact with the visitor before they go on their way remembering the positive experience they just had at your museum. As best said by Winston Churchill, "We make a living by what we do, but we make a life by what we give." Thank you to the many volunteers for giving of yourself and making a difference for Oklahoma museums.



A few national statistics on volunteering: About 61.2 million people volunteered through or for an organization at least once between September 2005 and September 2006, the Bureau of Labor Statistics of the U.S. Department of Labor has reported. Volunteers spent a median of 52 hours on volunteer activities during the same period.

To assist your museum in celebrating National Volunteer Week, a promotional toolkit is available from the Points of Light Foundation. The 2007 National Volunteer Week toolkit has the necessary information and resources to recognize your volunteers with a special event, or just to tell the rest of your community about how wonderful your volunteers are! Use this toolkit to leverage the nation's focus on volunteering during the week and honor your deserving volunteers. The toolkit includes event planning information, media outreach tips, background information on the week and volunteering, and template materials for easy tailoring, including press releases and much more. The toolkit can be found at www.pointsoflight.org/programs/seasons/nvw/tools.cfm.

In the next issue of *MuseNEWS*, there will be a technical bulletin on Museum Volunteer Programs by Robbin Davis of Oklahoma History Center, Oklahoma City.

Oklahoma Museums Association Financials

For six month period January 1 to June 30, 2006.

FY 2006 net assets/fund balance

Net Assets/Fund Balance
January 1 – June 30, 2006
Total \$102,885
Unrestricted \$99,029
Temporarily Restricted \$740
Permanently Restricted \$3,116

Sources of FY 2006 revenues

Oklahoma Arts Council grant – 33%
Contributions, gifts, grants – 29%
Program revenue – 13%
In-king – 13%
Membership dues – 11%
Interest income – 1%

Form 990 – FY 2006 revenue and expenses

Total Revenue \$100,661
Total Expenses \$92,934
Net \$7,727

Sources of FY 2006 expenses

Program services – 66%
Management and general – 34%

The OMA membership voted in February 2006 to change the fiscal year from the calendar year to July 1 – June 30. A complete copy of the OMA audited financial statement for the period of January 1 – June 30, 2006 is available by contacting the OMA office.

organization. Participants will also have an opportunity to learn about and practice various evaluation methods (e.g., survey design, focus groups, case studies, etc.).

Beginners and experienced evaluators are welcome to attend, although the workshop will not focus on advanced evaluation techniques. There will be many opportunities for group work and discussion, practice using tools, and shared learning so all are welcome to attend and participate in this learning session.

The 12th Annual Statewide Museum Education Seminar is sponsored in part by the Philbrook Museum of Art and the Oklahoma Educators Association (OKME) Standing Professional Committee.

The workshop will be held at the Sarkey's Conference Center in Norman, Oklahoma. Registration is \$65 for OMA members and \$85 for OMA non-members. Lunch and handouts will be provided. The deadline for registration is June 12. Register online at www.okmuseums.org, download a registration form at www.okmuseums.org/downloads/Registration.pdf or use the registration form at right. The Oklahoma Museums Association is offering a limited number of scholarships to students, staff or volunteers representing museums in Oklahoma, who are members of OMA. Scholarships cover the registration fee. OMA members who are interested in applying should submit a brief letter to the OMA office indicating interest and need no later than June 8. Letters may be mailed to the OMA office, faxed to 405.427.5068 or e-mailed to sodaniel@okmuseums.org.

REGISTRATION FORM

Mail form and payment to OMA, 2100 NE 52nd Street, Oklahoma City, OK 73111.

12th Annual Statewide Museum Education Seminar

June 22 • Norman • deadline June 12

- I am requesting a vegetarian meal.
- \$65 OMA member \$85 non-member

Collections Planning Workshop

July 30 • Oklahoma City • deadline July 20

- \$25 OMA member \$35 non-member

Name _____

Title _____

Organization _____

Address _____

City, State, Zip _____

Daytime Phone _____

E-mail _____

- Check enclosed in the amount of \$ _____

To pay by credit card, register online at www.okmuseums.org.

Gifts to the Oklahoma Museum Association

The Oklahoma Museums Association thanks these members and friends who made recent contributions to the following funds between November 23, 2006 to February 28, 2007.

Endowment

Donors (\$100 to \$499)

John & Patricia Hernandez, Lawton

Contributors

Michael Bell, Crescent

Edward Granger, OKC

Peter Tirrell, Norman

Scholarship

Contributors

Jon & Stephanie Fields, Guthrie

Annual Giving

Donors (\$100 to \$499)

Susan Banks-Carrasco, Elk City

Bill Bryans, Stillwater

Deborah Burke, Tulsa

Ken Busby, Tulsa

Marci & Dale Donaho, Seminole

Emily Droege, Bartlesville

Eastern Shawnee Tribe of Oklahoma

Elliott + Associates Architects

John & Patricia Hernandez, Lawton

Gena Howard, OKC, in honor of Jim

Anquoe, Sr.

Glenn & Kelley Kranzler, Stillwater

Kristin Mravinec, Ardmore

Scott & Stacy O'Daniel, OKC

Richard & Diane Salamon, Tulsa

Barbara Slagle, Tulsa

Stacey Weddington, OKC

Contributors

Kevin & Julie Baird, Enid

Susan Baley, Norman

Brooke Barnett, Norman

Broken Arrow Historical Society

Michael Bruce, Guthrie

Dale Chlouber, Ripley

Linda Coldwell, OKC

Cherie Cook, Wichita KS

Adrian Drew, Chickasha

John Everitt, Tulsa

Drs. Guy & Phyllis Logsdon, Tulsa

Shirley Pettengill, Park Hill

Preservation Oklahoma

Lynne Roller, OKC

Christy Sheffield, Ames

Jim Whiteley, Lawton

Martin Wing, Tulsa

Connie Hart Yellowman, El Reno

OMA endowment fund contributions

If you would like to make a contribution to the OMA endowment fund at the Oklahoma City Community Foundation, please visit www.occf.org and select online giving; or you may contact the OMA office at 405.424.7757.

Leave your legacy in OMA

The Oklahoma Museums Association would appreciate you remembering the organization in your will. If you are interested in leaving OMA a charitable bequest, the language in your will should contain the following: I/We give to the Oklahoma Museums Association (EIN 73-1004791), a 501(c)3 non-profit corporation, the following money or asset (describe here) to benefit their charitable purpose. OMA encourages you to consult your estate planner, tax professional or attorney when preparing your charitable bequest.

New faces, awards and events in Oklahoma museums

Staff changes at museums around the state include: Harn Homestead recently welcomed **Leslie Creason** as Special Events Coordinator and **Lany Jurrens** as Marketing Assistant; **David Dagg** is the new Head of Security and Facilities at Sam Noble Oklahoma Museum of Natural History replacing **James Mustoe** who retired recently; **Amanda Hudson** has been named the Archivist, Research and Operations Coordinator for the Oklahoma Higher Education Heritage Society; Plains Indians and Pioneers Museum welcomed **Ian Swart** as Curator.

Carolyn Hill, Executive Director, **Oklahoma City Museum of Art**, was recently inducted to the Oklahoma Commerce and Industry Hall of Honor by the Meinders School of Business. This honor recognizes individuals for their contributions to the local business community. In addition, Carolyn also received a Lifetime Achievement Award. Congratulations!

The **Oklahoma Humanities Council**, Oklahoma City, in partnership with the **Arts & Humanities Council of Tulsa**, have selected five communities as host sites for the 2007 Centennial Chautauqua. The Chautauqua begins in Altus, May 29 – June 2, and is followed by Tulsa, Enid, Tishomingo, and Ponca City. Full details will be announced soon on the OHC Web site www.okhumanitiescouncil.org.

Caricature Carvers of America represents the work of an elite group of carvers from across the nation. The Caricature Carvers of America maintains a maximum membership of twenty-five individuals who promote the art of caricature woodcarving and encourage the growth of skill, creativity and excellence among its members. The exhibit is on view through May 4, 2007 at the **Forest Heritage Center Museum**, Broken Bow. For more information, call 580.494.6497.

“Monday is Wash Day,” Life of a Lone Farm Woman Augusta Corson Metcalfe depicts a slice of Metcalfe’s life in rural Oklahoma in the early twentieth century. The exhibit featuring art, clothing and “wash day” artifacts runs until May 30, 2007 at the **Break O’Day Farm and Metcalfe Museum**,

Durham. For more information, call 580.655.4467.



Stuart Asprey, Manufacturing Novel Creations, archival ink on paper. From the OVAC Biennial IX exhibit.

The **Oklahoma Visual Arts Coalition Biennial IX** exhibit highlighting the excellence of Oklahoma artists is on view at the **Mabee-Gerrer Museum of Art**, Shawnee through May 6. Twenty-nine artists from twelve Oklahoma cities are featured with varied works including painting, photography, drawing, printmaking and other 2-D arts. For more information on the exhibition, contact the Oklahoma Visual Arts Coalition at 405.232.6991 or visit www.ovac-ok.org.

Tokyo: The Imperial Capital is an exhibition of Koizumi Kishio’s (1893-1945) woodblock prints that capture Tokyo’s rebirth after the 1923 earthquake. The exhibition is on display until May 13, 2007, at the **Price Tower Arts Center**, Bartlesville. For more information, call 918.336.4949 or visit www.pricetower.org.

Pinturas de Fe: The Retablo Tradition in Mexico and New Mexico, a traveling exhibit exploring the tradition of the Mexican retablo, small colorful devotional saint paintings depicting saints and religious figures, is at the **National Cowboy & Western Heritage Museum®**, Oklahoma City, through April 29, 2007. For more information, call 405.478.2250 or visit www.nationalcowboymuseum.org.

Oklahoma Sites: Vinson Lackey’s *Paintings of Historic Forts, Schools, and Indian Agencies* is a special exhibition celebrating the Oklahoma Centennial at the **Gilcrease Museum**, Tulsa, through September 30, 2007. Lackey was commissioned by Thomas Gilcrease in 1945 to research, record

and create works of art representing early institutions of Indian Territory. Sixty of these detailed works are on view in the exhibition. For more information, call 918.596.2700 or visit www.gilcrease.org.

The **Oklahoma City Zoological Park and Botanical Garden**, Oklahoma City, recently opened the *Oklahoma Trails* exhibit. *Oklahoma Trails* showcases 140 different species of animals native to Oklahoma. Featuring naturalistic habitats, this exhibit provides a unique encounter. For more information, call 405.424.3344 or visit www.okczoo.com.

NewsOK and *The Oklahoman* are offering a new feature called MyNewsOK. MyNewsOK is a virtual bulletin board accepting local news stories and photographs from 60 Oklahoma City metro communities. Visit www.newsok.com to submit items. Some items may be selected to appear in *The Oklahoman*.



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- Eliminate hazards such as storage in hallways, blocked fire exits, or improper storage of paints, solvents, etc.
- Do annual maintenance and checks—test your alarm system(s) and fire extinguishers.
- Make a plan to install any needed safety systems.
- Train and drill an in-house disaster team.
- Provide staff with easily accessible disaster response information, such as the *Field Guide to Emergency Response* (www.heritagepreservation.org/Update/2006/06suFieldGuide.HTM).
- List and plan to secure disaster response supplies for documentation, personal safety, clean-up, and salvage.
- Identify off-site storage options for your collections.
- Find a “buddy” institution to work with in case of a disaster.
- Get to know your local firefighters and police—invite them to come tour your institution and give you pointers on safety and preparedness.
- Develop a timeline for writing a continuity of operations plan.
- Take a course in risk assessment or disaster planning.

You can make a difference—help save our heritage!

PLEASE JOIN US

For a list of benefits or to join online, visit www.okmuseums.org.

Individual memberships

Masterpiece \$250	Classic \$100	Member \$25
Gem \$175	Treasure \$50	Student \$15

(Students must be full-time and include copy of current I.D.)

Institutional memberships

.0005 x total annual operating budget
(\$35 minimum; \$500 maximum)

Corporate memberships details and benefits on OMA Web site
www.okmuseums.org/about_corp_memb.html

Please send payment and form to:
OMA, 2100 NE 52nd Street, Oklahoma City, OK 73111

Name _____

Institution _____

Address _____

City/State/Zip _____

Phone _____

E-Mail _____

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Amount enclosed or authorized for charge \$ _____

Visa, MasterCard or _____

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