



Northwest Museum of Arts & Culture

Board of Trustees Meeting

DATE May 1, 2024

TIME 3pm

PLACE Gilkey Community Meeting Space Microsoft
Teams

CALL-IN 509-703-4414 Conference ID: 459 978 961#

The Northwest Museum of Arts and Culture honors the indigenous people on whose ancestral lands the museum now stands.

We recognize this as the traditional homeland territory of the Spokane Tribe. Their presence here, since time immemorial, can be seen and felt within these museum walls and in the surrounding landscapes. We thank the Spokanes, past, present and future, for sharing this space as a place for artistic and cultural expressions to be enjoyed by all.

Agenda

Northwest Museum of Arts & Culture

Board of Trustees Meeting

May 1, 2024

Gilkey Community Meeting Space + Microsoft Teams

Time	Agenda Item	Responsible	Page
3:00 pm	Call to Order, Establish Quorum	Peter Sanburn, President	
3:02 pm	ACTION: Approve Minutes 3/6/24	Peter Sanburn, President	4
3:05 pm	President's Report <ul style="list-style-type: none"> ACTION: Vote to move July meeting to the 10th due to July 4th holiday. 	Peter Sanburn, President	
3:10 pm	Open Comment Period	Peter Sanburn, President	
3:15 pm	Director's Report <ul style="list-style-type: none"> Thank you and farewell: Janet, Matthew, Lukus, Debra & Peter Legislative update Upcoming Exhibitions 	Wesley Jessup, Director	
3:25 pm	Finance Committee Report <ul style="list-style-type: none"> P&L- 3.31.24 Variance Explanation Cash Flow Projections (separate attachment) Need MAC Check Signers 	Lukus Collins, Board Treasurer Francis Langston, CFO	5 6
3:35 pm	Strategic Plan Update <ul style="list-style-type: none"> CMS Update/Demo Grow and Diversify MAC's Audiences 	Brooke Shelman Wagner, Collections Curator & Theo, Collections Database PM Rob Worstell, Director of Education & Marit Fischer, CMO	7- 14 15 -33
4:05 pm	Governance Committee Report <ul style="list-style-type: none"> ACTION: Vote on new Trustees: <ul style="list-style-type: none"> James Vanderholm Rose Noble Brooke Hawley Christina Simonsen ACTION: Vote on new Board Officers <ul style="list-style-type: none"> President – Frank Velázquez Vice President – Laurie Arnold Treasurer – James Vanderholm Secretary – Greg Hesler 	Debra Schultz, Chair	34 35 36 37-40
4:15 pm	Ad Hoc Policies Committee <ul style="list-style-type: none"> ACTION: Adopt the 2nd Read Policies: <ul style="list-style-type: none"> Contract Signature Authority FIN 106 Governance Management GOV 100 NEW Accessible Technology TEC 103 	Jason Brown, Chair	41-48 49-53 54-56

Agenda

Northwest Museum of Arts & Culture

Board of Trustees Meeting

May 1, 2024

Gilkey Community Meeting Space + Microsoft Teams

	<ul style="list-style-type: none"> ○ NEW Gift Acceptance FIN 110 ○ NEW Digital Preservation COL 102 <p>First Read Policies:</p> <ul style="list-style-type: none"> ● Affirmative Action Equal Opportunity HR 102 ● Employee Training & Development HR 406 ● NEW: Background Check HR 414 ● NEW: Recruitment and Selection HR 415 ● NEW: Performance Management HR 416 		<p>57-59 60-63</p> <p>64-66 67-71 72-74 75 76-78</p>
4:30 pm	Development Committee Report	Peter Sanburn, Chair	
4:35 pm	Exhibitions and Collections <ul style="list-style-type: none"> ● Overview of upcoming exhibition-related contracts 	Kayla Tackett, Director of Exhibitions and Collections	
4:40 pm	Education Committee	Matthew Henshaw, Chair	
4:45 pm	Foundation Report	Foundation Representatives, Greer Bacon/ Michael Flannery	
4:50 pm	If Needed May Adjourn to Executive Session	Peter Sanburn, President	
4:55 pm	End Executive Session Call Regular Meeting to Order; Take Action If Needed	Peter Sanburn, President	
5:00 pm	Adjourn	Peter Sanburn, President	

Northwest Museum of Arts and Culture

March 6, 2024 of Trustees Meeting Minutes

Trustees Present: Jason Brown, Lukus Collins, Michael Dunn, Janet Durnford, Steve Duvoisin, Matthew Henshaw, Greg Hesler, Jeanie Louie, Peter Sanburn, Gayle Terry, Dr. Frank Velazquez

Staff Present: Melissa Allard, Anna Bresnahan, Marit Fischer, Kristin Howard, Wes Jessup, Francis Langston, Kate Rau, Carol Summers, Kayla Tackett, Rennee Webber, Rob Worstell

Others Present: Todd Clark, Carrie Culver, Michael Flannery, Cheryl Wilcox

There were no public attendees.

Call to order: With a quorum present, Mr. Sanburn called the meeting to order at 3:00pm

Action: Approve minutes from January 10, 2024, meeting. Dr. Velazquez moved to approve the minutes, Mr. Brown seconded, and the motion was carried unanimously.

President's Report: Mr. Sanburn reported that the VIP opening for *Leaving Marks* (Balazs) and *Pulling Roots* (Reinald Gil Zambrano) had around 260 guests, with lots of positive comments about both exhibitions. The Business Leaders Breakfast was also well attended, and attendees were pleased with the trajectory of the MAC.

Director's Report: Mr. Jessup introduced Cheryl Wilcox and Todd Clark of ArtsWa's Tribal Cultural Affairs program, the only state-funded program of its type in the country. They are looking forward to collaborating with the MAC. Mr. Jessup also reported that our Operational and Capital requests were approved by the legislature. It was further noted that our exhibition building is now 22 years old, and with some of our major systems likely requiring replacement, it's time to start considering expanding our physical space. The community has made it clear that they want a permanent exhibition space for the Plateau Collection. As such, we will begin discussions with the Office of Financial Management.

Finance Committee Report: Mr. Collins reports that due to the timing of the reports, our P&L shows some negative variance, but that the museum's balance sheet and cash flow are very strong, thanks in part to the success of Minecraft.

Action: Adopt two changes to the MAC Bylaws as presented. Dr. Velazquez moved to approve, Mr. Duvoisin seconded, and the motion was carried unanimously.

Development Committee: Ms. Bresnahan reports that there are already 15 tables purchased for the Gala; invitations went out last week. With ArtFest expenses (security, fencing, etc.) having increased, we have decided to charge \$5 per attendee. This will include admission to the museum and Campbell House. The fee applies to museum members as well. Children under the age of 5 get in free.

Exhibition Committee: Ms. Tackett reported there will be an AICC Committee meeting in April. We are committed to building the relationship between the MAC and the region's tribes. This summer's gallery E exhibition, *Driving the American Dream*, will be curated by well-known Spokane artist Chris Bovey.

Education Committee: Mr. Worstell reports that thanks to excellent marketing, many of our programs are selling out. It has been decided to rebrand Thursday Night Live (TNL) to MAC After Hours; it will be moved to the last Thursday of each month. The Education Program is developing a program for teens, which will include job shadowing and mentoring teens who are interested in a careers in the arts.

With no further business, Mr. Sanburn adjourned the meeting at 4:14pm.

Eastern Washington State Historical Society

Income Statement
For the month ending 3/31/2024

Appropriated Funds Summary						
	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Revenue						
Total Revenue	0	0	0	2,031	0	2,031
Operating Expenses						
Salary/Wages/Benefits:	213,137	212,003	(1,134)	1,956,800	1,914,422	(42,378)
Utilities & Communications:	15,209	20,201	4,992	187,138	181,109	(6,029)
Insurance	890	85	(805)	162,431	158,000	(4,431)
Purchased Services	114,758	117,386	2,628	901,783	1,081,651	179,868
Travel	2,684	1,000	(1,684)	18,219	23,900	5,681
JA, JB, JC, JM, Museum Collections	9,291	2,000	(7,291)	688,535	83,100	(605,435)
Total Operating Expenses	355,970	352,675	(3,295)	3,914,907	3,442,182	(472,725)
Net Income						
TOTAL Net Income, Appropriations	(355,970)	(352,675)	(3,295)	(3,914,907)	(3,442,182)	(472,725)

Full Year Budget*
0
Full Year Budget
2,453,262
191,116
158,255
1,489,919
33,700
78,200
4,404,452
Full Year Budget
(4,404,452)

Local Fund Summary						
	Current Mo. Actual	Current Mo. Planned	Variance	Fiscal YTD Actual	Fiscal YTD Planned	Variance
Revenue						
04/20/000020 Admissions	16,174	21,263	(5,089)	535,722	369,475	166,247
04/20/000021 Fundraising Events	67,345	0	67,345	139,173	55,700	83,473
Other Revenues	53,822	29,994	23,828	654,946	433,906	221,040
Contributions & Grants Received in the Museum	121,989	108,554	13,435	1,203,808	1,719,479	(515,671)
Total Revenue	259,330	159,811	99,519	2,533,648	2,578,560	(44,912)
Operating Expenses						
Salary/Wages/Benefits:	120,946	132,325	11,379	1,095,080	1,203,193	108,113
Communications & Utilities	59	12	(47)	9,764	6,058	(3,706)
Purchased Goods and Services	113,029	58,014	(55,015)	1,330,246	1,204,655	(125,591)
Travel	8,783	3,010	(5,773)	20,283	34,490	14,207
Equipment & Furnishings (JA/JB/JC/JM)	12,453	0	(12,453)	70,193	500	(69,693)
Total Expenses	255,269	193,361	(61,908)	2,525,566	2,448,896	(76,670)
Net Income						
TOTAL Net Income, Local Funds	4,061	(33,550)	37,611	8,082	129,664	(121,582)

Full Year Budget
432,162
153,000
585,263
2,031,371
3,201,796
Full Year Budget
1,692,607
7,594
1,468,716
45,120
9,500
3,223,537
Full Year Budget
(21,741)

* As adjusted by supplemental budget

	Current Mo. Actual (New)	Current Mo. Planned	Variance	Balance Available
For the Board's Information:				
Contributions & Grants Restricted Acct	88,341	123,157	(34,816)	1,603,393
Endowment Distributions - Foundation - Restricted*	0	14,782	(14,782)	92,640
Endowment Distributions - Foundation - Unrestricted*	0	30,000	(30,000)	589,870

* These funds have not yet been recognized by the Museum, and thus do not show up on financial reports generated by the State financial system.

Explanation of Significant P&L Variances **For the Month Ending 3/31/2024**

Appropriated Fund Section

Salary/Wage/Benefits, FYTD Variance \$-42,378: Benefits buyout for two employees who have resigned or retired.

Purchased Services, FYTD Variance \$179,868: Timing differences—including software expenses (\$105,300), repairs & maintenance (\$27,642), and professional services (\$39,062).

Purchased Equipment & Collections, FYTD Variance \$-605,435: Primarily due to the unbudgeted purchase of the Balazs collection (\$563,000). Funds have been raised from individuals, corporations and from the State to replenish these funds.

Local Fund Section

Admissions, FYTD Variance \$166,247: Minecraft attendance exceeded expectations.

Fundraising Events, FYTD Variance \$83,473: Advance ticket sales for Gala and booth sales for ArtFest. Revenue from Gala budgeted for April.

Other Revenues, FYTD Variance \$221,040: Exceeded expectations in memberships (\$91,490) and merchandise sales (\$98,249) due to Minecraft.

Contributions & Grants, FYTD Variance \$-515,671: We didn't request \$90K in unrestricted endowment funds from the Foundation as was planned, nor did we transfer \$425K from our restricted funds bank account that we had budgeted to receive into our main checking account because of Minecraft revenue.

Salaries/Wages/Benefits, FYTD Variance \$108,113: Planned hires were brought on later than expected or have not yet been hired, including IT Technician (hired mid-Sept), Director of Marketing (hired in late November), an Events Manager (still not hired) and Archives Intern (hired in October).


Purchased Goods & Services FYTD Variance \$-125,591: Timing differences, predominantly other contractual services (\$-42,304), Other Goods and Services (\$-68,066) and Supplies and Materials (\$-38,017).

Equipment & Furnishings; FYTD Variance \$-69,693: Unbudgeted purchases including café furniture, new tables, chairs & umbrellas for ArtFest (\$32,000), and a new cubicle system in administration (\$31,000). We had originally planned to construct the new offices via a capital project, but that funding was not approved by the legislature in 2023.

Goal 5

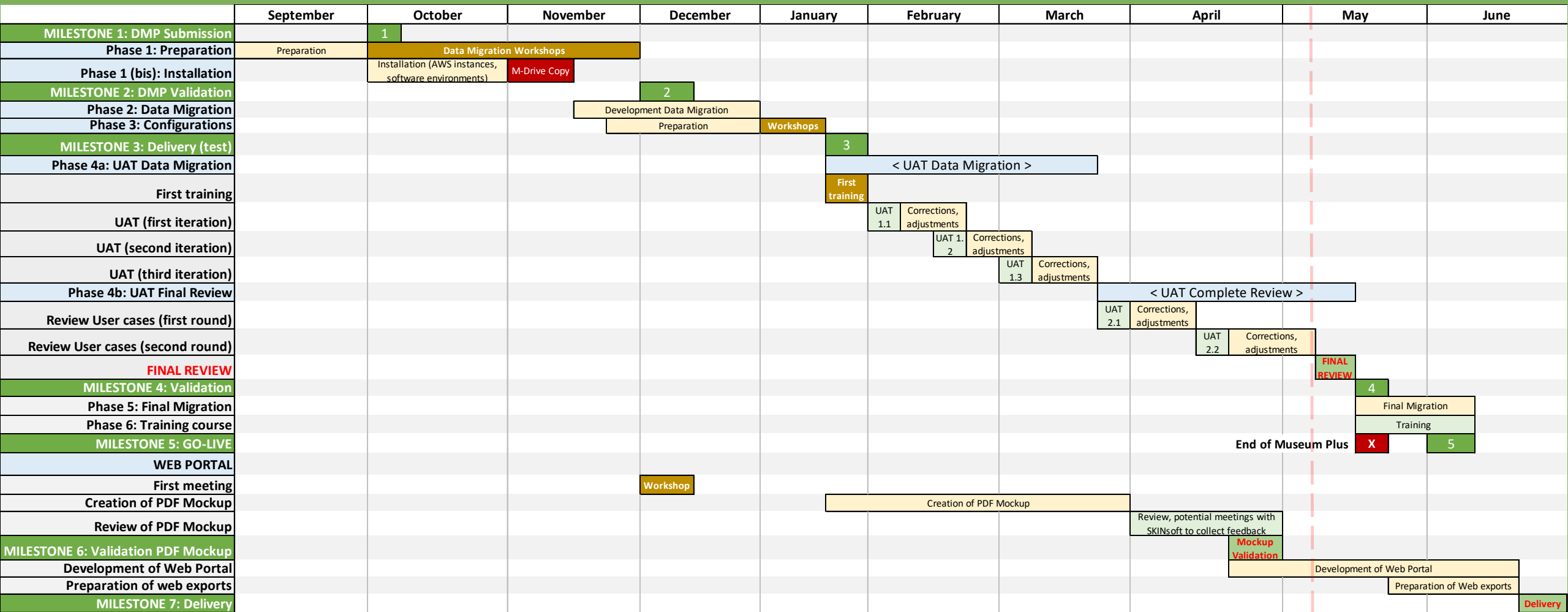
Increase access to the MAC's Collections

Objectives

1. Assess collection by inventorying, focusing on areas that are not catalogued or for which little is known
2. Identify and purchase a new collections management system with federal, state, and private foundation funds. A horizontal progress bar with a blue fill and a white outline, showing 90% completion. The number '90%' is centered above the bar.
3. Develop more in-house exhibitions showcasing the collection and leveraging the knowledge, skills, and strengths of Exhibitions and Collections staff.
4. Determine a target balance among traveling, outside contractor-curated, and in-house curated exhibitions.
5. Plan and implement an exhibition program within these guidelines.
6. Begin planning for a permanent exhibition.
7. Develop a traveling exhibitions program.

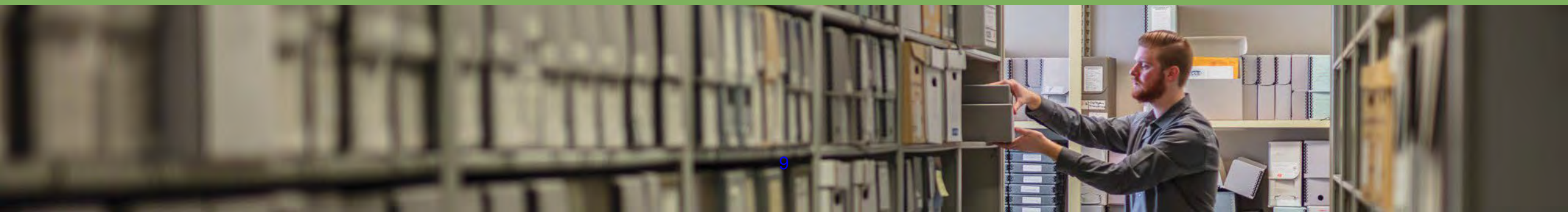
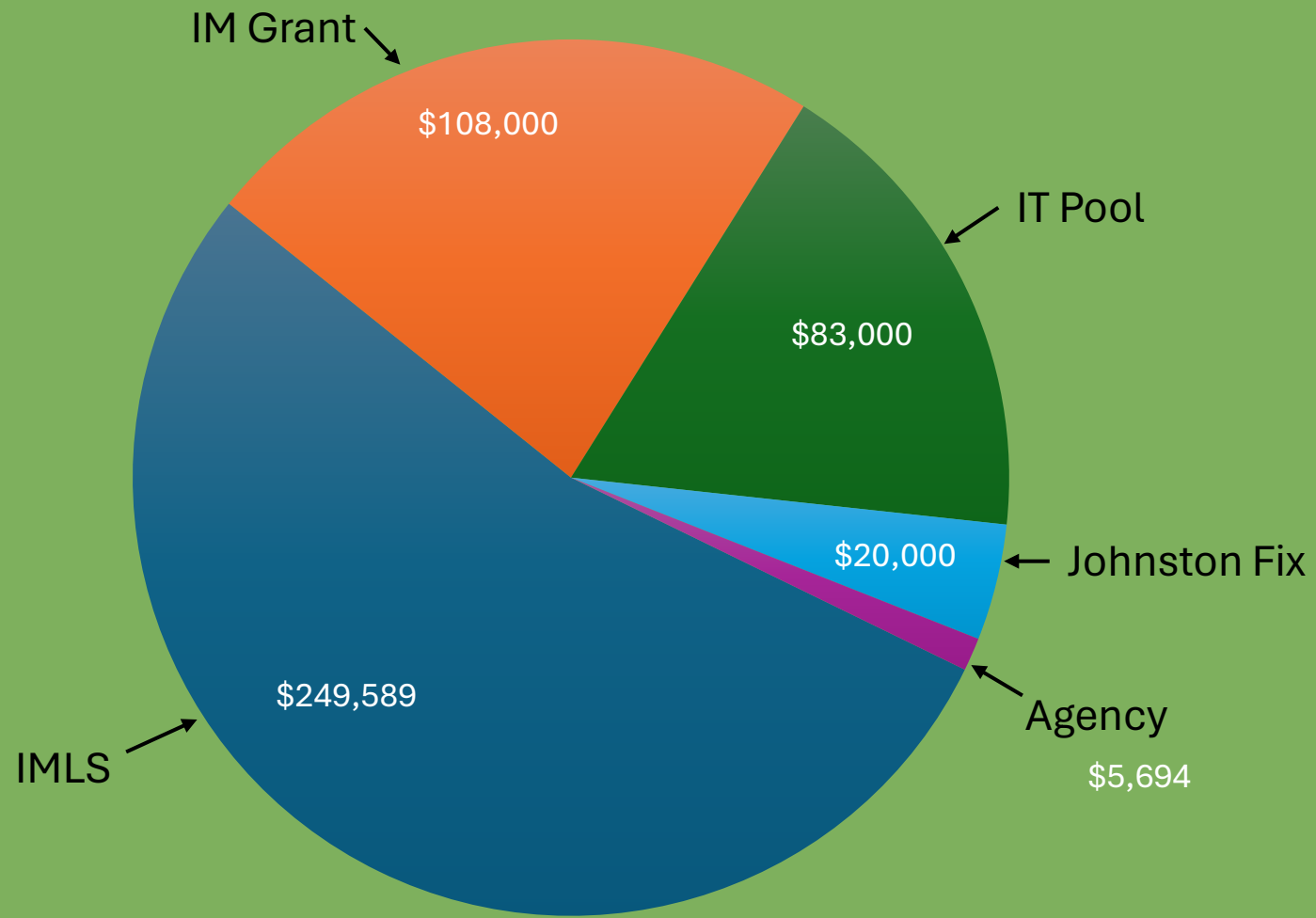


Project Timeline



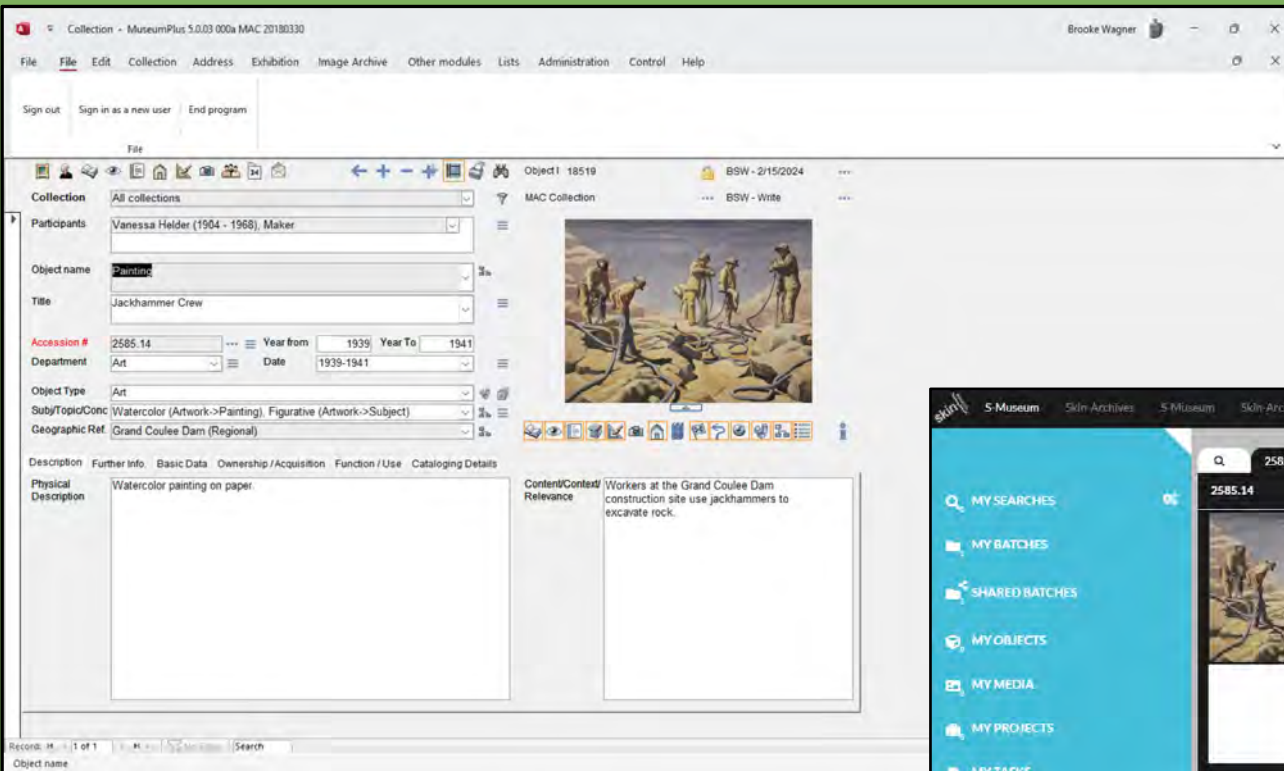


Project Budget

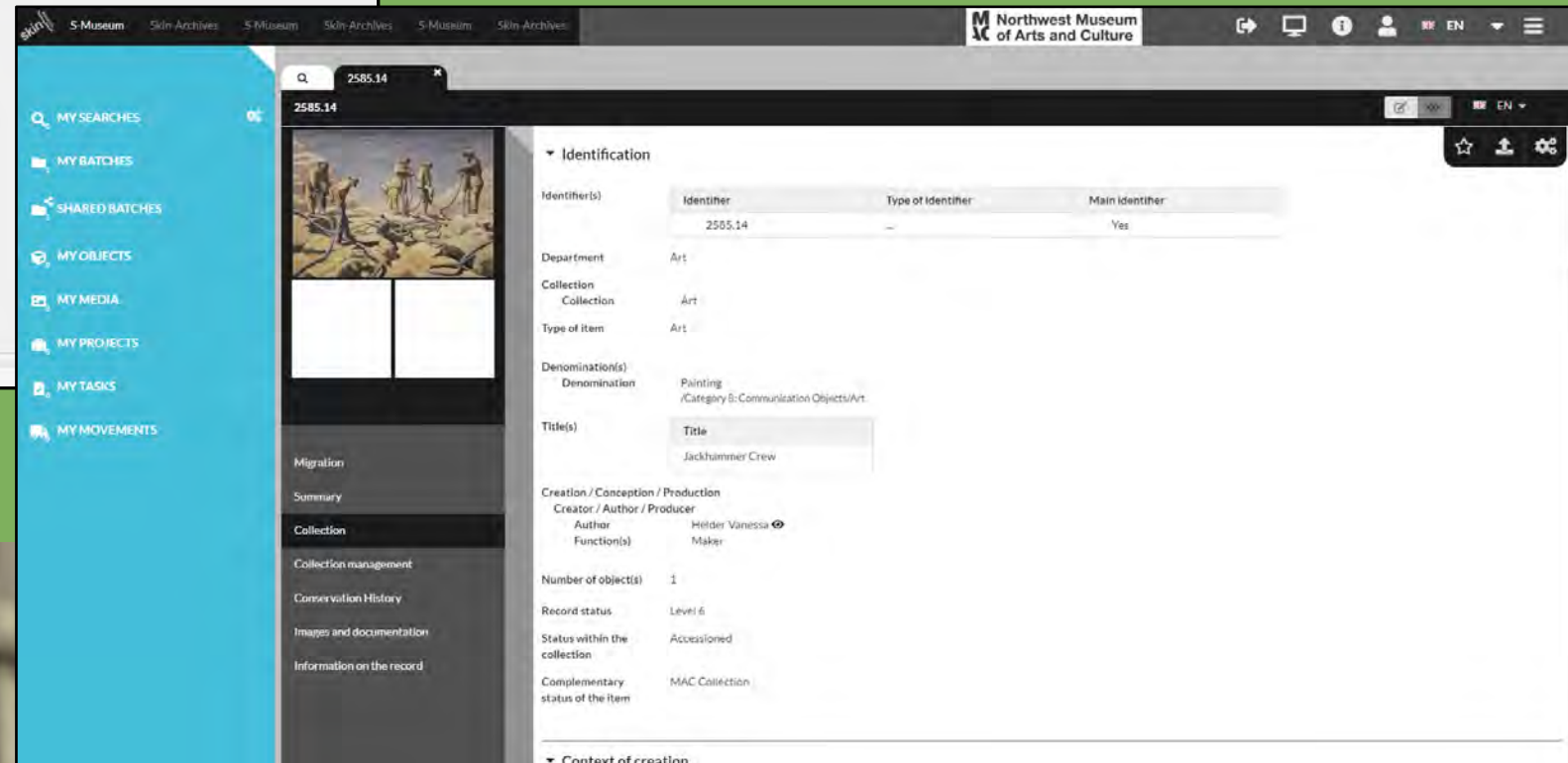


Before & After – CMS Software

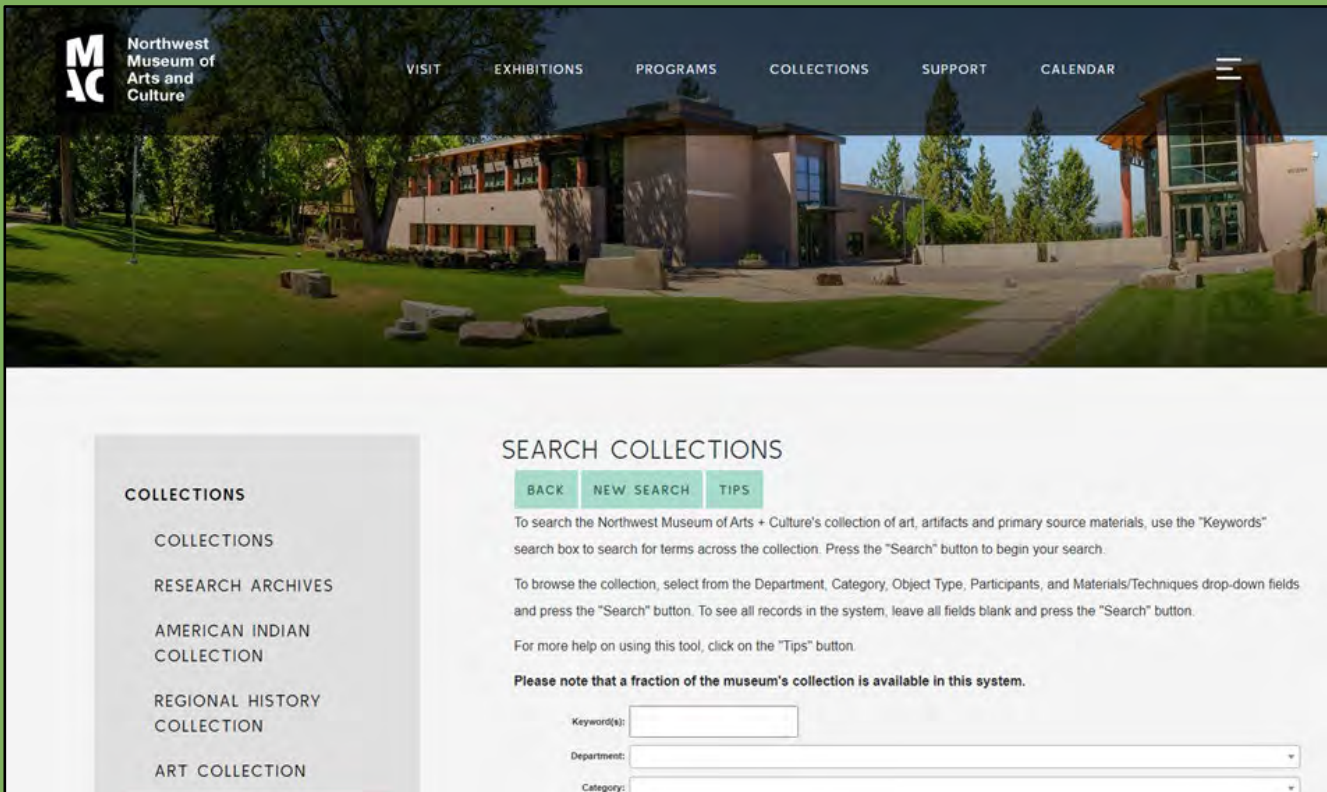
S-Museum – New Software



Museum Plus – Legacy Software

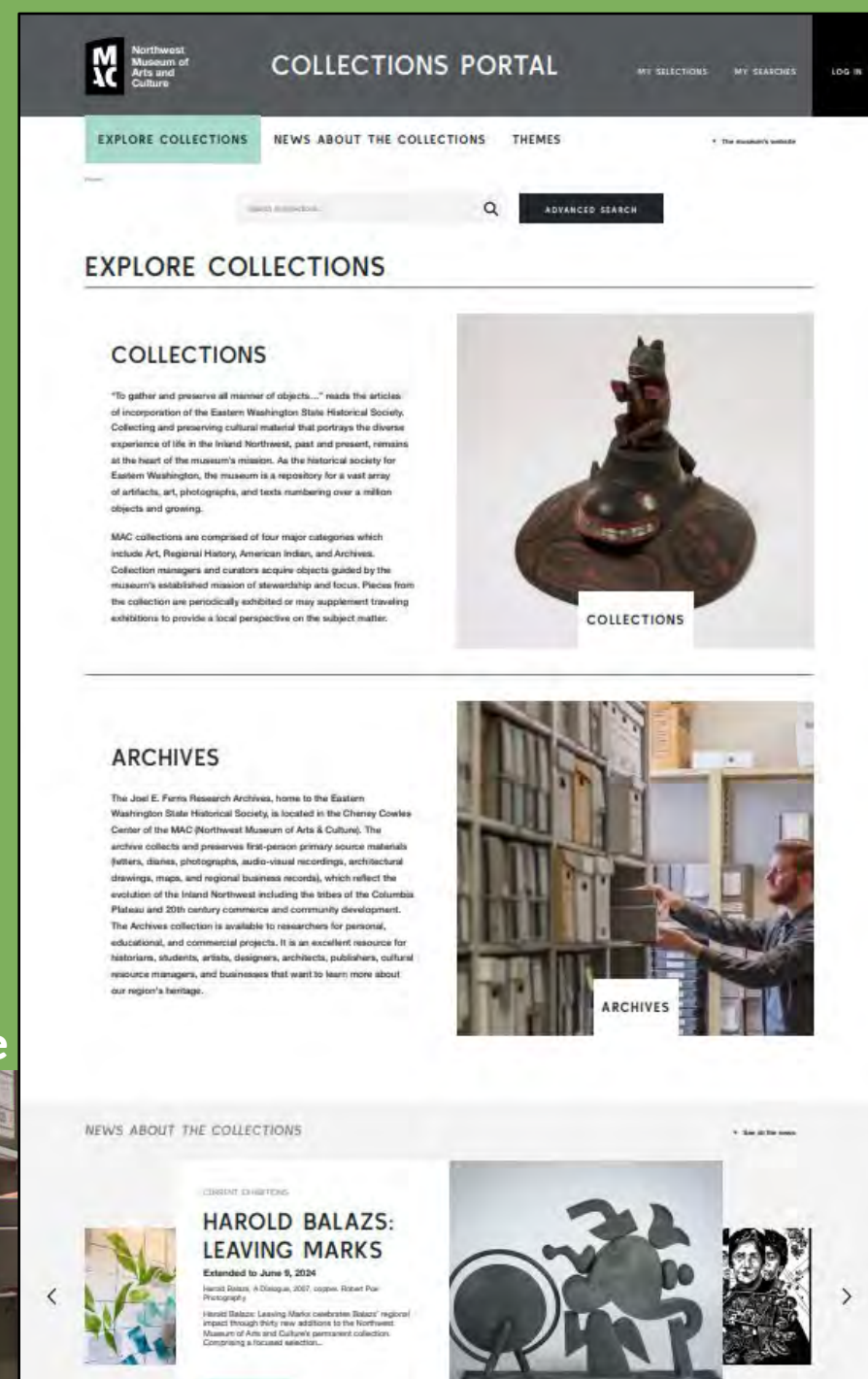


Before & After – Web Portal Landing Page



Current Web Portal – Landing Page

New Web Portal – Landing Page





Before & After – Web Portal Search

Current Web Portal - Search

COLLECTIONS

COLLECTIONS

RESEARCH ARCHIVES

AMERICAN INDIAN COLLECTION

REGIONAL HISTORY COLLECTION

ART COLLECTION

ONLINE COLLECTIONS SEARCH

OBJECT

ONLINE COLLECTIONS SEARCH

SEARCH OBJECT COLLECTION

This database contains the museum's collections of art, artifacts, and primary source materials.

SEARCH PHOTOGRAPHIC ARCHIVES

This database includes digital reproductions and descriptions of photographs, posters, drawings, ephemera, and manuscripts as well as other archival material.

New Web Portal - Search

COLLECTIONS PORTAL
MY SELECTIONS MY SEARCHES LOG IN

EXPLORE COLLECTIONS NEWS ABOUT THE COLLECTIONS THEMES ▶ The museum's website

Home > Explore collections

Q
ADVANCED SEARCH

Art X

Hat X

Illustrated leaflet only

DEPARTMENT

- American Indian (00)
- Art (00)
- History (00)
- Library/Archives (00)
- Natural History (00)

CATEGORY ▾

- Accession
- American Indian
- Art
- Books
- Campbell Collection
- Ephemera Collection
- History
- Manuscript Collection
- Mesoamerica
- Oral History Collection

[See more](#)

OBJECT TYPE >

PARTICIPANTS >

MATERIALS >

TECHNIQUES >

SUBJECT >

GEOGRAPHICAL REFERENCE >

Select all
XXX results
Default Sorting ▾

CHRISTINE OWES' BLACK HAT

Hat, Hatpin
1900's
National Cloak and Suit Company
Accession #: 2965.2

LIEUTENANT W. W. POWELL'S U. S. ARMY OFFICER'S HAT

Uniform, Military Hat
1818-19
Powell Sr., William Weaver
Accession #: 784.5

WOMAN'S STRAW HAT

Hat, Straw
c. 1905
Unknown
Accession #: 1921.29

EXPLORE COLLECTIONS NEWS ABOUT THE COLLECTIONS THEMES ▶ The museum's website

Home > My searches

MY SEARCHES

3 results DELETE ALL X

10-29-2024, 04:50 pm

Advanced search :
Department: Art + Materials: Acrylic + Creation period: 1996

SEE THE RESULTS
DELETE X

10-29-2024, 02:13 pm

Simple search :
-Art- + -Hat-

SEE THE RESULTS
DELETE X

10-29-2024, 01:45 pm

Simple search :
-Art-

SEE THE RESULTS
DELETE X


12

Current Web Portal – Object Record

COLLECTIONS

BACK NEW SEARCH TIPS

JAMES GLOVER'S TOP HAT



Accession #: 1083.100A

Title: James Glover's Top Hat

Object Type: Hat, Top

Participants: [Dunlap & Co. \(New York, N.Y.\)](#) (creator)
[E. Dempsie and Company](#) (user)
[Glover, James N.](#) (user)

Physical Description: Black silk top hat.

Description: By 1850, most top hats were made with silk instead of felted beaver fur. James Glover, the "Father of Spokane" and other leading men in the growing town of Spokane Falls wore silk top hats for business, pleasure and formal occasions. Glover purchased his silk top hat from E. Dempsie & Co., Spokane. Settlers risked success or failure as they moved into the Inland Northwest. And American Indians risked the loss of prime fisheries and other harvesting grounds. Entrepreneurs like James Glover envisioned Spokane's falls as power for lumber and flour mills to start a new town, which soon grew to include churches, schools, banks, hotels, saloons and newspapers. This vision left no room for the Spokane tribal dependence upon the falls as their prime fishery. Spokane became the major trade, medical, and cultural hub of the Inland Northwest. Dozens of smaller towns serve similar roles for nearby residents of this expansive region.

Category: [Textiles](#)

Related Objects: [1083.100](#) (Dunlap & Co. (New York, N.Y.), Hat, Top, Hatbox, James Glover's Top Hat and Hatbox)

EXPLORE COLLECTIONS NEWS ABOUT THE COLLECTIONS THEMES [The museum's website](#)

Home » Explore collections » James Glover's Top Hat

Search in collections... **ADVANCED SEARCH**



JAMES GLOVER'S TOP HAT

Accession #: 1083.100A

TITLE
James Glover's Top Hat

OBJECT TYPE
Hat, Top

PARTICIPANTS
[Dunlap & Co. \(New York, N.Y.\)](#) (creator)
[E. Dempsie and Company](#) (user)
[Glover, James N.](#) (user)

PHYSICAL DESCRIPTION
Black silk top hat.

DESCRIPTION
By 1850, most top hats were made with silk instead of felted beaver fur. James Glover, the "Father of Spokane" and other leading men in the growing town of Spokane Falls wore silk top hats for business, pleasure and formal occasions. Glover purchased his silk top hat from E. Dempsie & Co., Spokane. Settlers risked success or failure as they moved into the Inland Northwest. And American Indians risked the loss of prime fisheries and other harvesting grounds. Entrepreneurs like James Glover envisioned Spokane's falls as power for lumber and flour mills to start a new town, which soon grew to include churches, schools, banks, hotels, saloons and newspapers. This vision left no room for the Spokane tribal dependence upon the falls as their prime fishery. Spokane became the major trade, medical, and cultural hub of the Inland Northwest. Dozens of smaller towns serve similar roles for nearby residents of this expansive region.

CATEGORY
[Textiles](#)


RELATED OBJECTS
[1083.100](#) (Dunlap & Co. (New York, N.Y.), Hat, Top, Hatbox, James Glover's Top Hat and Hatbox)

KEYWORD(S)


HAT TOP HEADWEAR TEXTILES

To order a reproduction, inquire about permissions, or for information about prices see:
<https://www.northwestmuseum.org/collections>


SEE ALSO



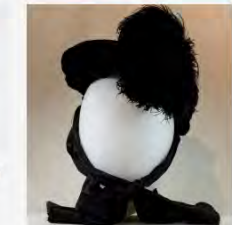
JAMES GLOVER'S TOP HAT AND HATBOX
Hat, Top; Hatbox
c. 1890
Dunlap & Co. (New York, N.Y.)
Accession #: 1083.100



WOMAN'S BLACK HORSEHAIR HAT
Hat
c. 1890
Unknown
Accession #: 1017.5



CHRISTINE OWES' BLACK HAT
Hat; Hatpin
1820s
National Cloak and Suit Company
Accession #: 2965.2



BLACK VELVET BONNET
Bonnet
1880s
Lydia Berrick
Accession #: 2105.1

Questions?

Thank You

Brooke Shelman Wagner

BrookeWagner@northwestmuseum.org



A photograph of a museum gallery with yellow walls and a dark ceiling. A man with dreadlocks in a red shirt and grey pants stands in the foreground, looking at a large framed artwork on the wall. Other visitors are seen in the background, and a staircase is visible on the left.

M Northwest Museum AC of Arts and Culture

Strategic Plan 2022-2024
Progress Update

Goal 4

Grow & diversify the MAC's audiences

Objectives

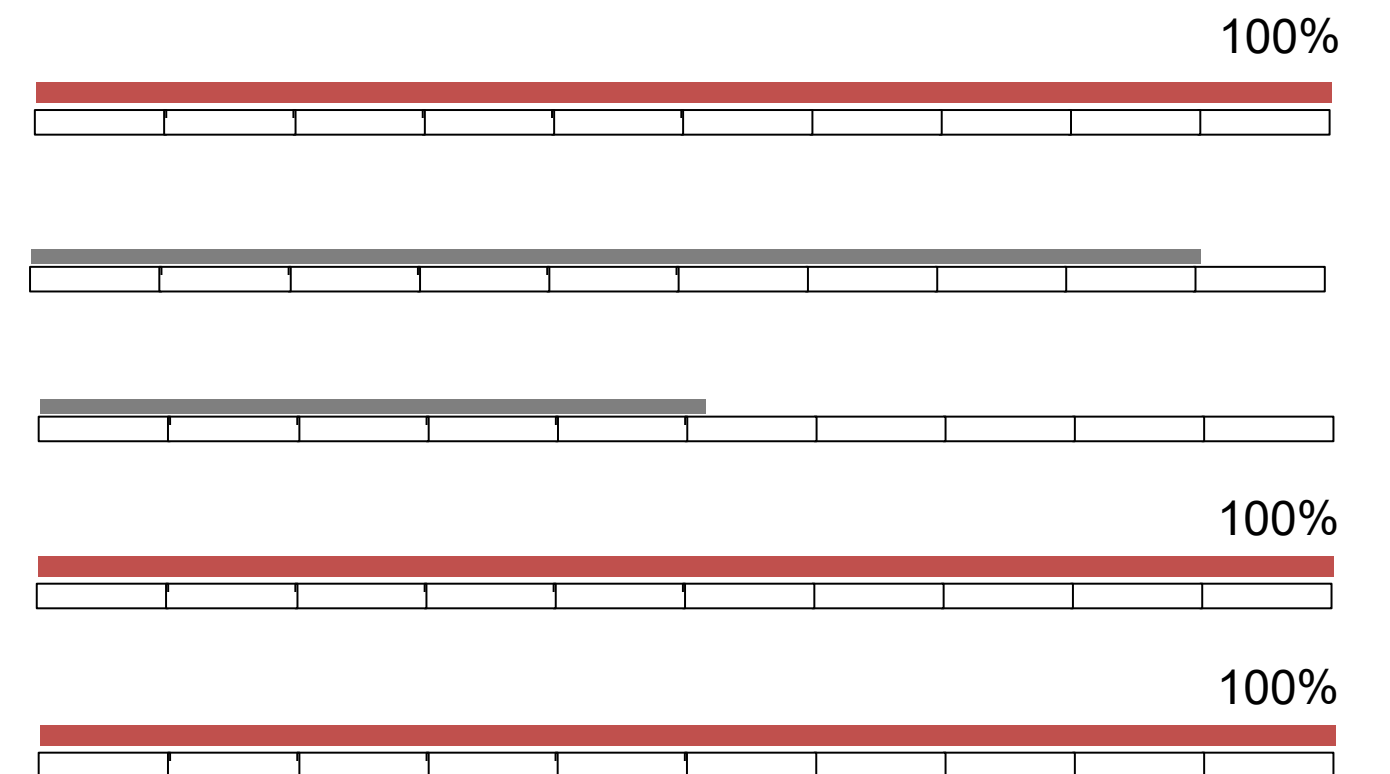
Increase engagement with local audiences.

Increase Tourism Marketing.

Increase impact on and support for young Tribal audiences.

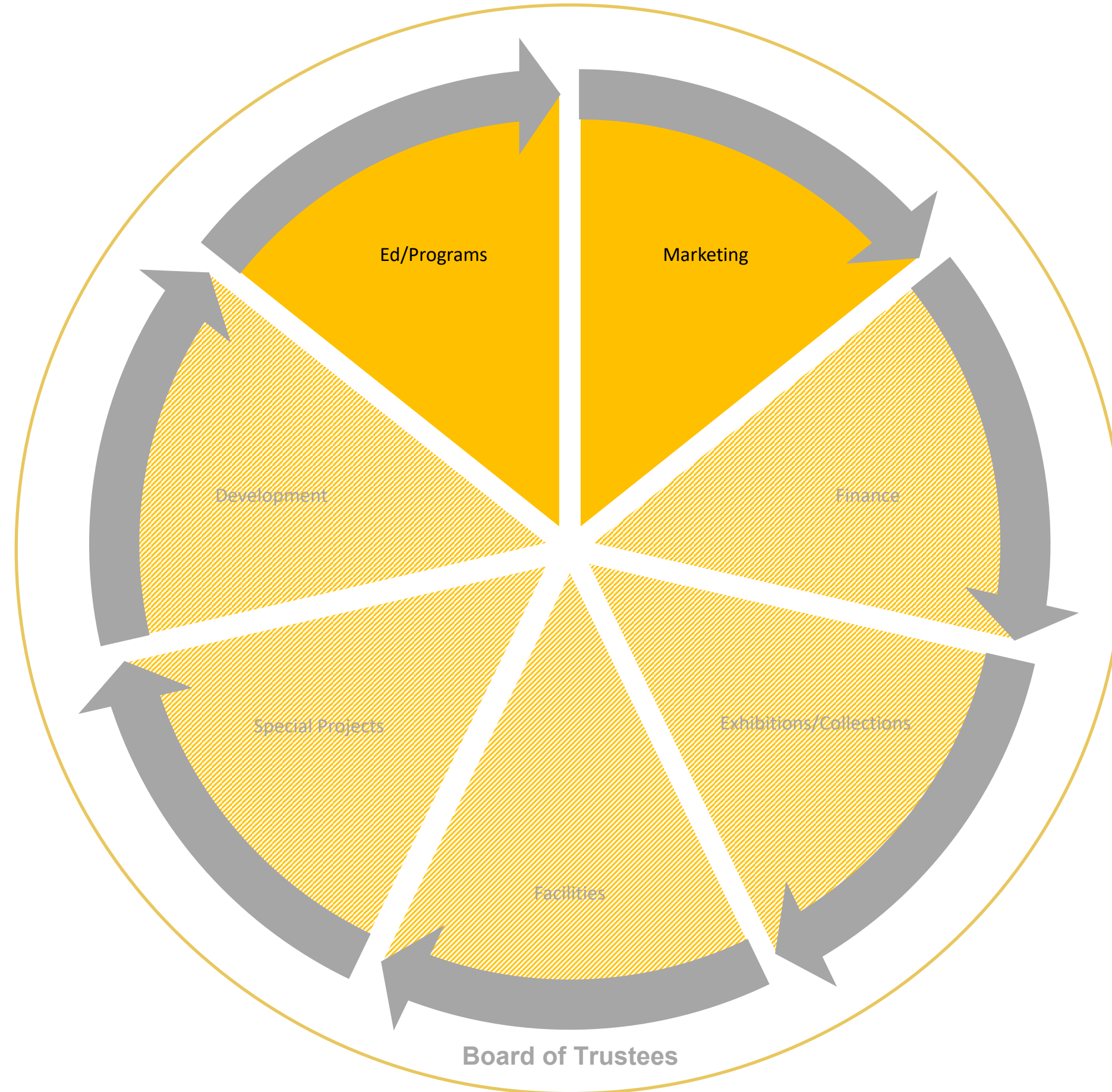
Develop new and expand existing community partnerships

Further develop the MAC's community outreach and support groups to reach underserved audiences



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Broadening Historical Narrative

Health+Care

Young Learners

Party@theMAC

Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Broadening Historical Narrative



OUR STORIES: BLACK FAMILIES IN SPOKANE

June 28, 2024

Day before Hoopfest

Collaboration with community volunteers

- Descendants of Spokane's Black pioneers share family memories and memorabilia
- Documentaries on Spokane's Black past and new content produced by New Developed Nations and youth representatives of NDN, MLK Center, Carl Maxey Center, and NAACP
- A shootaround on the plaza with former pro, former and current college, and high school basketball players
- Storytime and crafts featuring books and art of Black authors and artists
- Food trucks and a DJ
- Ties to new media outlet – The Black Lens

Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Broadening Historical Narrative



STORIES FROM THE VAULT: DYNAMITE, SPIES & BULLPENS

Summer Programming

- Featuring the 24th Infantry Division — Buffalo Soldiers — Black soldiers stationed at Fort Wright circa 1900
- Share the important role these men played in regional history
- One part of an ongoing more inclusive look at historical events around time of the Campbells
- Interactive teaching stations to connect with a range of ages

Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Health+Care

MAC PASSES FOR PATIENTS & THEIR FAMILIES

First steps of a new HEALING ARTS program.

Family Passes

- Serving Providence, the VA Hospital, and other medical care facilities
- Patients in long-term care and their families are invited to find relief and connection through art and culture
- Families check out passes at hospital service desks

Group Visits

- No-cost adult group visit options through VA partners



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Health+Care

HEALTHCARE PROFESSIONALS @THEMAC

Healthcare Industry is the largest facet of regional economy

Providence: 12,000 employees (#1 employer)

MultiCare: 3,500 employees (#4 employer)

Chas Health: 900 employees (#11 employer)

- Targeted outreach, programs, and membership drive
- Pediatric Residency Program partnership: "Perspective"
- Spokane Medical Society partnership (Frank Velázquez)
- Healthcare Night at MAC After Hours



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Young Learners

HOMESCHOOL DAY

March 15, 2024

- All ages: \$5/person, kids under 5 free
- Admission, art projects, Campbell House activities
- Local children's book reading by author and illustrator
- Attendance: 224



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Young Learners

PASSPORT TO THE ARTS

The first day of Vacation at the MAC

April 3, 2024

- Sponsored by STCU
- 4 local Title 1 schools and their families
- Free admission + busing
- Special programming (performances, activities, crafts)
- Connected with educators, students, and families
- Attendance: 269 +



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Party@theMAC



MAC AFTER HOURS

Starting Wednesday, June 26

- The end of an era: Thursday Night Live
- Rebranding, reinvigorating
- Moving to Wednesday nights
- Half-price admission
- A simple equation: Art + Music + Food + Drink = Date Night
- Young adults!

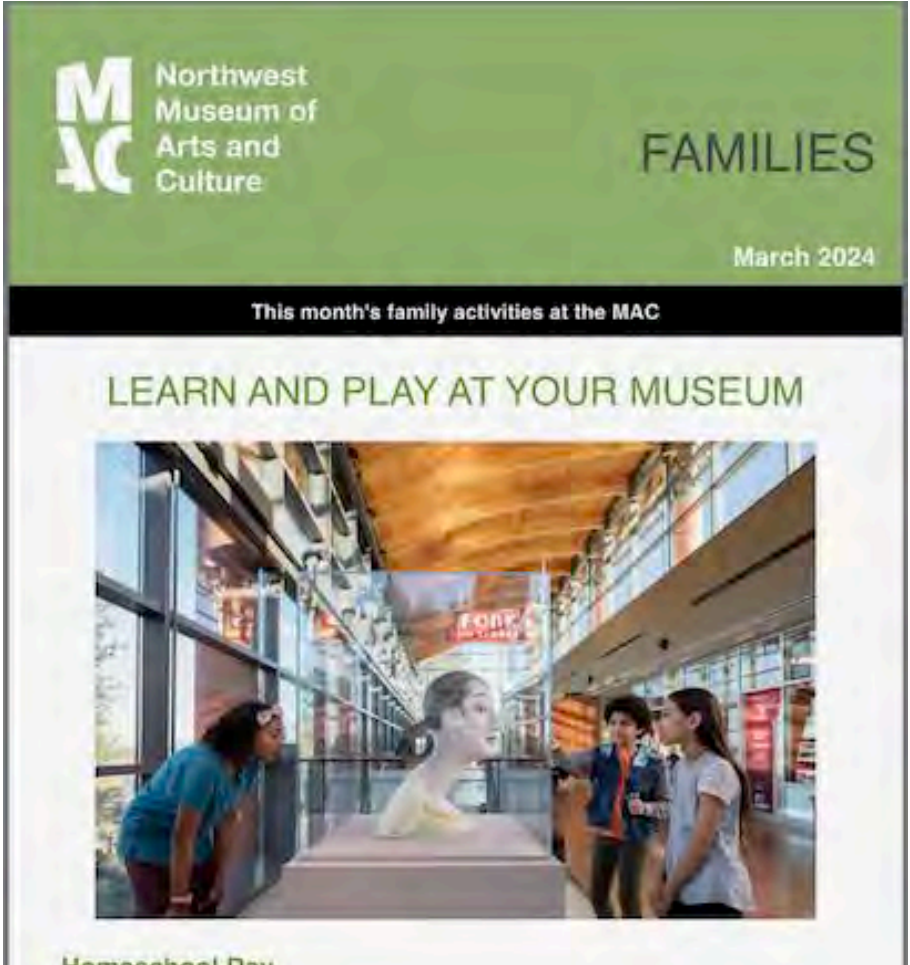
Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Target Audiences, More Visitors

FOCUSED ONGOING EMAIL CAMPAIGNS

- 57% average open rate by members, 36% non-members
- Noticeable interest in Programs Emails—61% avg open rate by members with 3.1% click-thru rate driving sales
- 7 sold-out programs in past 2 months
- March Panel Discussion: 122 attendees
- March TNL: 109 attendees



Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

Target Audiences, More Visitors

ACTIONABLE ADVERTISING

- Make our advertising work for us
- **Showcase Programs!**
- Give people a direct bridge to buy
- Put people where we want them
- Track user behavior
- Track visits from ads

MAC SUMMER CAMPS

<p>One-Day Camps: \$50/day \$45/day for members</p>	<p>Weeklong Camps: \$190 \$175 for members.</p>	<p>Before/After Care: 8-9am, 2-5pm, \$12/hour</p>
<p>Get Messy! Art Day Camps Grades 2-6 July 9-12, Aug 6-9 Clay modeling, painting, marbling, sculpture-building, beading</p>	<p>MAC to Basics: Weeklong Fine Arts Camp Grades 3-7 July 16-19 Drawing, painting, printmaking, and sculpture-building for all skill levels</p>	<p>Full STEAM Ahead! Day and Weeklong Camps Grades 2-6 July 23-26, July 30-Aug 2 Choose 1-day camps or a weeklong series. Printmaking; nature-focused STEAM challenges; Rube Goldberg machine building; electronic circuit crafting</p>

2316 West First Avenue | northwestmuseum.org

Northwest Museum of Arts and Culture

Connect at the MAC

<p>EXHIBITIONS</p> <p><i>It Happened Here: Expo '74 Fifty Years After</i> May-January</p> <p><i>Driving the American Dream: 1970s Car Design</i> June-September</p> <p><i>1904: Sovereignty, Leadership, and the Indian Citizenship Act</i> February-February</p> <p><i>Women, Artist, Catalyst: Art from the Permanent Collection</i> June-March</p> <p><i>Joe Fiksderson: Earth, Water, Sky</i> September-January</p>	<p>PROGRAMS</p> <p>Adult Programs</p> <ul style="list-style-type: none"> Workshops • Gallery Talks Book Clubs • Lectures Films • Educator Training <p>Youth Programs</p> <ul style="list-style-type: none"> Field Trips • Summer Camps Story Time • Arts and Crafts 	<p>EVENTS</p> <p><i>Annual Gala</i> April 14</p> <p><i>Mallory's Day Home Tour</i> May 11-12</p> <p><i>ArtFest</i> May 31-June 1</p>
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Northwest Museum of Arts and Culture
2316 West First Avenue | northwestmuseum.org

BEST OF BEAVER PULL 2024 ISLANDER OF PLACE Best Art Gallery

BEST OF BEAVER PULL 2024 ISLANDER OF PLACE Best Art Festival

Grow & diversify the MAC's audiences

Engage local audiences. • Develop new/expand existing community partnerships. • Reach underserved audiences.

And there's more in the works!



THE MAC MAC



THE MAC TAC (TEENS @THEMAC)



THE MAC + FAIRCHILD AFB

VISIT SPOKANE

BOOK YOUR STAY



THE BEST OF THE PACIFIC NORTHWEST

(Discover The Difference)

Riverfront Park is the jewel of downtown Spokane.
Home to the largest urban waterfall in the United
States.

VISIT THE PARK

THE MAC + VISIT SPOKANE

Grow & diversify the MAC's audiences?

Yes. And our efforts will be ongoing.

Education, Professional Affiliations and Community Involvement

- Bachelor of Science in Business Administration, with minor in Management Information Systems from Eastern Washington University
 - Certified Public Accountant (CPA) – Washington State License #37822
 - Member, American Institute of Certified Public Accountants
 - Board Treasurer, Sister Cities Association of Spokane
 - Board Member, Washington Society of Certified Public Accountants – Spokane, Washington Chapter
 - Finance Committee Member, Spokane Museum of Arts and Culture (MAC)
 - Volunteer for various community organizations including Hispanic Business Professionals Association (HBPA), Union Gospel Mission (UGM), Latino Hope Foundation, church groups
-

Professional Work Experience

RiverBank

Vice

President/Controller

- Controller of all aspects of the finance and accounting functions of the Bank, including balance sheet and liquidity management, maintenance and analysis of the general ledger, internal control analysis and monitoring, financial reporting and analysis, financial close, accurate and timely preparation of financial statements and required regulatory filings.

Moss Adams, LLP

Assurance Manager –

Financial Institutions

- Managed and supervised the full client relationship and audit engagements for each of my clients in the Credit Union and Banking industries, including managing client expectations, audit staff, budgets and financial reporting for not-for profit institutions and non-public companies and public companies subject to PCAOB and/or SEC oversight.
- Delivered detailed analysis of findings and coordinated all analytical, technical and research tasks.
- Performed financial statement preparation/writing and review under GAAP for vast majority of institutions audited.
- Presented audit results and required communications to Audit/Supervisory Committees and the Board of Directors.
- Successfully supervised engagement teams of up to 6 staff and seniors on assurance engagements of clients with total assets of more than \$10 billion.
- Collaborated on developing and presenting continuing education presentations to peer groups and coordinated career advising and mentoring of staff.

Professional:

Since 2015, Rose Noble has been an essential member in the travel and tourism industry. Currently serving as the CEO at Visit Spokane, the official Destination Organization for the City of Spokane and Spokane County, Washington, she is the key decision-maker for marketing, sales, and public relations strategies. In addition to executing all the bureau's strategic planning initiatives, she also holds responsibility for overseeing destination advocacy and community engagement in her current role. Before landing in Washington, Rose spent 6 years as CEO with Galena Country Tourism (GCT), Galena, Illinois.

Originally from the Quad Cities (IL/IA) area, Noble and her husband relocated to Spokane in 2023, to work and raise their three children. With a degree in Communications-PR, Noble has more than 18 years of expertise in marketing and design, along with a strong understanding of branding and communications, including modern media and emerging technologies.

Rose has earned her accreditation as a Certified Destination Management Executive (CDME) from Destination International's distinguished certification program for tourism professionals (2023). She also sits as a Board Director on Destinations International (DI) Association and is a committee member on both the Global Leadership and Small DMOs committees. In 2021, she completed Equity, Diversity, and Inclusion training through DI and was one of the first to sign the CEO EDI Pledge. Since relocating to Spokane, Rose has become active member of Washington Destination Marketing Organizations (WSDMO), Spokane Hotel Motel Association (SHMA), and Spokane County's Tourism Promotion Area commission (TPA) acting as the appointed TPA Manager for the commission. Previously, she was active in the Illinois Council of Convention and Visitors Bureau (ICCVB), holding various positions, including Vice Chair, and Chair-elect (2022-23). She also served on the Marketing & Communication sub-committee, collaborating directly with the Illinois Office of Tourism (IOT) to develop a statewide COVID recovery marketing campaign, which launched in Spring 2021.

Other board and committee involvements:

- Fairchild Airforce – Honorary Commander
- Jo Daviess Conservation Foundation – Board Director (2022-23)
- Northwest IL Economic Development – Board Director (2023)
- League of Women Voters, IL – Watershed Committee (2022-23)
- Broad Ideas – Co-Founder/Committee Member (Inclusive arts show for all abilities and genders supporting women) (2020-23)
- Great River Trail IL Extension Planning – Partners Committee (2019-23)
- Galena Green Team – Committee Member (2018-2020)
- Tri-States Tourism (IL, IA, WI)– Board Director (2018-21)

Personal:

When Rose isn't working as a tourism professional, she utilizes her artistic skills to craft creative content for friends and family. With her husband, she runs a small-batch press label that produces music, art, and zines. She also enjoys drawing, spending time outdoors, snuggling with her Miniature Schnauzer, adventuring in search of the perfect vegan donut, traveling with her family, and learning new things.

BROOKE HAWLEY

Senior Vice President, Financial Advisor

(509) 230-7696 | brooke.hawley@rbc.com | Spokane, Washington

PROFESSIONAL SUMMARY

Since joining the Retirement Plan Advisors team at RBC Wealth Management in 2001, assisted in building a team that supports Plan Sponsors to provide Retirement Plan Consulting. The Retirement Plan Advisors team is the largest practice group at RBC Wealth Management. Currently advising on over 220 Institutional Clients and \$14 billion in assets under management. I have a passion for partnering with Plan Sponsors to establishing best-in-class Retirement Plans.

EXPERIENCE

Senior Vice President, Financial Advisor, RBC Wealth Management
Rainier Tower, 401 Union Street, Seattle, Washington 98101
July 2001 - Present

EDUCATION

Bachelor of Arts (B.A.) in Organizational Communications
University of Montana, Missoula, Montana
Series 7, 65 and 66 securities exams

AWARDS

- Forbes Best in State Financial Advisor 2022, 2023, 2024
- Forbes Best in State Team 2024
- Forbes Top Female Advisor 2022

PERSONAL

Supporting our community through the MAC, Hospice of Spokane, Joya and Inland NW Land Conservatory. In addition, I am an avid runner, enjoy playing tennis and spending time with my husband, young son and golden retriever Wallace.

CONTACT INFORMATION

Christina Simonsen

christina_simonsen@mac.com

<https://www.linkedin.com/in/ccsimonsen>

Skype: chrimsimo

Mobile: +1-310-994-4801

PROFESSIONAL ATTRIBUTES

- Business development and operations strategist with keen vision for identifying international growth and bottom line improvement opportunities, with results exceeding USD \$1B
- Former attorney with honed ability to assess and dispel complexity, resolve conflicts and influence change, resulting in conclusion of transactions with multi-national and domestic companies
- Approachable leader who inspires teams to believe in possibilities, overcome difficulties, and amaze themselves through their accomplishments (led teams of 2 to 230)
- Budget holder in excess of USD \$60M annual spend, and projects in excess of USD \$20M
- Optimist with highly transferable skills and no-excuses determination for delivering transformational results across multiple industries
- Dual nationality (USA and Spain)

KEY ACCOMPLISHMENTS

- **Operationalized New “as a Service” Product and Business Model.** Created a winning strategy, which concluded several months of highly competitive negotiations, to enable a new line of international business valued at USD \$800M in recurring revenue. This required a keen understanding of strategic goals, internal policies and end-to-end processes, the ability to assess a complex landscape of international legal, tax and regulatory requirements, and exceptional communication and influencing skills to gain consensus among functional leaders and approval from senior executive management.
- **Redesigned Global Business Processes.** Developed a game-changing program to enable leasing company to provide financing to multi-national customers in up to 25 countries simultaneously using common terms and conditions and streamlined business processes, which reduced average closing time by over 40%. Led negotiation of the first deal under this structure valued at over USD \$200M.
- **Inspired and Led Cross-Functional Team.** Assembled and led a virtual cross-functional team, representing 17 business, legal, operations and finance functions, to redesign and transform all business processes from quote-to-cash, including negotiating necessary policy changes, to operationally enable the first flexible consumption model (new business model) transaction on a direct basis. Recognized with the top award in for exceptional leadership, demonstration of positive disruptive collaboration, and making people believe.
- **Cultivated Talent.** Introduced talent development plans for middle managers, including self-assessments, 360 reviews, succession planning, group discussion/action forum, skip-level 1:1s and “earned trust” program granting decision-making authority to department managers. Improved manager engagement and collaboration among departments, lowered attrition from high of 40% to average below 25%, and laid foundation for creating future senior leadership.

WORK EXPERIENCE

2017-2019

Director, Product Operations

ServiceNow

Publicly traded SaaS provider with revenue over USD \$2.6B and 8,000 employees worldwide

- Lead organization that acts as Operational liaison to Sales, Legal and Product Development organizations
- Ensure alignment of operational processes with legal, regulatory and internal policy requirements
- Drive sales through effective negotiation of new and renewal customer subscriptions
- Develop programs to solicit and incorporate customer feedback into the product development process
- Ensure end-to-end operational enablement of new products and services
- Lead cross-functional process improvement initiatives

2014-2015

Vice President, Business Services

AMN Healthcare, Inc.

Publicly traded healthcare workforce solutions leader with revenue over USD \$1B and 2,200 corporate employees.

- Developed cross-organizational strategy to deliver cost effective, efficient and excellent service to clients, healthcare professionals, and internal customers
- Translated trends and other data into Lean/Six Sigma business process optimization initiatives that improved performance, lowered cost and improved customer satisfaction
- Introduced inclusion of “back office” operations departments into M&A acquisition integration, leading to record success of integration of acquired companies
- Executive sponsor and champion of Enterprise Resource Planning (ERP) implementation
- Driver of talent assessment and improvement initiative to increase managerial engagement and effectiveness
- Managed day-to-day operations of services delivery organization of 230+ employees, external contractors and vendors, and an annual budget in excess of USD \$60M

2007-2014

Director, Global Financial Product and Offer Development

2012-2014

Cisco Systems Inc,

Fortune 100 high tech leader with annual revenue of USD \$50B+ and 65,000 employees worldwide.

- Created game-changing product and offer development process, which required active participation of multiple global functions, to ensure development of relevant products and offers that deliver value, while complying with complex regulatory requirements
- Incorporated customer requirements into DNA of organization to create compelling financial products and offers that accelerated sales of Cisco’s products and services
- Introduced KPIs, tracking, analytics and accountability, despite system limitations and headcount challenges, to enable data-based decision making
- Enabled integration of Cisco acquired products with legacy products to create new “whole offer” business models and increase revenue
- Gained cross-functional and senior executive buy-in to all strategic and organizational changes. Drove adoption of needed transformation as change management champion, enabling new business with major service providers, international telcos, and top enterprise customers
- Evangelized organization’s unique capabilities and value through executive level networking, with demonstrable results in Data Center, Collaboration, Flexible/Utility-based Consumption Models and Software (SaaS)
- Improved sales awareness and usage of products and offers through a comprehensive communications strategy including development of an internal webpage, newsletter and regular regional quarterly business reviews
- Managed team of 6 direct reports, in dispersed geographies

2010-2012 **Director, Globalization Strategy and Planning**

Cisco Systems Inc.

- Created transformational approach to establishing international companies to enable new business, and ensure ongoing operations of acquired businesses. Vastly improved implementation from enabling business in a single country over a period of years for tens of millions of dollars, to 27 countries in nine months for USD \$18M
- Resolved complex conflicts among internal and external legal counsel, finance executives and tax advisors on myriad issues including form of legal entity, licenses, internal governance, product compliance, import/export, employment and secondments, privacy and telecommunications regulations, and health and safety
- Designed innovative business model and delivery structure, enabling first global video-as-a-service deal with major international bank valued at USD \$800M in recurring revenue
- Led a cross-functional team spanning multiple business units to implement operational strategy to bring to market Cisco's first home-grown consumer product, including a device plus subscription based services and software (SaaS)
- Managed team of 12 direct reports, in dispersed geographies

2007-2010 **Senior Manager, Business Development**

Cisco Systems Inc.

- Developed global program to facilitate equipment leasing in 25 countries, which reduced the time to close by 40% and increased first year business by USD \$200M through first deal with major international telco
- Structured and negotiated numerous complex multi-country and other non-standard transactions, on a direct basis and through third-party partners
- Moderated senior executive decision making committee that evaluated non-standard transactions and strategic initiatives
- Delivered frequent presentations to senior executives
- Earned top five percent performance rating for three consecutive years

1994-2006 **Attorney at Law**

International and local law firms specializing in advising clients from various industries

- Guided clients through validation of business cases for IT and business process outsourcing and conducted in-depth analysis with key subject matter experts in preparation of RFIs/RFQs/RFPs
- Assessed vendor proposals, made selection recommendations to clients, and negotiated terms and conditions, statements of work, licenses, service level agreements and pricing documents
- Structured and negotiated complex transactions, including a USD \$400 million asset purchase transaction (M&A) for a prominent U.S. physician practice management company
- Analyzed healthcare regulatory matters under STARK, Anti-Kickback and HIPPA
- Led due diligence in connection with mergers, acquisitions and sales
- Drafted private placements and public securities offering registrations
- Completed various state blue sky and federal securities reporting documents
- Formed corporations, partnerships and LLCs, and managed ongoing governance
- Managed teams of 1-4 direct reports

EDUCATION AND TRAINING

Juris Doctorate

Loyola Law School, Los Angeles, California, USA

- International and Comparative Law Journal

Bachelor of Arts, Sociology and Social Psychology

University of California at Los Angeles, Los Angeles, California, USA

LANGUAGES

English (fluent)

Spanish (intermediate)

ADDITIONAL INFORMATION

- Honors and Awards
 - Memberships
 - Certifications
 - Personal Passions
 - Sabbatical Project (2016)
- CFO Catalyst Award, Cisco Systems Inc
 - Member, California Bar Association (Inactive Status)
 - Lean/Six Sigma Yellow Belt and Executive Champion
 - Pilates, sailing, travel, cooking, reading, and time with my husband and our two Labrador retrievers
 - Hands-on, top to bottom home renovation

CONTRACT SIGNATURE AUTHORITY POLICY

- Policy Number:** FIN-106
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on [DATE]
- Application:** Applies to all employees of the EWSHS seeking to approve a transaction.
- History:** This policy updates FIN-106, dated November 4, 2020, which replaced and renumbered BP #143, dated February 1, 2017. BP #143 replaced HR # 207, originally enacted in August 2013.
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Article I PURPOSE

1.1 EWSHS understands the importance of maintaining guidelines and procedures regarding the delegation of Signature Authority for Contracts in order to maintain sound business practices and to safeguard the assets of the institution. This policy seeks to set Signature Authority guidelines to efficiently execute Contracts on behalf of EWSHS.

Article II DEFINITIONS

2.1 **Contract** - means a binding commitment by EWSHS involving the exchange of money or property, an obligation to perform services requiring payment or use of EWSHS resources, or the assumption of a liability (e.g., indebtedness).

2.2 **Signature Authority** - The authority granted by the EWSHS Board of Trustees (“Board”) to approve a Contract, including sending any written communication or signing any document, instrument, or agreement relating to such agreement that may be binding on EWSHS. Signature Authority arises from either the EWSHS Board’s granting of Signature Authority through this Policy or through separate authorization obtained through Board approval. Signature Authority may include authority exercised through the Executive Director through this Policy or separate authorization, or the Executive Director’s further written assignment of Signature Authority to appropriate staff in conformance with this Policy.

2.3 **Delegated Authority** – Authority granted by the Washington State Department of Enterprise Services (DES) for the state agency to enter into Contracts to purchase goods and services

2.4 **Maximum Expenditure** – The authority of EWSHS to enter into Contracts entailing financial obligations, as limited by its Delegated Authority from DES, outlined in Section IV. Dollar amounts apply to each Contract term or to each expenditure event.

2.5 **Administrative Direction Employee** – a term describing the level of supervision required by a given position and reflected in the employee’s position description. Administrative direction employees receive advice and assistance limited to the accomplishment of broad objectives and policies. This definition shall have the same meaning as that given by the State Human Resources Office.

2.6 **General Direction Employee** – a term describing the level of supervision required by a given position and reflected in the employee’s position description. General direction positions receive broad instruction with advice and assistance available at the request of the employee. This definition shall have the same meaning as that given by the State Human Resources Office.

Article III CONTRACT REQUIREMENTS

3.1 A Contract executed under this Policy shall not exceed the Maximum Expenditure limits of EWSHS’ Delegated Authority from DES unless appropriately authorized by DES. Expenditures shall not be divided into two or more smaller expenditures to circumvent the Policy.

3.2 The maximum term for a Contract is five years, unless otherwise authorized by the EWSHS Board of Trustees.

3.3 Any Contract EWSHS seeks to award to the same contractor or vendor who held the contract for the same or similar services during the previous term requires approval of the EWSHS Board of Trustees.

3.4 All Contracts shall be signed and approved by the Executive Director or by appropriate staff with written assignment of Signature Authority in conformance with this Policy.

Article IV DES DELEGATION OF AUTHORITY – CONTRACT LIMITS

4.1 DES delegates authority to state agencies to enter into Contracts for the purchase of goods and services. DES has delegated authority to EWSHS as follows:

- 4.1.1 Direct Buy (*Goods/Hard Costs*) - \$30,000 or less, excluding sales tax, without competition
- 4.1.2 Commodities (*Knowledge/Soft Goods*) - \$50,000 per purchase event
- 4.1.3 Services - \$50,000 per projected amount of initial contract term
- 4.1.4 Information Technology goods or services - \$75,000 per projected amount of initial contract term
- 4.1.5 Traveling Exhibits (traveling to EWSHS for exhibition) - \$450,000 per purchase event.

4.2 Signature Authority granted by the EWSHS Board of Trustees under the terms of this Policy conveys Board of Trustees authorization for the transaction. Regardless of Signature Authority conveyed by the Board, EWSHS shall not enter into Contracts that exceed the DES Maximum Expenditure limits outlined in Section 4.1 without receiving additional authorization from DES. EWSHS may receive additional delegated authority from the DES Director. Should DES update EWSHS’ Delegated Authority from the amounts reflected above, the authorities then in place shall apply to this policy.

Article V
SIGNATURE AUTHORITY REQUIREMENTS

5.1 Prior to Contract finalization and execution, EWSHS shall ensure the following considerations and tasks are accomplished with oversight by and to the satisfaction of the individual exercising Signature Authority:

- 5.1.1 Signature Authority has a complete understanding of what is being authorized;
- 5.1.2 The information and supporting documentation for the transaction is accurate and complete;
- 5.1.3 The transaction is allowable, reasonable, and justified;
- 5.1.4 There are adequate funds to cover the expense;
- 5.1.5 The funding source is appropriate for the expenditure; and
- 5.1.6 The vendor selection process is transparent and free from conflicts of interest.
- 5.1.7 For Contracts greater than \$30,000, the Contract has been reviewed by the assigned Assistant Attorney General.
- 5.1.8 For Contracts greater than \$30,000, the Board has been briefed during a properly noted Board meeting and voted to approve the requested Signature Authority for the transaction.

5.2 Any employee who has been granted Signature Authority must adhere to contract/procurement guidelines as established and maintained by DES as well as other internal EWSHS policies and procedures.

5.3 Those employees granted Signature Authority must complete required training approved by DES before developing, executing, or managing procurements or contracts.

Article VI
EWSHS BOARD — SIGNATURE AUTHORITY

6.1 The Board grants Contract Signature Authority to the Executive Director up to \$30,000, or as separately authorized by the Board. The Executive Director is authorized to execute Contracts and make binding commitments on behalf of EWSHS subject to the terms of this policy.

6.2 The Board further grants the Executive Director the ability to assign limited Signature Authority to appropriate EWSHS staff, subject to the terms of this policy.

6.2.1 The Executive Director may assign limited Signature Authority to Administrative Direction employees up to \$20,000, or as separately authorized by the Board.

6.2.2 The Executive Director may assign limited Signature Authority to General Direction employees up to \$5,000, or as separately authorized by the Board.

6.2.3 To assign Signature Authority, the Executive Director shall execute the assignment in writing, naming the staff member or specific position and related limit. Such assignments will be based on the needs of EWSHS.

6.2.4 The Board shall be notified and have the opportunity to comment on such assignments on an annual basis.

References that apply to this policy:

RCW 39.26 – Procurement of Goods and Services	DES Policy: DES-090-00 – Delegated Authority
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CONTRACT SIGNATURE AUTHORITY POLICY

Policy Number: FIN-106

Effective Date: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on ~~November 4, 2020~~[DATE]

Application: Applies to all employees of the EWSHS

History: This policy updates FIN-106, dated November 4, 2020, which replaced and renumbereds BP #143, dated February 1, 2017. BP #143 replaced HR # 207, originally enacted in August 2013.

Article I PURPOSE

1.1 EWSHS understands the importance of maintaining guidelines and procedures regarding the delegation of Signature Authority for Contracts in order to document the approval process for museum expenditures in order to establish and maintain sound business practices and controls and to safeguard the assets of the institution. This policy seeks to set Signature Authority guidelines to efficiently execute Contracts on behalf of EWSHS.

Article II DEFINITIONS

2.1 **Contract** - means a binding commitment by EWSHS involving the exchange of money or property, an obligation to perform services requiring payment or use of EWSHS resources, or the assumption of a liability (e.g., indebtedness).

2.2 **Signature Authority** - The authority granted by the EWSHS Board of Trustees ("Board") to approve a Contract, including sending any written communication or signing any document, instrument, or agreement relating to such agreement that may be binding on EWSHS. Signature Authority arises from either the EWSHS Board's granting of Signature Authority through this Policy or through separate authorization obtained through Board approval. Signature Authority may include authority exercised through the Executive Director through this Policy or separate authorization, or the Executive Director's further written assignment of Signature Authority to appropriate staff in conformance with this Policy.

2.3 **Delegated Authority** – Authority granted by the Washington State Department of Enterprise Services (DES) for the state agency to enter into Contracts to purchase goods and services

2.4 **Maximum Expenditure** – The authority of EWSHS to enter into Contracts entailing financial obligations, as limited by its Delegated Authority from DES, outlined in Section IV. Dollar amounts apply to each Contract term or to each expenditure event.

2.5 **Administrative Direction Employee** – a term describing the level of supervision required by a given position and reflected in the employee's position description. Administrative direction employees receive advice and assistance limited to the accomplishment of broad

objectives and policies. This definition shall have the same meaning as that given by the State Human Resources Office.

2.6 **General Direction Employee** – a term describing the level of supervision required by a given position and reflected in the employee’s position description. General direction positions receive broad instruction with advice and assistance available at the request of the employee. This definition shall have the same meaning as that given by the State Human Resources Office.

Article III **CONTRACT REQUIREMENTS**

32.1 A Contract executed under this Policy shall not exceed the Maximum Expenditure limits of EWSHS’ Delegated Authority from DES unless appropriately authorized by DES. Expenditures shall not be divided ~~The maximum expenditure amount includes all expenditures to a specific vendor. Dividing expenditures~~ into two or more smaller expenditures to circumvent the ~~p~~Policy is prohibited.

32.2 The maximum term for a contract is ~~one~~ five years, unless otherwise authorized by the EWSHS Board of Trustees.

32.3 Any contract EWSHS seeks to ~~be~~ awarded to the same contractor who held the contract for the same or similar services during the previous year term requires ~~the written~~ approval of the EWSHS ~~Executive Committee of the~~ Board of Trustees.

3.4 All Contracts shall be signed and approved by the Executive Director or by appropriate staff with written assignment of Signature Authority in conformance with this Policy.

Article IV **DES DELEGATION OF AUTHORITY – CONTRACT LIMITS**

4.1 DES delegates authority to state agencies to enter into Contracts for the purchase of goods and services. DES has delegated authority to EWSHS as follows:

4.1.1 Direct Buy (*Goods/Hard Costs*) - \$30,000 or less, excluding sales tax, without competition

4.1.2 Commodities (*Knowledge/Soft Goods*) - \$50,000 per purchase event

4.1.3 Services - \$50,000 per projected amount of initial contract term

4.1.4 Information Technology goods or services - \$75,000 per projected amount of initial contract term

4.1.5 Traveling Exhibits (traveling to EWSHS for exhibition) - \$450,000 per purchase event.

4.2 Signature Authority granted by the EWSHS Board of Trustees under the terms of this Policy conveys Board of Trustees authorization for the transaction. Regardless of Signature Authority conveyed by the Board, EWSHS shall not enter into Contracts that exceed the DES Maximum Expenditure limits outlined in Section 4.1 without receiving additional authorization from DES. EWSHS may receive additional delegated authority from the DES Director. Should DES update EWSHS’ Delegated Authority from the amounts reflected above, the authorities then in place shall apply to this policy.

Article III
SIGNATURE AUTHORITY ~~RESPONSIBILITIES~~ REQUIREMENTS

53.1 Prior to Contract finalization and execution, EWSHS shall ensure the following considerations and tasks are accomplished with oversight by and to the satisfaction of the individual exercising Signature Authority: Employees with signature authority are responsible for ensuring the following:

53.1.1 Signature Authority has a ~~complete~~ understanding of what is being approved/authorized;

53.1.2 The information and supporting documentation ~~for the transaction~~ is accurate and complete;

53.1.3 The transaction is allowable, reasonable and justified;

53.1.4 There are adequate funds to cover the expense;

53.1.5 The funding source is appropriate for the expenditure; and

53.1.6 The vendor selection process is transparent and free from conflicts of interest.

5.1.7 For Contracts greater than \$30,000, the Contract has been reviewed by the assigned Assistant Attorney General.

5.1.8 For Contracts greater than \$30,000, the Board has been briefed during a properly noted Board meeting and voted to approve the requested Signature Authority for the transaction.

5.2 Any employee who has been granted Signature Authority must adhere to contract/procurement guidelines as established and maintained by DES as well as other internal EWSHS policies and procedures.

5.3 Those employees granted Signature Authority must complete required training approved by DES before developing, executing, or managing procurements or contracts.

Article IV
DELEGATION OF EWSHS BOARD - SIGNATURE AUTHORITY

6.1 The Board grants Contract Signature Authority to the Executive Director up to \$30,000, or as separately authorized by the Board. The Executive Director is authorized to execute Contracts and make binding commitments on behalf of EWSHS subject to the terms of this policy.

6.2 The Board further grants the Executive Director the ability to assign limited Signature Authority to appropriate EWSHS staff, subject to the terms of this policy.

6.2.1 The Executive Director may assign limited Signature Authority to Administrative Direction employees up to \$20,000, or as separately authorized by the Board.

6.2.2 The Executive Director may assign limited Signature Authority to General Direction employees up to \$5,000, or as separately authorized by the Board.

6.2.3 To assign Signature Authority, the Executive Director shall execute the assignment in writing, naming the staff member or specific position and related limit. Such assignments will be based on the needs of EWSHS.

6.2.4 The Board shall be notified and have the opportunity to comment on such assignments on an annual basis.

4.4

Title/Position	Expenditure Category/Type	Max Amount
Executive Director or written designee	Competitively awarded contracts or expenditures	\$20,000
Executive Director or written designee	Single source contracts or expenditures	\$10,000

~~4.2 Contract amounts in excess of the amounts outlined above need EWSHS Executive Committee approval prior to execution. Approval may be received at the next scheduled Executive Committee meeting or may be obtained and recorded electronically via email, if timing requires approval prior to the next scheduled meeting.~~

~~4.3 Expenditures for competitively awarded contracts or expenditures between \$10,000 and \$20,000 will be communicated to the Executive and Finance Committees.~~

~~4.4 In addition to the expenditure and contracting limits outlined in this policy EWSHS staff are subject to and must adhere to contracting limits and guidelines as established and maintained by the Washington State Department of Enterprise Services.~~

~~4.5 The Executive Director or written designee and the members of the EWSHS Executive Committee must complete training approved by the department of enterprise services before developing, executing, or managing procurements or contracts, or both.~~

References that apply to this policy

<u>RCW 39.26.110 – Procurement of Goods and Services</u>	<u>DES Policy DES-090-00 – Delegated Authority</u>

Policy No. GOV 100

Governance Management

Applies to: Applies to all employees, board members, volunteers, and contractors of the EWSHS.

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- Chapter 27.34 RCW—State Historical Societies—Historical Preservation
- Chapter 34.05 RCW – Administrative Procedure Act
- Chapter 256 WAC-EWSHS
- Chapter 1-21 WAC – Rule Making

Effective Date: ~~July 1, 2020~~[\[DATE\]](#)

History: This policy updates [GOV 100, dated July 1, 2020, which replaced and renumbered](#) the previous version, [BP#101](#), dated November 4, 2015.

Approved by: Eastern Washington State Historical Society (EWSHS) Board of Trustees

Purpose

The purpose of governance management at the EWSHS is to provide a source for rules, regulations, policies, and procedures relevant to the organization and operation of the EWSHS; and to provide standards and procedures for managing the EWSHS.

GOVERNANCE PROVISIONS

The operation of EWSHS is subject to a number of governance provisions that include the following:

- A. Laws.** Rules developed by the state or federal legislature that have a binding legal force on the governance and operations of the EWSHS and its constituents. Chapter 27.34 of the Revised Code of Washington (RCW) establishes the State Historical Societies and prescribes state laws relative to institutional governance and operations. Laws are the highest legal authority governing EWSHS operations.
- B. Regulations:** Legislatively required or authorized rules enacted by the EWSHS which are subject to a legally mandated review process prior to implementation and which have the force of law following Board of Trustee approval. Title 256 of the Washington Administrative Code (WAC) contains the regulations expressly enacted by the EWSHS. Washington Administrative Codes, along with other federal and Washington State regulations, are the second highest legal authority governing EWSHS operations.

- C. **-Bylaws:** Written rules adopted by the Board of Trustees which detail how the EWSHS is governed. They set forth the structure of the board and the organization. They clarify the rights and responsibilities of the participants and identify the procedures necessary to exercise such rights and responsibilities. Bylaws are the third highest legal authority governing the EWSHS
- D. **EWSHS Policies:** Policies of the EWSHS adopted under the authority of the Board of Trustees. These policies establish standards for the organization and operation of the EWSHS. EWSHS Policies are the fourth highest legal authority governing the EWSHS.
- E. **-Governmental guidance/directives and miscellaneous items:** Any other regulatory document having a direct or indirect bearing on the activities of EWSHS falls into this category. Such documents may be directive in nature and possess general authority over EWSHS operations. Likewise, such documents may present guidance or recommendations only. Examples include labor contracts, publications by government agencies, research activities, educational programs, etc. Since the authority of these external items vary, the Office of the Attorney General will advise on whether a conflict exists, and, if so, the Board of Trustees will determine what actions will be taken to eliminate the conflict.
- F. **-EWSHS Procedures:** EWSHS procedures establish the method by which a policy requirement is implemented. Procedures are issued under the authority of the EWSHS Executive Director. Procedures are not intended to, do not, and may not be relied on to create a right or benefit, substantive or procedural, enforceable at law by a party in legal proceedings limited to arbitration or litigation.

CONTENT

Content of Policies and Procedures: EWSHS policies and associated procedures will be written as clearly and concisely as possible. The average reader should be able to easily understand their requirements. Policies and procedures should include sufficient detail to avoid confusion. EWSHS Policies will, as much as possible, include the following details.

Title: Each policy will include a title which describes the content of the policy.

Policy Number: Each EWSHS policy will be identified with a unique number.

Effective Date: Each policy will set forth the date on which the policy was adopted by the EWSHS Board of Trustees.

Application: Each policy will detail who it applies to e.g. employees, volunteers, contractors, board members, and/or other individuals

Purpose: Briefly states the intent of the policy.

History: The history will state if a policy is new or a revision and shall identify any superseded policies. It should also state when, and by whom, the policy was adopted. The history may also include information relative to what created the need for the policy, i.e. a law, regulation, or other external requirement.

References that apply to the Policy: At the end-top of each policy there will be a table-list which identifies the laws, regulations, bylaws, governmental guidance/directives or other provisions on

which the policy is based. This reference information is intended to facilitate updating and monitoring of the policies.

POLICY MANAGEMENT

Authority: Approved by: The sole authority for the adoption of new policies or review, revision or repeal of existing policies is the EWSHS Board of Trustees.

Procedures: At a minimum, the process for the adoption of new policies or review, revision or repeal of existing policies, will:

- Include coordination with the Executive Director and Administrative staff directly affected by a proposed policy;
- Include a review by the Assistant Attorney General where deemed appropriate;
- Allow feedback from EWSHS constituents and interested parties;
- Encourage open discussion of proposed policies;
- Include coordination with appropriate Board Committees; and,
- Include a review process consisting of an initial discussion stage, a redraft stage, and final discussion stage.

Interim Policies: The adoption and revision process may be adjusted by the Board of Trustees if deemed in the best interest of the EWSHS. In such cases, a policy may be immediately adopted as an 'Interim' policy under the authority of the Board of Trustees. Interim policies will be clearly identified by adding 'Interim' to the policy number or title and by including an expiration date in the upper right corner of each page. Interim policies will expire 150 days following the date of issuance. During this time, the policy will be reviewed through the procedure as detailed in paragraph 4.2 above unless the policy proposal is withdrawn.

Clarification Changes: When making clarification changes to existing policies to increase understanding and consistency, the standard procedures [of paragraph 4.2 listed above](#) may be adjusted by the Board of Trustees. Changes authorized under this section must not constitute a material change in policy. Clarification changes may include simple corrections in spelling or grammar, modifications in formatting, updating titles of personnel to coincide with current organizational structures, or similar changes. Appropriate measures will be taken to notify EWSHS personnel and other impacted parties.

Periodic Review: In order to remain current, pertinent, and consistent with Washington State Law, policies must be periodically reviewed. At a minimum, EWSHS Policies should be reviewed every three years. The EWSHS Executive Director will:

- Identify when policy reviews are needed;
- Keep the EWSHS Board updated on the status of policies;
- Work with EWSHS staff, the EWSHS Board, the Assistant Attorney General assigned to advise the EWSHS, and other interested parties to coordinate a timely review of policies;
- Work with the EWSHS Board to facilitate review and approval of policy changes;
- Ensure publication of policy revisions;
- Ensure distribution of policy changes to EWSHS personnel; and
- Keep a record of review actions.

Washington Administrative Code: Additions or changes to existing WACs will be approved by the EWSHS Board. The process for adoption, revision or repeal will be managed by the Executive Director and processed in accordance with the provisions governing rulemaking in the Administrative Procedure Act, chapter 34.05 RCW, and chapter 1-21 WAC.


Conflicting Provisions: When a conflict exists between **EWSHS Governance Provisions**, the higher authority provision as per paragraphs [2.1\(a\)](#), [2.1\(b\)](#), or [2.1\(c\)A, B, or C](#) above takes precedence. Subordinate provisions must be modified to conform to the higher authority.

EWSHS Procedures: EWSHS Procedures are published under the authority of the Museum Executive Director. The process for approval of EWSHS Procedures will conform to the following basic process:

- Proponents coordinate proposed Procedures with EWSHS personnel, leaders and community members, as appropriate.
 - Completed proposals are forwarded to the EWSHS Executive Director for action. The Director ensures proposals are consistent with applicable Governance Provisions and with content and format standards.
 - The EWSHS Executive Director coordinates discussion of the proposal with proponents and staff.
 - Procedures approved by the Executive Director are incorporated into the Policy Framework as described in this Governance Policy.
 - All new or revised Procedures are made available to EWSHS employees and relevant parties.
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Appendix A – Policy Format

This Appendix illustrates the standard format for EWSHS Policies



Policy No. **INSERT POLICY #**

Title of Policy

Applies to:

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

Effective date: **Date**

History: **Date**

Approved by:

Purpose

Definitions

Summary

Forms/Instructions

Related Information

Accessible Technology

Policy Number:	TEC 103
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on [DATE].
Application:	Applies to all covered information technology created and owned by EWSHS
History:	This is a new Board Policy.

Article I PURPOSE

1.1 The Eastern Washington State Historical Society (EWSHS) is committed to ensuring digital accessibility for all individuals who use EWSHS websites, data, and technology. This policy aims to ensure that individuals with disabilities have equitable access to information and data as well as access to services and content that is available to individuals without disabilities. EWSHS will adhere to all federal and state rules and regulations regarding covered information technology accessibility.

Article II DEFINITIONS

2.1 **Accessible:** all users have the opportunity to acquire the same information, engage in the same interactions, and use the same services in an equally effective and integrated manner.

2.2 **Covered Information Technology:** all public-facing content, including websites, applications, documents and media, blog posts, and social media content. Certain non-public-facing content that must also comply. This includes interacting with the technology, access and content. Examples include: All electronic content used for official business to communicate: emergency notifications, notices of benefits, program eligibility, employment opportunities or personnel actions, formal acknowledgements or receipts, questionnaires or surveys, templates or forms, educational or training materials, and Web-based intranets. It does not include content that a user may encounter after leaving the covered technology (example: links to other Web content).

2.3 **Accessibility Plan:** a plan that identifies how EWSHS will ensure new covered technologies are accessible and describes the future plan for making existing covered technologies accessible. The plan will contain a list of prioritized non-accessible covered technology, recommended alternative access methods, and actions being taken to correct the issue; contact information for the Information Technology Accessibility Coordinator; and a summary of the Accessibility Policy.

2.4 **Disability:** a physical or mental impairment that substantially limits one or more major life activities.

2.5 **Information Technology Accessibility Coordinator:** the individual designated by the Executive Director to coordinate the accessibility of information technology at EWSHS.

Article III REQUIREMENTS AND EXCEPTIONS

3.1 This procedure supports Washington Tech Policy 188 from the Washington State Office of the Chief Information Officer and associated Minimum Accessibility Standard 188.10 which requires all state agencies to identify an Information Technology Accessibility Coordinator, adopt accessibility policies and procedures, and develop and maintain accessibility plans for ensuring the accessibility of new and existing covered information technologies.

3.2 EWSHS will provide direct access to accessible technologies, except in cases where accessibility is not possible due to technical or legal limitations.

3.2.1 Where EWSHS cannot bring a covered information technology into compliance, the system or content owner is responsible to provide individuals with disabilities equivalent access.

Article IV ACCESSIBILITY STANDARDS AND GUIDELINES

4.1 For new and existing websites, and Web-based business and administrative applications EWSHS will follow the current Web Content Accessibility Guidelines (WCAG) 2.1. WCAG 2.1 covers a wide range of recommendations for making Web content more accessible.

4.2 This procedure and related Board of Trustees policies do not supersede EWSHS's responsibility to comply with state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and Washington Tech Policy #188.

4.3 Accessibility guidelines will focus on four (4) fundamental principles of accessibility for accessible technology:

4.3.1 Perceivable - Information and user interface components must be presentable to users in ways they can perceive.

4.3.2 Operable - User interface components and navigation must be operable.

4.3.3 Understandable - Information and the operation of user interface must be understandable.

4.3.4 Robust - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

4.4 [W3C Accessibility Standards Overview](#) also provides principles and useful metrics for information technology that is not solely Web-based.

Article V IMPLEMENTATION

5.1 EWSHS's Accessibility Plan directs the Information Technology Accessibility Coordinator to conduct an audit and evaluation of existing technology assets to determine if they meet accessibility standards. The results of the evaluation will be sent to the department(s)

responsible for the technology. The individual departments, in coordination with the Information Technology Accessibility Coordinator, are responsible for ensuring that the technology meets the accessibility standards.

5.2 All new digital content and covered information technology will follow the guidelines outlined in section IV.

5.2.1 Prior to procuring covered information technology, employees must consult with the Information Technology Administrator.

5.2.2 Research will be conducted jointly by information technology and purchasing staff to determine whether a proposed technology purchase meets accessibility standards.

Article VI REPORTING

6.1 Individuals may report accessible technology concerns by contacting the Information Technology Accessibility Coordinator at 509-363-5358.

6.1.1 Reports are evaluated by the Information Technology Accessibility Coordinator and routed to the department that is responsible for the reported technology for correction, accommodation, or alternative equivalent access.

6.1.2 An acknowledgment response to such reports will be promptly issued, along with a reasonable estimate for resolving the accessibility concern.

Article VII RESOURCES AND TRAINING

7.1 Employees needing to correct accessibility concerns are encouraged to utilize the resources available within this policy and all referenced guidelines.

7.2 Information technology employees will receive information technology accessibility training as determined by their supervisor.

7.3 Web Content Managers will receive training on how to produce accessible Web content.

References that apply to this Policy:

RCW 43.105.205: Office of the state chief information officer—Created—Powers, duties, and functions. (wa.gov)	Accessibility OCIO (wa.gov)
188.10 Min Std 2019 AS Approved 03102020 1.docx (live.com)	Guidance on Web Accessibility and the ADA ADA.gov
W3C Accessibility Standards Overview Web Accessibility Initiative (WAI) W3C	

GIFT ACCEPTANCE POLICY

Policy Number:	FIN 110
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on [DATE]
Application:	Applies to all EWSHS personnel, board members, volunteers, contractors or agents of the EWSHS.
History:	This is a new Board policy.

Article I PURPOSE

1.1 EWSHS solicits and accepts gifts from individuals, corporations, and foundations to support the mission and operations of EWSHS, pursuant to RCW 27.34.070, as further detailed within Chapter 256-30 WAC. This policy addresses the acceptance of gifts by EWSHS and provides guidance to prospective donors and their advisors when making gifts to EWSHS. This policy applies to all gifts received by EWSHS for general operating purposes, exhibitions, programs, or services.

Article II DEFINITIONS

2.1 **EWSHS:** The Eastern Washington State Historical Society, also known as the Northwest Museum of Art & Culture, referred to herein and in other relevant agreements and policies as EWSHS, the Museum, or the MAC.

2.2 **Foundation:** The Northwest Museum of Arts & Culture Foundation, a Washington nonprofit corporation and a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, which is organized and incorporated for the purpose of assisting in providing funds for the operation and programs of EWSHS. The Foundation is a legal entity separate and distinct from EWSHS.

Article III GIFTS ACCEPTED BY EWSHS

3.1 The EWSHS Executive Director, Chief Development Officer, and subordinate Development Officers are authorized to negotiate gift agreements with prospective donors and their professional advisors in accordance with the guidelines set forth in this Policy, EWSHS regulations and bylaws.

3.2 EWSHS' best interests are protected by clarifying the types of gifts that may be accepted and the conditions under which they may be accepted. EWSHS accepts charitable gifts, including but not exclusive to, the types outlined below. EWSHS may also accept other types of gifts at its discretion and in accordance with applicable law and regulation, including deferred gifts, tangible property, and real property.

3.2.1 Cash or Cash Equivalents. One-time and recurring gifts of cash or securities from

a donor that are made outright. Gifts of cash will be accepted into the Annual Fund of EWSHS; cash gifts with restrictions will be accepted into the restricted accounts of EWSHS and held until the requirements for the gift are met.

3.2.2 Written pledges reflecting a donor's intent to fulfill a pledged gift within a fixed time.

3.2.3 Securities. EWSHS may accept both publicly traded securities and closely held securities. Securities may include common or preferred stocks and bonds, or mutual funds composed of such securities. They may be classified as marketable or non-marketable securities due to restrictions or other circumstances. Gifts of marketable securities shall be sold upon receipt or as soon thereafter as possible. Delivery instructions for making a gift of marketable securities are available through the EWSHS Development Department.

3.2.4 IRA Distributions. IRA distributions from individuals age 70 ½ and older.

3.3 Outright gifts of cash, publicly traded securities, or IRA distributions do not require approval by the Board of Trustees unless there are unusual restrictions or circumstances involved.

3.4 Whenever donors place restrictions or preferences on a gift, their intent shall be expressed clearly in a written gift instrument and agreed to by EWSHS prior to acceptance. Donors are encouraged to express their restrictions or preferences in the broadest terms possible. Donors shall also be strongly encouraged to permit an alternative use if the restriction or preference no longer supports the mission of EWSHS.

3.4.1 Donors may occasionally seek to make a gift with unusual restrictions or conditions. In such cases, the Executive Director and Chief Development Officer will assist in evaluating the gift alternatives and determine alternatives that may be acceptable to all parties. EWSHS shall not accept any gift which is overly restrictive in purpose or which significantly limits EWSHS' capacity. Acceptance of a gift, which will have a significant impact to EWSHS operations, shall only be accepted by EWSHS through a vote of its Board of Trustees.

3.5 EWSHS shall not accept a gift from any EWSHS Trustee or employee that would result in a conflict of interest by providing a direct or indirect economic benefit or other material benefit to that person or a family member, or any household or business with which that person is associated.

3.6 EWSHS shall not accept gifts that involve discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws.

3.7 Gifts to EWSHS will be properly solicited, accepted, acknowledged and managed according to applicable federal and state laws and regulations.

3.7.1 Donors shall be treated in a highly professional and ethical manner. Donors shall be fairly and accurately informed of the intended use of their gifts.

3.7.2 All transactions between donors and EWSHS will be held in the strictest confidence, except that information may be shared with EWSHS Trustees and employees, legal counsel, or others who have a valid need to know, or as otherwise required by law. The Museum may publish an annual report listing the names of all donors in general giving categories; however, donors may request that their names be withheld, in which case they shall be listed as "anonymous." Donors understand EWSHS is a state agency subject to the Public Records Act, RCW 42.56. EWSHS will take reasonable measures to protect the privacy of anonymous donors while fulfilling its obligations under the law, including attempting to provide notification of relevant requests pursuant to RCW 42.56.540.

Article IV GIFTS DIRECTED TO THE FOUNDATION

4.1 EWSHS and the Foundation work collaboratively subject to formal agreement to protect and serve EWSHS' mission. Gifts made to the Foundation support the Foundation's mission of assisting in providing funds for the operation and programs of EWSHS. Donors are encouraged to consider the type of gift they wish to make and which organization may be best positioned to receive it in accordance with their intent.

4.2 Bequests and planned financial gifts to support the organization in perpetuity are by this policy directed to the Northwest Museum of Arts & Culture Foundation, ***EIN 91-1303063***, to be placed in the endowment funds under the guidelines of the Foundation's Gift Acceptance Policy. If it is unclear whether a gift was intended to be given to the Foundation or to EWSHS, EWSHS shall clarify the donor's intent in writing and handle the donation consistent with the donor's intent.

4.2.1 Bequests and Beneficiary Designations. Gifts payable upon the death of a donor via a Will, trust arrangement, life insurance, or other beneficiary designation are by this policy directed to and encouraged to name the ***Northwest Museum of Arts & Culture Foundation (EIN 91-1303063)***, to be placed in the appropriate endowment fund, according to donor intent. If it is unclear whether such gift was intended to be given to the Foundation or to EWSHS, EWSHS shall clarify the donor's intent in writing and handle the donation consistent with the donor's intent.

4.2.2 Real Estate: Devises of real property are, by this policy, directed to and encouraged to name the ***Northwest Museum of Arts & Culture Foundation (EIN 91-1303063)***, subject to its review and acceptance in accordance with its policies.

References that apply to this policy:

RCW 27.24.070: State historical societies – powers and duties – rules	Chapter 256-30 WAC: Eastern Washington State Historical Society – Gifts, Grants, Conveyances, Bequests and Devises
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DIGITAL PRESERVATION POLICY

Policy Number:	COL 102
Effective Date:	Approved by the Eastern Washington State Historical (EWSHS) Board of Trustees on [DATE].
Application:	Applies to all EWSHS personnel.
History:	This is a new Board Policy.

Article 1 PURPOSE

1.1 The Eastern Washington State Historical Society (EWSHS) is committed to sustainable access, use, and long-term preservation of the digital collection content, records, and resources within the museum's collections. The purpose of this policy is to:

- Define preservation objectives;
- Outline the scope of content covered in this policy;
- Establish digital preservation as a key consideration within EWSHS Collections;
- Inform how preservation actions are implemented; and
- Set reasonable expectations on how digital preservation is impacted or limited within EWSHS.

Article II DEFINITIONS

2.1 For the purpose of this policy, definitions provided are drawn from the Society of American Archivist's Dictionary of Archives Terminology¹, and adapted for agency use:

- 2.1.1 Digital Preservation:** the combination of policies, strategies, and actions that ensure authenticity, integrity, reliability, long-term access, and use of digital assets—digitized and born-digital—created and acquired by the EWSHS Collections Department. Digital preservation efforts seek to provide an accurate and authentic rendering of content while ensuring its future functionality and usability over time.
- 2.1.2 Digital Object:** digital objects comprised of information in binary form and its associated metadata. Digital objects may be either simple or complex. Simple digital objects are made up of a single file, such as a PDF or an image, while complex digital objects are made up of multiple files, such as a website or a digitized book.
- 2.1.3 Digital Assets:** digital objects considered part of the Museum's collection. As such, these digital assets are held in trust for the people of Washington State in accordance with RCW 27.34.070(2).
- 2.1.4 Born Digital:** Materials originating from a computer environment.

¹ <https://dictionary.archivists.org/index.html>

- 2.1.5 Digitization:** the act of copying/converting analog physical/electronic materials into digital objects. The act of digitization does not negate the need for the preservation of analog materials, nor does it function as digital preservation by itself.
- 2.1.6 Metadata:** information about data that promotes discovery, structures digital objects, and supports the administration and preservation of records. Metadata may be embedded with or stored separately from the digital object.
- 2.1.7 Authenticity:** the quality of being genuine, not a counterfeit, and free from tampering, and is typically inferred from internal and external evidence, including its physical characteristics, structure, content, and context.
- 2.1.8 Integrity:** the quality of being whole and unaltered through loss, tampering, or corruption.
- 2.1.9 Access Copy:** digital copies created for use by patrons, protecting the original from wear, damage, and corruption. Access copies are typically reformatted and/or scaled down from a high-quality preservation format to a lower-quality, easier-to-access, and store format.

Article III CONTEXT AND DIRECTIVES

3.1 The EWSHS Digital Preservation Policy should be approached in the context of other existing Society policies, plans, procedures, and strategies, including rights and reproduction procedures, strategic plans, EWSHS Board-approved policies, including the Collection Policy (COL-100), and Washington State regulations and laws.

The EWSHS Digital Preservation Policy is in alignment with other EWSHS directives, including:

- **Museum Strategic Plan (2022-2024), Goal 1: Streamline the MAC's Systems and Operations:** "Build on existing resources to invest in its human and digital infrastructure."
- **Collection Policy COL-100, Records Management, 5.2.1:** "All records of the permanent collections, including records of conveyance, accession records, loan and registration records, including digital records, shall be organized according to professional standards and housed to ensure their preservation, access, and retrieval."

Article IV SCOPE

4.1 This policy does not seek to establish digital preservation requirements institution-wide. Instead, this policy centers on the digital assets—digitized and born-digital—created and acquired by the EWSHS Collections Department. As such, this policy is limited to the following digital assets:

- 4.1.1 EWSHS objects, art, and archival collections held in trust for Washington State that have digitized materials or born-digital content.
- 4.1.2 EWSHS Collections-created resources including, but not limited to:

- Online exhibits and digitized exhibition materials
- Curatorial records
- Contextual data and metadata
- Digitized institutional records managed within the Collections Department

Article V PRINCIPLES AND STRATEGIES

5.1 Access, Authenticity, and Integrity

EWSHS seeks to provide long-term access to authentic, accessible versions of the digital assets held and created by the Collections Department to the best of its abilities.

5.2 Professional Commitment

EWSHS is committed to proactive participation in the digital preservation of its collections, centering digital preservation as a core practice in its procedures, projects, and professional development.

5.3 Adaptability

Due to the constantly evolving nature of digital preservation, EWSHS is committed to developing adaptive procedures that can address preservation needs as technology changes.

Article VI CHALLENGES

6.1 Scalability

Due to the many variabilities that comprise and affect data, there is no single, standardized structure to manage and preserve all digital assets. Such variabilities include, but are not limited to, file formats, metadata, user accessibility needs, or software and hardware obsolescence. Therefore, EWSHS will implement scalable preservation actions based on the three categories of consideration – *use*, *risk*, and *value* – to balance preservation actions with the needs of our users, the priorities of EWSHS, available resources, and technological capabilities.

6.2 Environmental Sustainability

EWSHS recognizes that there are environmental costs to digital preservation, including, but not limited to, energy consumption and electronic waste. The Collections Department seeks to conduct preservation actions and digital storage with environmental sustainability in mind.

6.3 Financial Sustainability

EWSHS recognizes that there are financial costs to digital preservation, including, but not limited to, software, digital storage, staffing, and time. EWSHS seeks to center digital preservation actions within the applicable established workflows of the Collections Department. The Society will continue to seek project-based funding from external and state funding sources to supplement and support long-term digital preservation objectives.

Article VII IMPLEMENTATION

7.1 To meet the scalability and adaptability needs surrounding digital preservation, this policy establishes a preservation framework with clearly defined principles, strategy, and scope.

7.2 The Collections Department will implement this policy through the creation and documentation of procedures to be followed, including a Digital Preservation Plan. This plan, in conjunction with other collections management procedures, will outline specific preservation activities, internal standards, and department workflows in alignment with the Digital Preservation Policy and industry standards. The Digital Preservation Plan is subject to the review and approval of the Executive Director or designee. The Collections Department is responsible for maintaining and implementing procedures aligned with this policy.

References that apply to this policy:

RCW 27.34.070	EWSHS Policies COL-100
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DRAFT

Policy No. HR-102

Affirmative Action and Equal Opportunity Policy

Applies to: Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)

References that apply to this policy:

- Federal law - [The Civil Rights Act of 1964](#)
- President’s Executive Orders - [EO 11246](#) (as amended by [EO 11478](#) and [EO 13672](#))
- Federal code - [CFR Title 41, Part 60-2](#)
- Federal code - [CFR Title 28 Judicial Administration, parts 35 through 42](#)
- Federal code - [CFR Title 29 Labor, parts 31 through 38](#)
- State law - [Chapter 41.06 RCW State civil service law](#)
- State law – [Chapter 49.56 RCW Wages – Advancement Opportunities](#)
- State law - [Chapter 49.60 RCW Discrimination - Human Rights Commission](#)
- State rule - [Chapter 357-25 WAC Affirmative Action](#)

Effective date: [DATE]

History: This policy replaces BP#119, dated February 1, 2017. BP#119 replaced HR #101.

Approved by: EWSHS Board of Trustees

Purpose

This policy establishes and defines the agency’s affirmative action and equal opportunity policy.

Definitions

This policy uses the same definitions found in RCW 49.60.040 (Discrimination- Human Rights Commission), RCW 41.06.020 (State Civil Service Law), and in Federal government nondiscrimination laws and regulations.

Policy Statement

EWSHS is committed to increasing equal employment opportunities for employees without regard to:

- Race
- Creed
- Color
- National Origin
- Citizenship or immigration status
- Age (40 or older)
- Sex
- Pregnancy
- Marital Status
- Sexual orientation
- Gender identity and expression
- Honorably discharged veteran or military status
- The presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability

EWSHS will provide equal pay and career advancement opportunities to our employees regardless of gender and will abide by the [Washington State Equal Pay Opportunity Act](#).

EWSHS will provide an environment free from all forms of discrimination in accordance with [Chapter 49.60 RCW Discrimination – Human Rights Commission](#). Employees shall not engage in any form of racial, religious, or sexual harassment related behavior including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for disciplinary action in accordance with any applicable collective bargaining agreement or federal or state law. Refer to HR-101 Antidiscrimination Policy and the Washington State Human Rights Commission website for additional information.

The requirements of this policy are not optional. EWSHS will not tolerate discrimination or retaliation of any kind. Through enforcement of this policy and by education of employees, EWSHS will seek to prevent, correct, and discipline behavior that violates this policy.

EWSHS employees violating this policy may be subject to disciplinary action under chapter 357-40 WAC Discipline. The Director will be responsible for implementing the Affirmative Action and Equal Opportunity Program.

- EWSHS will take appropriate and swift action up to and including dismissal to address any violation of this policy; and
- Any employee who initiates or participates in retaliation will be subject to disciplinary action, up to and including, dismissal.

This Policy statement must be reviewed and approved by the head of the agency each year.
WAC 357-25-025 (2).

This policy is used together with and incorporates by reference other related policies.
Specifically, the:

- Diversity Equity and Inclusion Policy, [\(HR-105\)](#),
 - Sexual Harassment Policy [\(HR-103\)](#),
 - Respectful Work Environment Policy [\(HR-106\)](#),
 - Antidiscrimination Policy [\(HR-101\)](#), and
 - Reasonable Accommodation Policy [\(HR-404\)](#).
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Reporting Procedures

EWSHS has put in place a process to make sure protection and relief is available from any form of discrimination or sexual harassment. Protection and relief are available to anyone who works for EWSHS, has business with EWSHS, or volunteers with EWSHS.

Reporting or filing a complaint: Complete and submit [HR.01.38.F1 Harassment, Discrimination, or Retaliation Complaint Form](#) to an agency supervisor, manager or human resources business partner. If you prefer to submit a complaint verbally, please contact any of the above staff members.

Responsibilities

EWSHS, in coordination with Department of Enterprise Services Human Resource Office, is responsible for:

- Providing the agency with support services necessary to achieve the objectives of this policy, and
- Reporting workforce profile in accordance with WAC 357-25-030

Hiring supervisors are responsible for making recruiting and hiring decisions in accordance with the policies and procedures adopted by the agency. Each hiring supervisor is accountable for his/her actions in matters relating to this policy and compliance with federal and state regulations governing employment.

Policy No. HR-406

Employee Training & Development

Applies to: Applies to all employees of the Eastern Washington State Historical Society (EWSHS)

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State rule – [Chapter 357-34 WAC: Employee Training and Development](#)
- State rule – [Chapter 357-31 WAC: Holidays and Leave](#)

Effective date: ~~May 6, 2020~~ [DATE]

History: This policy updated the previous version dated [May 6, 2020](#), which was last updated on February 1, 2017. [HR-406 replaced This replaces previous version](#)-HR Policy BP#131. [The EWSHS Board of Trustees adopted final changes on May 6, 2020.](#)

Approved by: EWSHS Board of Trustees

Purpose

The EWSHS believes that employee development and training is critical to sustaining a successful, high-performance organization. The Employee Training & Development Policy ~~Plan~~ provides support to employees in developing occupational and professional skills and assigns employer responsibilities for providing training and development for employees. The ~~aim~~-goal of the ~~plan~~ Policy is to maximize employee potential and ~~their~~ ability to contribute to the overall performance of the organization.

Definitions

Career Development – Progressive development of an employee's capabilities. Career development is meant to facilitate the employee's productivity, performance, job satisfaction, and advancement. Career development can happen through work assignments as well as education and training. The education and training may be state-sponsored or achieved by the individual employee's efforts. All career development must be consistent with the needs and obligations of the state and EWSHS.

Career Planning – A process designed to identify and provide opportunities for each employee's career growth through job experience, training, or continuing education.

Developmental Opportunities – Activities designed to develop employees' knowledge and skills for future job assignments.

Mentoring – Activities on the job where more experienced employees help less experienced employees develop job knowledge and skills.

Training – Activities designed to develop employees' job-related knowledge and skills for present job assignments.

Policy Statement

~~The EWSHS believes that employee development and training is critical to sustaining a successful, high performance organization.~~

Eligible Training

Employees are eligible to apply to attend training that will enhance their abilities to successfully perform their jobs and contribute to the agency's success. Certain training is required by WAC, RCW, or Executive Order. Other training may also be required by the agency. For required and recommended training visit the following website: [[Required and Recommended Training | Department of Enterprise Services \(DES\) \(wa.gov\)](#)].

Training may also be required as a result of an assessment of the organization's employee development and training needs. Training may be identified by supervisors or employees in individual Performance ~~and~~ Development Plans (PDPs). Supervisors will outline specific job-related training as part of the ~~Performance and Development Planning~~ PDP process. Employees may seek out developmental opportunities to enhance individual performance that will contribute to the agency's mission, goals, and objectives.

Training Approval

An employee must get supervisory approval ~~and Director~~ for all training requests. ~~Approval by the Executive Director may also be required for elective trainings lasting more than two business day or requiring travel.~~ Supervisors are responsible for supporting employee development that benefits the organization or the pursuit of a performance-based culture. Supervisors must balance several factors in deciding to approve or not to approve an employee's request to attend training. Some of those factors include, but are not limited to:

- Budget.
- Staffing – to ensure operational need is covered.

- Job-relatedness of training requested.
- Relationship to career development plans.

Required training and other job-related training approved by the ~~Director~~ appropriate supervisor or Executive Director will be considered time worked. If required or otherwise approved training falls outside of an employee's standard work hours, the employee and the supervisor must determine what schedule modifications might be necessary to accommodate an employee's attendance at such training, e.g., schedule adjustments, exchange time, over time, flexible work time, etc.

With prior approval from the employee's agency, educational leave without pay may be used for furthering the employee's education. The employee must be permanent and the length of approved leave without pay for educational purposes is determined by the employer. An employee returning from authorized leave without pay will have return rights under WAC 357-31-340. (Employees returning from authorized leave without pay must be employed in the same position or a similar position in the same class and in the same geographical area, provided that such return to employment is not in conflict with rules relating to layoff).

Tuition Reimbursement

The agency ~~may will~~ support tuition reimbursement that ~~in some cases, allows employees to be reimbursed for tuition of college courses~~ advances an employee's education. Tuition reimbursement must meet certain criteria to be considered for approval and is contingent upon the availability of sufficient funds:

- An employee must be a full-time permanent employee of the agency.
- Agency approval must be obtained prior to enrolling in a course.
- The course must be related to job progression ~~related, or~~ related to the work of ~~state government~~ the agency, or ~~and~~ identified in the individual's position description form.
- Reimbursement can only cover the cost of tuition.
- Reimbursement does not include books, supplies or parking fees.
- All tuition reimbursement is subject to the availability of funds and agency discretion and will not exceed \$4,000 per employee, per year.
- The employee will need to demonstrate successful completion of the course to receive reimbursement payment. Successful completion of the course means earning a grade of C or higher.
- Advanced tuition payment may be approved under special circumstances.

- An employee must use time outside of work hours and will not be compensated to attend college courses. The Agency may consider requests to adjust scheduled work hours in order to accommodate attendance of courses.
- Employees accepting the terms of this Policy will be required to sign a written agreement to remain with the agency for one year from the date of the last educational reimbursement. If the employee voluntarily terminates agency employment within that year, they will be required to pay a monthly prorated amount of the tuition reimbursement to the agency.

Additional agency supported training outside of standard classroom training can include but is not limited to:

- Developmental job assignments – depending on operational need.
- E-Learning.
- In-training appointments to positions.
- Rotational assignments within or to other agencies - depending on operational need.
- Mentoring arrangements.
- Non-permanent appointments or project assignments.
- Attendance at professional conferences.
- College-level courses that will enhance an employee’s career growth.
- On a case-by-case basis, agency may support other employee developmental activities.

Supervisory and Management Training:

In addition to ~~required~~ training required for all staff, supervisors and managers are also required to attend supervisory/management-related training per Department of Enterprise Services guidelines.

Primary roles and responsibilities for Employee Development & Training within the EWSHS.

Role	Responsibilities
Supervisor/ Manager	Articulate requirements for training with employees. Support and encourage individual development of employees. Initial review and approval of training and tuition reimbursement requests.
Registration Rep Learning Administrator	Enroll employees in training in a timely manner with appropriate authorization.

Executive Director	Reviews and approves training meeting the above criteria and tuition applications.
Employee	Attends required training. Continually seeks out developmental opportunities. Follows registration procedures established for enrollment in training.

WAC's that apply to this policy:

357-34-005 (rules to support employee dev.)	357-34-045 (time for training)
357-34-050 (career development assignment)	357-34-055 (supervisor training requirement)
357-34-060 (administrative req. for sup level)	357-34-065 (subject to include in sup training)
357-34-090 (who provides required training)	357-31-330 (leave without pay)

Policy No. HR-414

Criminal Background Check Policy

Applies to:

Final Candidates for employment and/or volunteer engagement with Eastern Washington State Historical Society (**EWSHS**).

References that apply to this policy:

- [State law – Chapter 9.96A Restoration of Employment Rights;](#)
- [State law - Chapter 10.97 RCW Washington State Criminal Records Privacy Act;](#)
- [State law - RCW 43.43.815 Conviction record furnished to employer—Purposes—Notification to subject of record—Fees—Limitations—Injunctive relief, damages, attorneys' fees—Disclaimer of liability—Rules;](#)
- [Governor's Executive Order – EO 16-05 Building Safe and Strong Communities through Successful Reentry](#)

Effective date: [DATE]

History: This is a new policy.

Approved by: **EWSHS** Board of Trustees

Purpose

This policy establishes the criteria that **EWSHS** follows when conducting criminal history background checks on Final Candidates for both employment and volunteer positions.

The purpose is to:

- Ensure agency employees and volunteers do not have a criminal history that may interfere with the performance of duties for the position for which they have applied;
 - Mitigate the impacts of a conviction on the hiring or engagement decision.
-

Definitions

Appointing Authority refers to an individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. The definition aligns with [WAC 357-01-025](#), Appointing Authority.

Conviction refers to an adjudication of guilt pursuant to Title 10 or 13 RCW and includes a verdict of guilty, a finding of guilty, and acceptance of a plea of guilty. The definition is aligned with [RCW 9.94A.030 \(9\)](#), Conviction.

Criminal Background Check refers to submitting a request for a criminal history report through the Washington State Patrol [WATCH](#) database.

Criminal History Report refers to fingerprint-based records and disposition information submitted by law enforcement agencies and courts throughout Washington.

Final Candidate refers to either an individual applying for employment position in a permanent, non-permanent, on-call, exempt, project, or intern capacity to whom **EWSHS** intends to make an offer of employment. It also refers to an individual applying for a volunteer position to whom **EWSHS** intends to make an offer of engagement in a volunteer capacity. In addition: 1) the individual is not a former employee on the agency internal layoff list; or 2) **EWSHS** does not currently employ the individual.

Policy Statement

EWSHS conducts criminal background checks on Final Candidates to ensure they do not have any criminal history that may interfere with the performance of the duties for the position for which they have applied. **EWSHS** may deny employment or volunteer engagement to the Final Candidate:

- If there is a prior felony conviction; and
- The conviction directly relates to the position for which they are applying; and
- The conviction is less than ten years old.

Policy

- A. **EWSHS** notifies prospective employment or volunteer applicants of its criminal background check policy.
- B. Criminal Background Check information is limited to conviction records provided by the Washington State Patrol's WATCH system.
- C. **EWSHS** strictly limits access to criminal background check information within the agency to persons involved in the hiring, background investigation, or job assignment of the employment or volunteer applicant. This includes but may not be limited to the Security Officer, Human Resources representative, and Appointing Authority. This information

shall be used only as necessary when making the initial employment or volunteer engagement decision.

- D. If a conviction record may present a hiring or engagement barrier, when feasible EWSHS may consider mitigating evidence provided by the applicant.
-

Policy No. HR-415

Recruitment and Selection Policy

Applies to:

Eastern Washington State Historical Society (**EWSHS**) employees.

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State law – [RCW 41.04.010 Veterans' scoring criteria status in examinations](#)
- State rule – [WAC 357-16 Recruitment, assessment, and certification;](#)
- State rule – [WAC 357-19-465 Veterans' scoring criteria status in examinations](#)

Effective date: [DATE]

History: This is a new policy.

Approved by: **EWSHS** Board of Trustees

Purpose

This policy provides a standard for the recruitment and selection of Washington General Service (WGS) positions for the **EWSHS**. This policy supports **EWSHS'** recruitment and selection the most qualified candidates for our positions using equitable and fair hiring practices.

Policy Statement

EWSHS will follow the requirements in [chapter 357-16 WAC](#) and this policy when recruiting and selecting candidates. The Human Resources (HR) Director at DES or designee is responsible for the oversight and administration these activities within the **EWSHS**.

Policy

The agency will determine the recruitment and application processes used to fill positions.

The Board of Trustees delegates to the Executive Director the responsibility to develop and administer recruitment and application processes consistent with the direction of DES Human Resources.

Policy No. HR-416

Performance Management Policy

Applies to:

All classified employees and supervisors of Eastern Washington State Historical Society (EWSHS).

References that apply to this policy:

- State law – [Chapter 41.06 RCW State civil service law](#)
- State rule – [Chapter 357-37 WAC Performance Management](#)

Effective date: [DATE]

History: This is a new policy.

Approved by: EWSHS Board of Trustees

Purpose

This policy provides direction for an employee performance management process that is positive and performance-based. Successful performance management encourages employee competence and productivity, and documents an employee’s work strengths and areas to improve while supporting the goals and objectives of the **EWSHS**.

Definitions

Expectations means the statements that identify tasks or functions to be completed by the employee.

Standards means the statements that identify how well the tasks or functions must be completed to be considered satisfactory.

Policy

A. Performance Management Process

The Performance Development Plan (PDP) is used to document the following areas of an employee’s performance development:

1. Describes the employee’s responsibility to successfully perform assigned job duties and responsibilities;
2. Assesses how well the employee has contributed to meeting the goals and objectives of the organization and his or her position; and
3. Recognizes an employee’s successful job performance and identifies appropriate modifications in job performance.

B. Employee Responsibilities

The employee has the responsibility to:

1. Request clarification of any job duty, standard, or expectation that is unclear;
2. Perform assigned work meeting job standards and expectations;
3. Participate in the performance evaluation process; and
4. Communicate successes and problems with his or her supervisor so progress and ongoing performance can be measured, and training or assistance provided.

C. Supervisor's Responsibilities

1. Provide written job performance expectations and standards to the employee and discuss them with the employee within 30 days of hiring date the employee or assigning a function.
2. In accordance with the Employee Training and Development Policy (HR-406), ensure the employee receives the training necessary to successfully meet the stated expectations and standards of the current position. Training consideration will first be given to meet the employee's current position requirements before other developmental purposes.
3. Supervisors shall assess an employee's job performance in relation to identified performance expectations at least annually on the PDP. The assessment shall document an employee's job performance during the review period; identify any necessary changes in job performance, and identify a plan to achieve improvement as needed.
 - a. Supervisors will engage employees in the process of planning, managing, and appraising their own performance. This will include providing employees with ongoing performance feedback and coaching and conducting formal evaluations on a timely basis as appropriate (probationary, trial service, annual);
 - b. All employees will be held accountable by their supervisors for achieving their performance expectations;
 - c. Supervisors shall document how well the employee has contributed to efficiency and effectiveness in fulfilling the objectives their position and the agency;
 - d. Supervisors will take timely remedial measures when an employee's performance does not meet the outcomes and standards set forth in the PDP;
 - e. Supervisors will encourage employee suggestions and communications for improving work processes.
4. Provide ongoing feedback to the employee regarding the employee's job performance. Feedback includes, but is not limited to:
 - a. Naturally occurring discussions with the employee by telephone, virtual, or face-to-face;
 - b. The formal evaluation process, using the PDP;
 - c. Employee recognition and reward programs or activities;
 - d. Coaching sessions to improve or enhance employee skills, knowledge, or ability to perform a task or function.
5. Hold employees accountable for meeting performance expectations and standards, and participate in the just cause process if necessary to correct an employee's poor performance.
6. Assist their employee to identify potential career growth opportunities within **EWSHS** and actions the employee may take to access those opportunities.

D. Performance Development Plan (PDP)

1. A supervisor must provide feedback and formally evaluate the performance of:
 - a. A probationary employee or a permanent employee serving a trial service period or transition review period before the employee attains permanent status in the position; and
 - b. A permanent employee at least annually on the employee's anniversary date or at another date as determined by the appointing authority.
2. The performance evaluation process includes, but is not limited to, using the PDP.
3. The employee's signature on the completed PDP acknowledges participating in the PDP process and receiving the PDP; the employee's signature does not indicate agreement with the content of the PDP.
4. The reviewer is the employee's second line supervisor and ensures the PDP process is followed and considers the PDP content, including employee comments.
5. After the reviewer signs the PDP, a copy with all signatures and comments is provided to the employee.
6. An employee's performance is not considered in lay-off decisions.
 - a. An employee may request a review of the PDP process only, including alleged irregularities in the use of the approved performance evaluation form and/or procedures. The employee will be notified in writing of the results of the review.
 - b. Washington General Service employees may request a review by the State Human Resources Director for alleged irregularities in the PDP form and/or procedures. Evaluation content is not subject to review.

E. Recognizing Outstanding Performance

Recognition and awards may be non-monetary. If monetary awards are considered, supervisors shall collaborate within administrative resources to ensure proper procedures are followed and limits considered (i.e., awards under RCW 41.60.150 and this policy are limited to \$200 in value per award).



2023-2026 Eastern Washington State Historical Society Board of Trustees

Name	Date Elected	Position	Affiliation/Notes
<u>TERM EXPIRING JUNE 30, 2023</u>			
1 Collins, Lukus (1 st)	03/04/2020	Treasurer	Treasurer & Balance Sheet Strategist, STCU
2 Hesler, Greg (1 st)	05/06/2020		Vice President, General Counsel and Chief Compliance Officer for Avista Corporation
3 Arnold, Laurie (1 st)	05/06/2020	Secretary	Director, Native American Studies, Associate Professor of History, Gonzaga University
<u>TERM EXPIRING JUNE 30, 2024</u>			
4 Sanburn, Peter (2nd)	06/01/2016	President	Retired Business Executive
5 Durnford, Janet (2nd)	07/18/2018	Vice President	Senior Strategist, Oracle
6 Henshaw, Matthew (2nd)	06/20/2018		Director of Curriculum and Instruction, Spokane Public Schools
7 Louie, Jeanie (1 st)	09/01/2021		American Indian Cultural Council
8 Schultz, Debra (2nd)	02/01/2017		Retired Business person/Retired educator
9 Velázquez, Frank (2nd)	09/26/2018		Spokane Regional Health Director
<u>TERM EXPIRING JUNE 30, 2025</u>			
10 Terry, Gayle (1 st)	03/04/2022		Broker/Realtor, Windermere Manito
11 Dunn, Michael (1 st)	06/01/2022		Retired Educator
<u>TERM EXPIRING JUNE 30, 2026</u>			
12 Duvoisin, Steve (1 st)	02/01/2023		Duvoisin Group CEO
13 Brown, Jason (1 st)	07/12/2023		Partner, Stevens Clay, P.S.
<u>Ex-Officio / Staff</u>			
Flannery, Michael			President, MAC Foundation Board of Trustees
Allard, Melissa			Executive Assistant
Bresnahan, Anna			Chief Development Officer
Jessup, Wesley			Executive Director, EWSHS
Langston, Francis			Chief Financial Officer
Worstell, Rob			Director of Education
Summers, Carol			Director of Special Projects
Tackett, Kayla			Director of Exhibitions and Collections
Webber, Renee			Chief Operating Officer
Fischer, Marit			Chief Marketing Officer

MAC Board of Trustees 2024 Meeting Schedule

Board meetings on first Wednesday of odd months

January 10, 2024	3:00-5:00	Gilkey Community room
March 6, 2024	3:00-5:00	Gilkey Community room
May 1, 2024	3:00-5:00	Gilkey Community room
July 3, 2024	3:00-5:00	Gilkey Community room
September 4, 2024	3:00-5:00	Gilkey Community room
November 6, 2024	3:00-5:00	Gilkey Community room

Committee meetings on even months

- **Staff member of committee to schedule these meetings.**

February 2024

April 2024

June 2024

August 2024

October 2024

No meeting in December