

Muse NEWS

NEWS FOR AND ABOUT MUSEUMS IN OKLAHOMA

OMA
OKLAHOMA
MUSEUMS
ASSOCIATION

Volume 38, No. 1

Winter 2008

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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.

OKLAHOMA
Arts
COUNCIL

Your legal responsibilities as a board member regional workshop topic

Accountability and transparency has heightened since Enron and other corporate scandals. As a result, the Sarbanes-Oxley Act of 2002 has raised the standards of scrutiny in areas including financial disclosure and conflicts of interest in the for-profit as well as the nonprofit arena. Because fundamental legal principles and complex tax laws govern the work of nonprofit boards and individual board members, it is important that board members be mindful of their legal responsibilities to protect themselves and their organizations.

As a result, the Oklahoma Museums Association is offering regional workshops in April to educate staff, board members and volunteers on the many legal and ethical responsibilities of board members. The information presented is applicable to museums of all sizes and disciplines.

The workshop will cover such topics as duty of care, duty of loyalty, and duty of obedience. Other items to be discussed include state statutes, Secretary of State requirements, Attorney General, State Auditor and the Internal Revenue Service.

Jeri Towler, a graduate of Oklahoma State University and the University of Oklahoma school of law is presenting the workshop. Her practice is limited to tax-exempt organizations.

Regional workshop locations and dates are April 7- Oklahoma City, Downtown Metropolitan Library; April 8-Tulsa, Sherwin Miller Jewish Museum of Art/Tulsa Jewish Community Center; and April 9 Ardmore, Ardmore Convention Center.

Each workshop is from 1:30pm-4:00pm. The same information will be presented at each workshop. Registration is \$30 for OMA members and \$40 for non-members. As a way to encourage both staff and boards members from the same organization to attend together, the second individual may register at 50% of the regular registration fee.

The registration deadline is March 28. Registration can be completed online or by using the form included on page 10 of this newsletter. A limited number of scholarships to students, staff or volunteers representing museums in Oklahoma, who are members of OMA, are available. Those interested in applying for a scholarship should complete the application no later than March 18. The application is available on the OMA Web site at www.okmuseums.org, programs and services page.

Partners and sponsors of the OMA regional workshop series include Oklahoma Arts Council, Oklahoma Center for Nonprofits, The Anne and Henry Zarrow Foundation, Ron Norick Downtown Metropolitan Library, Sherwin Miller Museum of Jewish Art/Tulsa Jewish Community Center, Ardmore Convention Center, Charles and Lynne Schusterman Family Foundation, and ConocoPhillips.

OMA standing professional committees to meet in February

You can register online at www.okmuseums.org for all meetings, workshops and seminars! If you prefer to mail or fax in your registration, a registration form can be found on page 10 of this newsletter. Scholarships are available for the SPC Mid-Winter Meetings and Programs. To apply for a scholarship, visit the programs and services page on the OMA Web site at www.okmuseums.org. The scholarship deadline is two weeks before each meeting.

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OMA Board of Directors

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Will Rogers Memorial Museums, Claremore

About MuseNEWS

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director's desk

Happy New Year!

I hope this newsletter finds you having a great start to the new year! OMA has many wonderful professional development and events planned for 2008! This newsletter lists many of the upcoming opportunities, but for the complete list visit the OMA Web site. I would especially encourage staff and board members to attend Your Legal Responsibilities as a Board Member workshop. It is going to be packed full of great information that both the staff and board need to understand! I have heard Attorney Jeri Towler speak, and I know she will present a GREAT workshop for our Oklahoma museums! To encourage dual attendance, OMA is offering discounts to organizations that send a staff and board member! There is more information located on the front page of this newsletter. Also remember that OMA gives scholarships to each of the training opportunities!!! I encourage our members to apply.

On another New Year note, an OMA Past President, Mike Bruce, is making a career change after twenty years at the Oklahoma Historical Society. Starting this month in January, Mike will begin a new journey in life on the path to becoming a physical therapist. In his email to the OHS staff, Mike wrote that the time had come for him to move on to other interests in his life. For those who want to keep in touch, his personal email is mjbruce94@cox.net. OMA wishes Mike the best and thanks him for his many years of leadership.

Here is a good quote I believe will start the year off right.... "Leaders imagine an inspiring future and strive to shape it rather than passively watching the future happen around them. Heroes extract gold from opportunities at hand rather than waiting for a golden opportunity to be handed to them." – Chris Lowney

I hope our Oklahoma museums have a golden year!!!

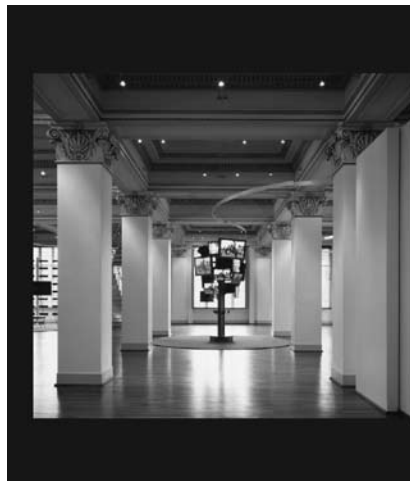
Brenda

2008 OMA Board of Directors meetings

The Oklahoma Museums Association Board of Directors will meet at noon on February 8 at the Oklahoma City Zoo, noon on June 23 at the Jasmine Moran Children's Museum, Seminole and 10:00am on September 24 at Hotel Phillips, Bartlesville. An update to the OMA strategic plan can be found on the OMA Web site at www.okmuseums.org. If you are interested in serving on the OMA Board of Directors, please contact the OMA office for more information regarding the nomination process.



Brenda Granger
OMA Executive Director



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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:

The board and the budget

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.

Whether on a current or past board, perhaps you have had the experience of seeing months go by without a discussion that feels either genuinely important or interesting. One reason may be that traditional board agendas are heavy on committee and staff reports, such as Finance Committee Report, Fundraising Committee Report, or Executive Director Report. There isn't much to do except listen.

Many boards and their executive directors complain about a "lack of engagement" and bring in speakers or even undertake strategic planning as ways to "get the board engaged." But even if there is discussion at meetings, shouldn't the goal be something more than just lively talking? Instead of "How can we get the board engaged?" perhaps the question should be: "WHAT should the board engage with?"

The term "critical path" originated in the field of project management to mean the sequence of milestones that a project must follow to finish in the shortest amount of time. The term has come broadly to mean the path or sequence of decisions and actions that will lead to success.

One way to get to this critical path for the board is to clarify what the critical path is for the organization this year. At least annually, ask this question of the executive director and the board officers: What does the organization NEED to accomplish this year? What are the most important two or three things that have to get done?

The answer might be, "to be named one of the six city lead health centers," "to move to a new office," "to get our enrollment up," "to either fire or see great improvement in the CEO," "to get our finances under control," "to explore and maybe merge," "to find a way to raise salaries," or "to get the board's act together in preparation for hiring a new executive director."

The Big Job for the organization (or two or three jobs) will lead naturally to two other questions. First, what does the board need to do in order to get this Big Job done? And second, what do board members need to know in order to do that?

Let's look at an example of a Big Job and the board's critical path, and imagine an organization that matches adult mentors with young people. This organization has two big issues in front of it. First, although

they have a waiting list, they don't have enough mentors, so their matches have declined by 18% over the last year-what is the problem and what can be done about it? Second, they have enjoyed a substantial 3-year grant from the county which will be ending in six months. Should the organization expect to get a renewal? Plan to cut back? Find another source of income?

Old agenda:

- Finance Committee report – last month's financial statements
- Fundraising Committee – ask members to contribute raffle prizes
- Executive Director's report – mentor recruiting

New agenda:

- County funding: Form task force to investigate likelihood of renewal; develop strategy for renewal (such as board member meetings with county officials)
- Matches: Report from board – staff task force on the ten interviews they have conducted with mentors to learn how they were recruited. Review plan from executive director on staff work to recruit more mentors. Generate and prioritize list of ways that board members can assist with recruiting.
- Finance Committee – Contingency budget if county funding is not renewed

In short, by beginning with what the organization has to accomplish and then what the board has to accomplish-and discuss-is grounded in the pressing and meaningful real work. The critical path may have been outlined in a recent strategic plan, or there may be a major "event" such as executive director departure, a substantive funding cut, or other matter. A discussion of the critical path will lead naturally to which committees and task forces are needed, what kinds of board members need to be recruited, what individual and group tasks there are for the board, and to what key items the board must hold the executive director accountable.

2008 Museum Assessment Program applications now available **Self-study process signifies commitment to institutional improvement**

The Oklahoma Museums Association very much encourages Oklahoma museums to participate in the MAP program. It is a very good program to strengthen your museum! The fee for MAP is on a sliding scale- from FREE to \$750. The deadline to apply for the MAP program is February 15.

Do you think your museum could be even stronger? Could an outside perspective provide new insights? If so, consider participating in the American Association of Museums' Museum Assessment Program (MAP), a confidential process of guided self-study, peer review, and implementation.

Participation in MAP enables museums to evaluate current practices, establish priorities to achieve professional museum standards, and plan the best and most effective way to serve the community. As a result of MAP, participants regularly report an increased level of professionalism, clearer focus on the museum's mission, an energized staff and governing authority, and greater credibility with their stakeholders. Participation in MAP demonstrates an organization's commitment to self-assessment and institutional improvement to donors, public policy makers and the general public. Museums of all types, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos, participate in the program.

Small museums with annual operating budgets of less than \$125,000 can participate for free, and all museums

open 90 days or more per year are eligible. Administrative fees are reasonable for museums in other budget categories, ranging from \$350 to \$750.

The application and guidelines are available for download from the American Association of Museums' Web site at www.aam-us.org/map, or you can receive a copy by mail by e-mailing map@aam-us.org or calling 202.289.9118. Assessments are first-come, first-served, and the application postmark deadline is February 15, 2008.

The Museum Assessment Program is supported through a cooperative agreement between AAM and the Institute of Museum and Library Services (IMLS).

Another way to get involved with the Museum Assessment Program is by becoming a Peer Reviewer. Being an AAM Peer Reviewer will provide you with valuable opportunities for professional development and allow you to contribute directly to the improvement of the museum field overall. You'll meet new colleagues, learn firsthand how other museums operate, and cope with challenges, all while sharing your experiences and expertise. If you're interested in learning more about becoming a peer reviewer, visit www.aam-us.org/getinvolved/pr/.

Gifts to the Oklahoma Museum Association

The Association recognizes these members and friends who made recent contributions to the following funds September 5 – November 30, 2007:

Annual Giving Campaign

Donors (\$100 to \$499)
Sandra Bailey, Chandler
Deborah Burke, Tulsa
Ken Busby, Tulsa
Marcie Donaho, Seminole
Cindy Hale, Tulsa, in memory of
Mary Herron
Ruth Ellen Henry, Sand Springs
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Sue Linder-Linsley, Roff
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Oklahoma City Museum of Art
Diane & Richard Salamon, Tulsa
Peter Tirrell, Norman
Michelle Finch Walker, Idabel

Contributors

Susan Adams, OKC
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Jana Brown, Lawton
Dale Chlouber, Ripley
Cinnamon Catlin-Legutko, Crawfordsville IN
Tobie Cunningham, Sand Springs
Melanie Davidson, Norman

Gayle Farley, OKC
Ken Fullbright, Shawnee
Brenda Granger, OKC
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Lynne Roller, OKC
Shattuck Windmill Museum & Park
Marilyn Shewmaker, Edmond
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Sunni Wager, Tulsa

Endowment

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Ken Busby, Tulsa
Marcie Donaho, Seminole
Sue Linder-Linsley, Roff

Contributors

Deborah Burke, Tulsa
Ken Fullbright, Shawnee

Scholarship Fund

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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.

Oklahoma Museums Association
Technical Bulletin #46
Published January 2008

Back issues of technical bulletins published by the Oklahoma Museums Association are available free to members. For a complete list of technical bulletin topics, visit the OMA Web site www.okmuseums.org.

This technical bulletin was developed as part of the Oklahoma Museums Association 2007 November workshop on grant writing and supported in part by the Oklahoma Arts Council, Oklahoma City National Memorial & Museum, and the Oklahoma Membership and Development Association (OKMADA) Standing Professional Committee.



Ten points to increase your grant writing success

by Cecil Carter, Coordinator, Center for Rural Competitiveness, Murray State College

1. Be certain your organization is fundable

Fundability comes from the "right" organizational structure as well as the organization's activities. The right organizational structure typically means being a 501(c)3 organization. This refers to the Internal Revenue Service codes. 501 is the section of the code defining tax exemptions, "c" means corporations, and 3 is the type organization. So a 501(c)3 organization is viewed as an organization doing community or charitable work.

Fundability has to do with other things like:

- list of accomplishments for last year
- list of three objectives for next year
- proposal talking about the "people side" of the project
- an absolute need – remember you need to show "Drama, Trauma, Doom and Gloom"
- report showing you are at full capacity now
- list of partners
- fundable project

2. Designing a fundable project

The key to having a fundable project is one that matches the potential grant makers criteria for funding. Grant makers do not fund organizations; they fund causes or projects that match their need to give. Here is where your organization's mission plays a vital role. This means the area in which you operate, like your museum or education or medical or infrastructure. The mission is why you are in business. Geographic boundaries can be a criteria some grant makers have. For example if a grant maker prefers to make grants in the Tulsa area, it is a total waste of your time to apply for the grant if your organization only serves Oklahoma City.

3. Research most likely grant makers

Research means finding a grant maker that wants to fund, and can fund a project like yours. You are matching what you need with what they fund. Basically this means time on the internet, searching out each grant maker's funding criteria.

4. Develop a relationship with grant makers

People are simply more comfortable dealing with other "friends." Folks like to deal with people that they know. Never write a grant without calling the grant maker first.

5. Develop partners for the project

There are no Lone Rangers! Some organization out there is willing to partner with your

organization. They share your mission or your stakeholders. The word these days is collaboration not competition. Funders expect to see partners in your project.

6. Leverage the grant maker's funding

This simply means show you have financial partners willing to invest money in the proposed project. Grant makers do not like to fund 100% of a project. When several grant makers see other colleagues investing in your project, they are more likely to invest in your project also.

7. Write a compelling letter of inquiry

Many funders today want a letter of inquiry prior to your developing a grant proposal. Quite honestly, they are trying to screen you before you spend hours on developing the proposal. Remember, they also have to read all these proposals. Some grant makers want a letter of inquiry before they even send you an invitation to develop a grant proposal or let you have an application.

8. Develop a carefully crafted grant proposal

This means: write in plain English. Spell check does not catch logic errors. When the grant maker asks for exhibits in a certain order or with certain font size or certain margins...DO IT. Carefully crafted will also mean developing the Drama, Trauma, Gloom and Doom aspect of the proposal. Successful grant writers usually make a case showing that "the sky will fall unless their organization receives this proposed funding."

9. Follow up with the grant maker

This is basic good manners. If you communicate with the potential grant maker it is an opportunity to build the relationship. Call and thank them; write them a thank you for the phone call. Handwriting a thank you letter will get you more than an email.

10. After you get the grant, pave the way for the next grant

Do what the proposal says you intend to do with the funding. Keep your word. Integrity gets a lot of grants. The grant making community is very small. Word gets around if you do not perform. Either do what you promised to do with the funding or get out of the business. I say this because if you do not do what you promised, you will not get another grant, and neither will your organization.

Good Luck!

Federal formula grants for museums update

Museums are the keepers of our nation's identity. They collect, preserve, interpret, and exhibit the artifacts, documents, sites, specimens, and heritage of our nation for present and future generations. They protect the tangible evidence that tells the stories of the people, experiences, natural environs, achievements, challenges, and creativity of the United States and the world. Museums, found in virtually every corner of the country, include art and natural history museums, science and technology centers, historical societies and museums, botanical gardens, zoos, children's museums, and aquariums. An estimated 17,500 museums across the country have approximately 865 million visitors per year or 2.3 million visits per day. However, there are two critical challenges facing the nation's museums: a significant lack of public funding and the absence of a nationwide support system to provide a strong foundation.

Did you know that the Institute of Museum and Library Services (IMLS) provided \$210.5 million for libraries in 2006, while museums received only \$36.5 million? Why the difference? Federal formula grants given from IMLS directly to the states accounted for \$163.7 million of IMLS' authorization. Museum workers, leaders, and supporters should know that there is a national advocacy effort underway to create a similar federal formula grant program for museums.

Background

In 1956, Congress wisely invested in America's libraries by creating a formula grant program. By providing federal funding and leveraging state and local funding, this program has built a strong and sustainable system of support for American libraries. Over time, this investment has enhanced professionalism, built programming, and helped our libraries keep up with technological change. Although there are other federal formula programs for the arts, humanities, and historic preservation, there is no program for museums similar to the one that provides ongoing public support to libraries. With the reauthorization of IMLS in 2009, Congress has the opportunity to positively shape the future of the nation's museums by establishing a federal formula grant program for museums. A Congressional commitment to establishing a federal formula grant system for museums will be a vital step in recognizing and supporting the essential role of museums within the nation's cultural and educational infrastructure. A federal formula grant model for museums would:

- Provide significant financial support for all types of museums;
- Bring federal tax dollars home to the states, where each state's unique challenges, needs, and opportunities can be addressed;
- Require every state to name an agency responsible for monitoring and assisting museums at the state level;
- Leverage matching state and, possibly, local funds for museums;
- Enable governments to gather data on museums and their progress over time; and
- Ensure museums are healthy and stable institutions that benefit the nation's citizens.

Additional information about the Federal Formula Grant Coalition can be found on the American Association for State and Local History's Web site at www.aaslh.org/htopics.htm.

Museum Accessioning and Registration of Collections Course (MARC) to be offered in March

Do you have artifacts in your museum collection that you do not know how to mark?

Do you have artifacts in your museum collection that are outside of your mission statement?

Do you know how to properly accession and catalogue the artifacts in your museum collection?

Do you have feathers in your museum collection from endangered species?

If you answered yes to any of these questions, or if you have other museum collections related questions, then MARC is for you!

The Oklahoma Museums Association developed two-day Museum Accessioning and Registration of Collections Course will be offered on March 6-7, at the Tulsa Air and Space Museum in Tulsa. The deadline for registration is February 25. The MARC course will help museum staff and volunteers properly manage their collections, by teaching a solid foundation of basic museum collections knowledge.

On day one of MARC, participants will cover mission statements, conflicts of interest and ethics, collections management policies, writing a collecting plan, working with a collections committee, legal issues relating to museum collections and deaccessioning. On day two, participants will focus on the process of artifact donations including proper documentation on an artifact's provenance and description, the physical application of a number, cataloging artifact information, loans and insurance.

Complete registration is \$125 for the first registrant from an institution. Complete registration includes an artifact labeling kit, handouts and two days of instruction. A registration fee of \$75 is available to additional registrants from the same institution and also to students or individuals not affiliated with a museum; this fee does not include the kit and is for instruction only. Space is limited.

One scholarship will be offered to an OMA member for this course. To apply for a scholarship, please visit the programs and services section of the Web site at www.okmuseums.org. The deadline to request a scholarship is February 15.

The MARC course is sponsored in part by the Oklahoma Registrars Association, a standing professional committee of OMA, and the Oklahoma Arts Council. OMA reserves the right to cancel this workshop if a minimum number of participants is not met.

Hold the date at the American Association of Museums reception!

There will be a reception at AAM for members and friends of the Oklahoma Museums Association and the Museum of the Red River on Sunday, April 27th from 5:00pm-6:30pm at the Colorado Convention Center in Denver. An invitation will be mailed at a later date.

continued on page 12

OKMADA February 4 – Standing Professional Committee Oklahoma Membership and Development Association Mid-Winter Meeting and Program. The topic will be stewardship presented by Sandra LeVan. 99s Museum of Women Pilots, Oklahoma City. Registration deadline is January 25.

The Third Annual Mid-Winter Meeting of the Oklahoma Membership and Development Association (OKMADA) will be held on Monday, February 4 from 11am-2pm at the 99s Museum of Women Pilots, Oklahoma City. The featured speaker will be Sandra LeVan who will discuss being good stewards of financial donations. Attendees will enjoy food, networking, business meeting and information. Who should attend: staff and volunteers; membership managers; development directors; executive directors; grant writers; anyone interested in fundraising. Registration is \$25 and includes lunch. OKMADA annual dues are \$10, in addition to regular OMA membership dues. OKMADA provides an avenue for members of the museum community to share ideas and discuss issues associated with membership and development. OKMADA promotes communication among museum membership coordinators and development officers. OKMADA members enjoy an increased awareness of national and regional philanthropic trends and important legislation, and help promote the high professional standards of the fundraising profession. Membership is open to the museum community with the goal of furthering the museum development profession. OKMADA also has an online community.

OKME February 22 – Standing Professional Committee Oklahoma Museum Educators Mid-Winter Meeting and Program. The topic will be strategic planning for OKME facilitated by Adonna Meyer. Oklahoma City National Memorial & Museum, Oklahoma City. Registration deadline is February 12.

The Thirteenth Annual Mid-Winter Meeting of the Oklahoma Museums Educators (OKME) will be held on Friday, February 22 from 11am-2pm at the Oklahoma City National Memorial & Museum in Oklahoma City. The program topic will be strategic planning for OKME facilitated by Adonna Meyer. Attendees will enjoy food, networking, business meeting, information and a tour. Who should attend: staff and volunteers; museum educators; anyone responsible for or interested in developing adult, children and school programs; volunteer coordinators; museum docents and volunteers. Registration is \$25 and includes lunch. OKME annual dues are \$10, in addition to regular OMA membership dues. OKME represents the concerns and needs of museum educators within OMA by participating in policy and decision-making discussions at the statewide level and by selecting and planning programs for annual state and regional meetings. OKME promotes communication among museum educators statewide through an annual luncheon and mailings. OKME encourages high professional standards for museum educators, advocates the support of museums and their educational purpose, and promotes excellence in museum learning. Membership is open to anyone concerned with museum learning, research, evaluation of programs, and/or exhibition development. OKME also has an online community.

OKRA February 25 – Standing Professional Committee Oklahoma Registrars Association Mid-Winter Meeting and Program. The topic will be Intellectual Property and Copyrights presented by attorneys Clifford C. Dougherty, III and Tony Rahhal. Fred Jones Jr. Museum of Art, Norman. Registration deadline is February 15.

The Sixth Annual Mid-Winter Meeting of the Oklahoma Registrars Association (OKRA) will be held on Monday, February 25 from 11am-2pm at the Fred Jones Jr. Museum of Art, Norman. The program presented by Clifford C. Dougherty, III and Tony Rahhal will make for a better understanding of intellectual property and copyrights. Topics will include: Intellectual Property Overview - Areas of Intellectual Property Applicable to Museum Operations; Trademarks - Policing Marks: Avoiding Infringement of Marks; Right of Publicity/Right of Privacy; Copyright Fundamentals; Copyright - Pictorial, Graphic and Sculptural Works - Works of the Visual Arts; Copyright - Ownership, Works for Hire, Notice and Registration; Copyright Infringement, Remedies; Copyright - Fair Use; Copyright - Gift Agreements and Patents - Utility Patents, Business Method Patents, Design Patents Attendees will enjoy food, networking, business meeting, information and a tour. Who should attend: registrars; collections staff and volunteers; curators; anyone interested in museum collections management and care. Registration is \$25 and includes lunch. OKRA annual dues are \$10, in addition to regular OMA membership dues. OKRA is dedicated to enhancing the professional development of the members of the museum community through support of workshops and the distribution of information. OKRA members maintain a statewide network for registrars, collection managers, and other museum staff and volunteers interested in the management and documentation of collections. OKRA also has an online community.

Standing professional committee representatives

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NSCA-SPNHC joint meeting in Oklahoma City on May 13-17, 2008

The third Joint Meeting of the Natural Science Collections Alliance (NSCA) and the Society for the Preservation of Natural History Collections (SPNHC) will be held in Oklahoma City. Together, this is the largest meeting in the country dedicated to natural science/natural history collections preservation, management, and administration. Sam Noble Oklahoma Museum of Natural History is the host museum and OMA is proud to be a co-sponsor of the lighting workshop. For more information, visit www.snomnh.ou.edu/nsca-spnhc/.

American Association for State and Local History accepting award nominations

The American Association for State and Local History (AASLH) Awards Program was initiated in 1945 to establish and encourage standards of excellence in the collection, preservation, and interpretation of state and local history throughout North America. By publicly recognizing excellent achievements, the Association strives to inspire others. For more information on the awards program, visit www.aaslh.org or contact the AASLH office at 615.320.3203 or by e-mail at hawkins@aaslh.org. The deadline for submission is March 1 of each year.

OMA scholarship program

Each year, OMA awards scholarships to workshops, seminars and the Annual Fall Conference. Scholarships are awarded on a demonstrated need basis to qualified applicants and cover registration fees only. To qualify for an OMA scholarship, an applicant must be a member in good standing of the Oklahoma Museums Association; complete the scholarship application form on the Web site; and submit the application by email, fax or US mail by the specified deadline. OMA members are encouraged to apply for scholarships.

Music licensing for museums fact sheet available

Museums frequently use music in various aspects of their operations, from live concerts and performances for special events to recorded music in galleries, shops, restaurants, or elevators. The fact sheet can be found on the American Association of Museums Web site at www.aam-us.org/upload/Music_Licensing.pdf.

New annual electronic filing requirements for small tax-exempt organizations, e-postcard (Form 990N)

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status. With the enactment of the Pension Protection Act of 2006 (PPA), these small tax-exempt organizations will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually. Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ. For more information, visit the IRS Web site at www.irs.gov.

Definition of museum adopted by the OMA Board of Directors

A museum as recognized by the Oklahoma Museums Association, is defined as an organization which uses a professional staff or the equivalent, whether paid or unpaid, that is primarily engaged in the acquisition, care and exhibition to the public of objects or interactive displays/exhibits owned or used by the institution. Further, a museum is understood to possess a variety of the following characteristics: 1) is organized on a permanent or regular basis for essentially educational and/or aesthetic purposes; 2) owns or uses tangible objects, either animate or inanimate; 3) cares for these objects; 4) exhibits these objects to the general public on a regular basis at or in a facility which it owns or operates; and 5) provides educational and cultural programming

Oklahoma State Art Collection

The Oklahoma State Art Collection has a new home in the west wing of the Oklahoma State Capitol. This gallery will continue to feature rotating exhibitions of the Collection.

OMA calendar of events

January 31 • Deadline for Annual

Fall Conference session proposals

February 4 • Standing Professional Committee Oklahoma Membership and Development Association (OKMADA) Mid-Winter Meeting and Program

February 8 • OMA Board meeting

February 22 • Standing Professional Committee Oklahoma Museum Educators (OKME) Mid-Winter Meeting and Program

February 25 • Standing Professional Committee Oklahoma Registrars Association (OKRA) Mid-Winter Meeting and Program

March 6 & 7 • Museum Accessioning and Registration of Collections Course (MARC)

April 7, 8 & 9 • Regional Workshop Series, *Your Legal Responsibilities as a Board Member*

April 27 • Reception at American Association of Museums meeting

May 18-24 • Oklahoma Museums Week

Ongoing grant opportunities

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

Oklahoma Humanities Council
www.okhumanitiescouncil.org
405.235.0280

Grantmakers of Oklahoma
www.grantmakersofoklahoma.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

Below is a list of new and renewing members who paid dues September 5 – November 30, 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

Teresa Adwan, Tulsa
David Anderson, Okmulgee
Sandra Bailey, Chandler
Marcie Donaho, Seminole
Delaynna Trim, Shawnee

Treasure

Sally Ferrell, Chandler
Gabriel Serrano, Noble
Dr. Alvin Turner, Norman
Nathan Turner, Andover KS
Michelle Finch Walker, Idabel

Member

Mike Adkins, OKC
Gail Kana Anderson, Norman
Jarod Atkins, Edmond
Julie Baird, Enid
Susie Beasley, OKC
John Beckman, Lawton
Dr. Janet Braun, Norman
Maggie Brown, Tulsa
Gary Brown, Enid
Sha Buchanan, OKC
Randy Burghart, OKC
Amena Butler, OKC
Andrew Campbell, Norman*
Lanette Coppage, Tulsa
Leslie Creason, OKC*
David Cunningham, Taos NM
Tobie Cunningham, Tulsa
Melanie Davidson, Norman
Susan Dixon, Tulsa
Dr. Dianna Everett, Edmond
Gayle Farley, OKC
Carla Garrison, Elk City*
Cher Golding, OKC*
Michele Hansford, Carthage MO
Ruth Ellen Henry, Sand Springs*
Pam Horn, Tulsa
Amanda Hudson, OKC
Annette Hunt, Ponca City*
Loretta Jackson, Chickasha
Kim Jones, Tulsa
Victor Koshkin-Youritzin, Norman
Kay Little, Bartlesville
Alison Mainers, Norman*
Sue Ann Martin, Henryetta*
Sherry Massey, Edmond
Jaye McCaghren, Tulsa
Doris McGranahan, Kingston
Mark Megehee, Fort Sill

Tom Mooney, Tahlequah
Chris Morgan, Tulsa
Tamara Nicholas, OKC
Sharon Nichols, Stigler*
Roberta Pailes, Norman
Susan Patterson, Tulsa
Kim Penrod, Hinton
Dennis Peterson, Spiro
Annette Pittman, Ponca City
Kathryn Red Corn, Pawhuska*
Gary Rohr, Claremore*
Mary Jane Rutherford, Norman
Towana Spivey, Duncan
Dianne Stuart, Duncan
Becky Zurcher Trumble, Norman
Barbara Tyson, Hodgen
Lynn Thornley, Morris*
Doug Zook, Idabel

Student

Felicia Harrison, Edmond
Erin Karl, OKC*
Teresa Seabolt, OKC*
Deborah Swafford, Vian*

Institutions

AD Buck Museum of Science and History
Atkinson Heritage Center
Caddo Tribal Heritage Museum
Cimarron Heritage Center
Cotton County Museum Association
Frank Phillips Home
Fred Jones Jr. Museum of Art
Harn Homestead Museum
Langston University Libraries
LYJ African-American Historical Society
Marland Estate
McClain County Historical Society and Museum
McCurtain County Veterans Memorial Museum
Moore-Lindsay House Historical Museum
Mustang Historical Society
National Cowboy & Western Heritage Museum
Oklahoma City Zoological Park and Botanical Garden
Pawnee Bill Museum and Ranch
Pawnee County Historical Society Museum
Seminole Historical Society and Oil Museum
Sherwin Miller Museum of Jewish Art
Southern Heights Heritage Center and Museum
Stillwater Airport Memorial Museum
Stillwater Children's Museum
Temple Museum Association

University of Central Oklahoma
Department of History/Geography
Waynoka Historical Society
Western Oklahoma Historical Center
Will Rogers Memorial Museums
Wilson Historical Museum

Corporate***Silver***

Elliott + Associates Architects

Bronze

Fritz Baily, P.C.
ITIN Museum Services
Western Center for the Conservation of Fine Arts
Winnercomm, Inc.*

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Oklahoma Museums Association workshop registration form

OKMADA Mid-Winter Meeting • February 4, 2008

99s Museum of Women Pilots, Oklahoma City
Registration deadline is January 25, 2008
 \$25 meeting only \$35 meeting + OKMADA dues

OKME Mid-Winter Meeting • February 22, 2008

Oklahoma City National Memorial & Museum, OKC
Registration deadline is February 12, 2008
 \$25 meeting only \$35 meeting + OKME dues

OKRA Mid-Winter Meeting • February 25, 2008

Fred Jones Jr. Museum of Art, Norman
Registration deadline is February 15, 2008
 \$25 meeting only \$35 meeting + OKRA dues

Museum Accessioning and Registration of Collections (MARC) Course • March 6-7, 2008

Tulsa Air and Space Museum, Tulsa
Registration deadline is February 25, 2008
 \$75 instruction only \$125 complete
 \$200 two registrants from same institution

OMA Regional Workshop Series

Your Legal Responsibilities as a Board Member
Registration deadline is March 21, 2008

Select date/location:

- April 7 at Oklahoma City Downtown Library, OKC
- April 8 at Sherwin Miller Museum of Jewish Art, Tulsa
- April 9 at Ardmore Convention Center, Ardmore

Select registration type:

- \$30 OMA member \$40 non-member
- \$45 two registrants from same OMA member institution
- \$60 two registrants from same non-member institution

Name _____ Title _____

Institution _____

Address _____ City, State, Zip _____

Day Phone _____ E-mail _____

Second Registrant (if applicable) _____

Second Registrant E-mail _____

Check enclosed in the amount of \$ _____ Charge my Visa/MasterCard/American Express \$ _____

Credit card # _____ Exp _____ Signature _____

Send completed form with payment to: Oklahoma Museums Association, 2100 NE 52nd Street, Oklahoma City, OK 73111. If paying by credit card, fax form to OMA at 405.427.5068. For more information, contact 405.424.7757.

Registration Policy

OMA institutional members may send one staff delegate at the member rate, if a member rate is applicable. All other staff or volunteers attending must be individual members of OMA or pay the non-member rate. Registration cannot be shared. OMA may offer special registration rates for two registrants from the same institution for specific workshops. These rates only apply to the specified workshop and not other OMA training or events. Please register only one person per form if special registration rates do not apply.

Cancellation/Refund Policy


Cancellations received by the work-

shop registration deadline are eligible for a refund. Cancellations received after the registration deadline are non-refundable. All cancellations must be in writing. Participant substitutions are accepted at any time.

Online Registration

Online registration is available through the OMA Web site at www.okmuseums.org.

Descriptions for the workshops listed above appear on pages one, six and seven of this newsletter.



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www.1220.com 800.245.1220



The Oklahoma Museums Association has new districting that follows U.S. Congressional district lines. The map at left indicates these five districts. In previous surveys, OMA members expressed a desire for news from their area. Around the State has been reformatted to address this request by presenting news from each of the districts. OMA District Representatives will submit news from their respective districts for inclusion in *MuseNEWS*. Contact information for each District Representative appears below. The deadlines for material submissions to *MuseNEWS* are March 1, June 1, September 1 and December 1. Please enjoy the new format.

District 1

Tobie Cunningham, District 1 Rep.
Registrar
Gilcrease Museum
1400 N. Gilcrease Museum Road
Tulsa, OK 74127
918.596.2765
tcunningham@ci.tulsa.ok.us

PO Box 157
Broken Bow, OK 74728
580.494.6497
fhc@beaversbend.org

Talbot Library and Museum, Colcord, anticipates completion of Historic School Restoration in the spring.

Viewspace, an internet-fed, self-updating exhibit from the Space Telescope Science Institute is on view at the **Museum of the Great Plains**, Lawton.

Sam Noble Oklahoma Museum of Natural History, Norman, will continue the centennial exhibit, *Collecting Oklahoma* through January 21, 2008.

The **Tulsa Air and Space Museum** exhibit, *Survivors*, features video histories of survivors of the attack on Pearl Harbor as well as P.O.W.'s from World War II to the present. Video histories continue to be recorded and incorporated in the exhibit as they come to light.

District 3

Julie Baird, District 3 Rep.
Executive Director
Leonardo's Discovery Warehouse
200 E Maple
Enid, OK 73701
580.233.2787
julie@leonardos.org

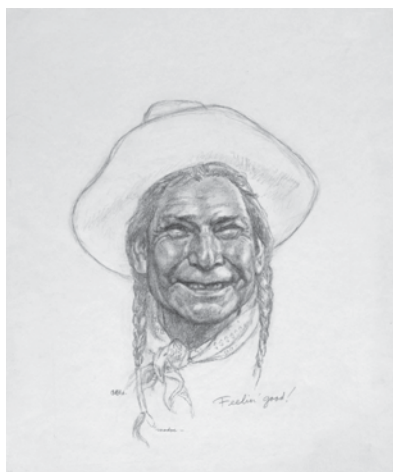
The **Standing Bear Museum and Education Center**, Ponca City, was recently dedicated. The facility features tribal displays, traveling exhibits, artwork, and other educational material.

District 5

Bert Castro, District 5 Rep.
Executive Director
Oklahoma City Zoological Park and Botanical Garden
2101 NE 50th Street
Oklahoma City, OK 73111
405.425.0230
bcastro@okczoo.com

The National Cowboy & Western Heritage Museum has appointed **Mary Lurry** as Development Director.

Tulsa's **Gilcrease Museum** announces its Centennial exhibition, *Charles Banks Wilson: An Oklahoma Life in Art*. Wilson is a contemporary Oklahoman, whose murals grace the Oklahoma State Capitol.



"Feelin' Good - Modoc" by Charles Banks Wilson. Image courtesy Gilcrease Museum.

Stillwater Children's Museum has a permanent location in the former Katz Building in downtown Stillwater.

The **Museum of Pioneer History**, Chandler, has received the first of a two-part grant from the Inasmuch Foundation to convert the old bakery building into a state of the art storage and exhibit preparation area and exhibition wing.

The Oklahoma Heritage Association has appointed **Amy Linduff** as Executive Assistant and **Shawnta Mitchell** as Museum Service Coordinator.

The Oklahoma City Museum of Art has appointed **Ken Lindquist** as Development Director.

The Oklahoma City Arts Council has appointed **Blair Bradley** as Events Coordinator, **Shelley Branum** as Finance and Development Assistant and **Ellen Cravens** as AmeriCorp Fellow.

District 4

John Hernandez, District 4 Rep.
Executive Director
Museum of the Great Plains
601 NW Ferris Avenue
Lawton, OK 73507-5443
580.581.3460
exhibits@museumgreatplains.org

Two litters of African lion cubs were born at the **Oklahoma City Zoo and Botanical Garden** recently. The cubs will be on exhibit in the spring.

District 2

Michelle Finch Walker, District 2 Rep.
Director
Forest Heritage Center

Comanche Nation Museum and Cultural Center recently opened in Lawton.

The Omniplex Science Museum, Oklahoma City, has changed their name to **Science Museum Oklahoma**.

The Federal Formula Grant Coalition

Service organizations representing museums at the state, regional, and national level have joined forces to seek reauthorizing legislation for IMLS in 2009 that includes federal formula grants for museums. Through collaboration, museum service providers formed the Federal Formula Grant Coalition to act as the governing body for future legislation presented to Congress, with the American Association for State and Local History serving as the Coalition Administrator. The Oklahoma Museums Association became a member of this coalition in February 2007. The Federal Formula Grant Coalition is a strong national network that will work tirelessly on behalf of America's museums. To see a complete list of the Federal Formula Grant Coalition members, see www.aaslh.org/documents/CoalitionMembers.doc. The Federal Formula Grant Coalition retained the services of a Washington-based lobbying firm, Washington Strategies, in late Spring 2007, to both inform and represent the coalition's interests.

What We Need You To Do To Support This Effort

Museum leaders need to let elected representatives in the United States House and United States Senate know it is essential for them to play a leadership role in the establishment of federal formula grants for museums. The sooner the Federal Formula Grant Coalition can gain commitments from members of Congress, the stronger the chances will be of securing more federal funding for museums in America. For more information, visit the OMA Web site, www.okmuseums.org.

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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 membership details and benefits on OMA Web site
<http://www.okmuseums.org/secondary.php?section=2&catid=36>

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

Name _____

Institution _____

Address _____

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Phone _____

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