

**Museum Association of the Caribbean
Annual General Meeting
Friday, 9th November 2018
University of the West Indies Campus, Barbados**

1. Call to order
2. Welcome & apologies
3. Minutes AGM 2017
4. President's report
5. Financial report
6. Election
7. Date of the next AGM
8. Termination

MUSEUMS ASSOCIATION OF THE CARIBBEAN
Annual General Meeting
October 26th, 2017
Miami, Florida

ATTENDANCE

MAC Board (Present)

Dr. Sherene James-Williamson (President)	<i>University of the West Indies Geology Museum</i>	Institutional & Individual
Csilla Ariese-Vandemeulebroucke (Secretary)	<i>Leiden University</i>	Individual
Joanne Hyppolite	<i>National Museum of African American History & Culture</i>	Institutional & Individual
Yvonne Tang	<i>Lord Cultural Resources</i>	Individual
Natalie Urquhart	<i>National Gallery of the Cayman Islands</i>	Institutional & individual

MAC Board (Absent with apology)

Luce Hodge-Smith (Vice President)	<i>Ministry of Education & Culture, British Virgin Islands</i>	Institutional
Lloyd Jn. Pierre (Treasurer)	<i>St Lucia National Trust</i>	Appointed
Arminda Franken-Ruiz	<i>Fundacion 1403</i>	Individual
Lee Jolliffe	<i>University of New Brunswick</i>	Individual
Dr. Jonathan Greenland	<i>Institute of Jamaica</i>	Institutional
Ruth Linton	<i>Barbados Museum of Parliament</i>	Institutional

MAC Membership (Present)

Adrienne Chadwick	Perez Art Museum Miami	Institutional & individual
Alexis Salazar	Museum of Belize	Institutional & Individual
Alissandra Cummins	Barbados Museum & Historical Society	Institutional
Amanda Byer	Leiden University	Individual
Auntaneshia Staveloz	Association of African American Museums	Institutional
Clintonique Duvalier	Antiquities, Monuments and Museum Corporation Bahamas	Individual
Danielle Benjamin	Williamson-Benjamin Consulting	Individual
David Hayes	St. Croix Archaeological Society	Individual
Deborah Mack	National Museum of African American History & Culture	Individual
Jacques Martial	Memorial ACTe	Institutional
John Franklin	National Museum of African American History & Culture	Individual
John Welch	National Museum of African American History & Culture	Individual
Karen Roberts Franklin	Independent	Individual
Kim Outten-Stubbs	Antiquities, Monuments and Museum Corporation Bahamas	Institutional
Marie-Helene Leontin	Collectivité Teritoriale de Martinique	Institutional
Michael Pateman	Antiquities, Monuments and Museum Corporation Bahamas	Institutional
Michelle Banks	African American Firefighter Museum	Individual
Racqual Davis	Antiquities, Monuments and Museum Corporation Bahamas	Institutional
Remko Jansonius	Vizcaya Museum and Gardens	Institutional
Rosie Wallace Gordon	Diaspora Vibe Cultural Arts Incubator, Inc	Individual
Sherilyne Jones	Museum of Belize & Houses of Culture	Individual
Suzanne Francis-Brown	The University of the West Indies (UWI) Museum	Individual
Tibisay Sankatsing Nava	Leiden University	Individual
Wendy Wolf	Vizcaya Museum and Gardens	Institutional
Fay Austin	Independent	Individual

MAC Membership (voting by proxy)

Amanda Coulson (individual)	National Art Gallery of the Bahamas	Proxy: Natalie Urquhart
Shenice McField (institutional)	Cayman Islands National Museum	Proxy: Natalie Urquhart
Natalie McGuire (individual)	Barbados Museum & Historical Society	Proxy: Alissandra Cummins

Observers

Miguel Asencio	Digital Library of the Caribbean & Florida University
Raqual Davis	Antiquities, Monuments and Museum Corporation Bahamas
Beatrice Skokan	University of Miami

Call to order and welcome: Dr. Sherene James-Williamson, President at 14:05 (EDT)

Apologies were made for Luce Hodge-Smith, Lloyd Jn. Pierre, Arminda Franken-Ruiz, Lee Jolliffe, Jonathan Greenland, Ruth Linton, Amanda Coulson, Kevin Farmer, Shenice McField, and Natalie McGuire.

Minutes Minutes of the annual general meeting held on October 12th 2016 were reviewed with the membership. A motion to accept the minutes was moved by Natalie Urquhart and seconded by Auntaneshia Staveloz.

1. PRESIDENT'S REPORT 2016-2017

Dr. Sherene James-Williamson presented the President's Report of the year 2016-2017. She mentioned the activities of MAC in relation to the planned publication of the second volume of the Caribbean Museums journal. In addition, she mentioned the opportunities MAC provides through its professional museum exchange program.

The President noted the activities of MAC in response to the damage to cultural heritage as a result of hurricanes Irma and Maria and stressed that the region was in need of assistance in many forms. The membership was asked to fill out MAC's cultural heritage assessment form and reach out to members in areas affected by the hurricanes. The membership was also asked to join MAC's facebook group to share information and support.

Natalie Urquhart presented a report of the activities of the Membership committee as its chair person. The Membership committee has been working on strengthening MAC's membership base and providing stronger membership benefits. They have drafted letters for a wide-spread membership campaign in all four major languages of the region and are

Yvonne Tang presented a report of the activities of the Education & Training committee as its chair person. The major activity of the committee has been to design and develop a training needs survey in order to assess the educational needs of the membership and museum professionals in the region. It will also enable MAC to have insight into the capacities available within the region in order to plan for training seminars where expertise can be shared. The membership was asked to fill out the survey online via MAC's website and to share it with their professional networks.

Csilla Ariese-Vandemeulebroucke presented a report of the secretariat. She showed the membership the new website which had launched during the conference as well as work that had gone into developing MAC's social media accounts. The new website will enable MAC to share knowledge of members with the wider membership, so members were asked to share their news.

Dr. Sherene James-Williamson presented on new partnerships with the University of the West Indies and thus a connection to the EU-LAC-Museums project. MAC is actively looking for a deeper engagement with UWI, for instance by adding museum studies trainings through their heritage studies programs. MAC's plans for the future are to continue to build our network and add new partners. A major goal is also to be able to attract more funding in order to support more people from the region to attend MAC's annual conference through scholarships. In addition to expanding our network in terms of people from across the region, Dr. James-Williamson noted that MAC aims to also diversify the types of museums represented by the organization, for instance by connecting to natural history museums and collections.

- Deborah Mack asked Sherene James-Williamson to explain the parameters of the exchange program, who responded by detailing the exchange program and how institutions and individuals can sign up for the program. She referred all interested members to MAC's flyer and MAC's website.
- Auntaneshia Staveloz asked for examples of placements of students in the past. Yvonne Tang responded with a few examples and noted that students can apply to multiple institutions.

- Alissandra Cummins commented that the World Monuments Fund selected 25 sites for its 2018 World Monuments Watch list. One of these is 'disaster sites of the Caribbean, the Guld, and Mexico'. There might be potential here for funding or collaboration once MAC knows more about what is needed in the region.
- Adrienne Chadwick commented that some funds were available to support US areas that had been affected.
- Deborah Mack notes that the Smithsonian also had some funds and wanted to know who to contact. Sherene James-Williamson referred to MAC's website, the cultural heritage assessment form, and the Facebook group.

2. FINANCIAL REPORT

Dr. Sherene James-Williamson presented the financial report of the year 2016-2017 on behalf of the treasurer:

"MAC's asset base increased by 30.3% or \$1,840.16 to \$7,909.79 driven by the increase in net cash generated from the registration for the MAC's conference/ AGM in 2016. Total income increased by 18% or \$458.00 to \$2,943.00. This increase originated from the increase in the amount collected from the registration for the MAC's conference in the Cayman Island and from funds generated from a new activity initiated at that conference. The amount collected totaled \$237.00. Membership dues, however, recorded a decline of 10% from the amount collected for the previous year and totaled \$1,076.00. Total expenditure decreased by 66.4% or \$2,181.55 to \$1,102.84 although there was an increase in the amount spent on travel and website maintenance. The net result being an excess of income over expenditure of \$1,840.16. Adjustment to reconcile the excess income over expenditure to the net cash provided by operation resulted in an increase in the cash position for the year of \$1,222.16. The cash balance as at September 2017 was \$6,695.62."

- David Hayes asked about the difference between the cash balance and the total assets and wondered what items of value MAC has aside from cash. Sherene James-Williamson noted that she would contact the treasurer for clarification.

Dr. Sherene James-Williamson informed the membership that Lloyd Jn. Pierre will no longer be continuing as MAC's treasurer. MAC's Board has been in contact with Lauren Christie of the firm Berman Fisher in the Cayman Islands and after reviewing her CV has approved to appoint her as the new treasurer.

- David Hayes asked whether the treasurer does not need to be placed in St. Lucia in order to be able to contact business through the St. Lucia National Bank where MAC's accounts are held.

Dr. Sherene James-Williamson responded that there have been a number of issues with the St Lucia National Bank in terms of accessing the accounts, online payment options, and standard and monthly banking fees. Thus, the Board has been researching alternative options for a bank that is more flexible for an organization such as MAC and its digital office, specifically a bank that provides digital banking options.

- David Hayes noted that the section in the bylaws referring to the location of the treasurer should be amended to reflect on the location of the bank.
- Kim Outen-Stubbs asked who the sponsors of MAC had been in the previous year. Dr. Sherene James-Williamson responded that sponsorship of the 2016 Conference and AGM had been to the National Gallery of the Cayman Islands as hosts of the conference and not directly to MAC. However, as a result of this sponsorship, the host was able to cover all the expenses of the AGM without needing any supplementation and the collected conference fees could be given to MAC.

Dr. Sherene James-Williamson called the membership to approve the appointment of Lauren Christie as the new treasurer of MAC. Davis Hayes moved to accept the motion and Rosie Wallace Gordon seconded the motion. The membership approved the appointment.

The President thanked the past treasurer for his years of service and welcomed the new treasurer. She noted that the new MAC website will be able to function as an archive for minutes to be available for the membership.

On request of the membership, a detailed financial statement is added to these minutes:

Museums Association of the Caribbean		
Balance Sheet		
As at September 30th 2017		
	<u>Sep 30, 17</u>	<u>Sep 30, 16</u>
ASSETS		
Current Assets		
Bank of St. Lucia	6,695.62	5,473.46
	<u>6,695.62</u>	<u>5,473.46</u>
Accounts Receivable		
Accounts Receivable	1,214.17	596.17
	<u>1,214.17</u>	<u>596.17</u>
Total Current Assets	<u>7,909.79</u>	<u>6,069.63</u>
TOTAL ASSETS	<u>7,909.79</u>	<u>6,069.63</u>
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	17,567.20	17,567.20
Retained Earnings	-11,497.57	-10,703.18
Net Income	<u>1,840.16</u>	<u>-794.39</u>
Total Equity	<u>7,909.79</u>	<u>6,069.63</u>
TOTAL LIABILITIES & EQUITY	<u>7,909.79</u>	<u>6,069.63</u>

Museums Association of the Caribbean
Statement of Comprehensive Income and Expenditure
For the year ended September 30th 2017

	<u>Oct '16 - Sep 17</u>	<u>Oct '15 - Sep 16</u>
Ordinary Income/Expense		
Income		
Auction	171.00	0.00
Calender	66.00	0.00
Conference (students)	150.00	50.00
Conference fee (non members)	600.00	450.00
Confrence fee (members)	880.00	800.00
Membership dues - Associate	700.00	365.00
Membership dues - institutional	300.00	800.00
Membership dues - Students	76.00	20.00
Total Income	<u>2,943.00</u>	<u>2,485.00</u>
Expense		
Bank Service Charges	98.01	93.67
debit service charge	62.44	101.54
Miscellaneous	0.00	58.40
Office Supplies	0.00	73.61
Professional Development	0.00	1,269.30
Secretariat	0.00	1,172.58
Travel	799.94	515.29
Website	142.45	0.00
Total Expense	<u>1,102.84</u>	<u>3,284.39</u>
Net Ordinary Income	<u>1,840.16</u>	<u>-799.39</u>
Net Income	<u>1,840.16</u>	<u>-799.39</u>

Museums Association of the Caribbean
Cash Flow

For the year ended September 30th 2017

	<u>Oct '16 - Sep 17</u>
OPERATING ACTIVITIES	
Net Income	1,840.16
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-618.00
Net cash provided by Operating Activities	<u>1,222.16</u>
Net cash increase for period	1,222.16
Cash at beginning of period	<u>5,473.46</u>
Cash at end of period	<u>6,695.62</u>

3. BYLAWS & US CHAPTER

Natalie Urquhart moved the motion to amend the bylaws regarding the location of the treasurer. Adrienne Chadwick seconded the motion. The membership agreed to amend the bylaws.

NB. Csilla Ariese-Vandemeulebroucke consequently consulted the bylaws and found no such section to exist in the current bylaws, thus not requiring the approved amendment.

Jacques Martial moved the motion to amend the bylaws as per the suggestion to change Article 2.A Objectives with two additions and one deletion as:

“To develop a common policy relative to the role of museums and **cultural institutions with similar duties of curatorial staff with common** policies on conservation, preservation, legislation and regulations for the protection **and interpretation** of national patrimony.”

David Hayes and Suzanne Francis-Brown seconded the motion. The membership approved the amendment to the bylaws.

- David Hayes asked whether this means that MAC follows ICOM’s Eurocentric definition of the museum. Alissandra Cummins responded by saying that ICOM provides a base definition but that the new objective allows MAC to include cultural institutions it deems relevant even if they would not fit the definition.

Dr. Sherene James-Williamson noted that in the past, the President and the Secretariat of MAC have moved around the Caribbean. For various reasons, there has been a lapse in MAC’s audits and returns. MAC would like to repair this, but is unable to do so at the time because we cannot get the financial records up to date for all periods. As an interim solution, the Board proposes to open a new chapter of MAC in the US along with a new bank account in either the US or Cayman Islands. This would enable MAC to start with new thorough documentation, allowing us over time to review and audit our past documents.

- Alissandra Cummins that she has no problem with moving forward in this direction and to demonstrate sound financial activity. However, she requested MAC to contact her when the Board is ready to review the documents so she can recommend a person who will be able to do this.
- David Hayes noted that incorporation in the US is a difficult process, while a “friends of” solution would be easier and will enable MAC to use its fund in an effective way as well as sort out any outstanding issues related to funds.

Auntaneshia Staveloz moved the motion to open a new chapter or ‘friends of’ organization of MAC in the US. Deborah Mack, David Hayes, John Franklin, and Sherilyne Jones all seconded the motion. The motion was accepted by the membership.

4. ELECTION

Dr. Sherene James-Williamson informed the membership that seven persons would be continuing on the MAC Board and that three institutional positions were open for elections. The President further explained the election process while all members were given their institutional or individual voting card. The President clarified that the elections would be for Board positions and that the new Board would meet the following day to appoint an Executive Board.

Six nominations had been received prior to the AGM. There were no additional nominations. Biographies of the representatives of the six nominated institutional members were read aloud to the membership.

- Pérez Art Museum Miami (Adrienne Chadwick)
 - Barbados Museum & Historical Society (Kevin Farmer)
 - Ministry of Education & Culture, BVI (Luce Hodge-Smith)
 - Barbados Museum of Parliament & National Heroes Gallery (Ruth Linton)
 - Memoriale ACTe (Jacques Martial)
 - Haitian Heritage Museum (Eveline Pierre)
-
- Deborah Mack asked for clarification on the expectations of Board members and their contributions, to which Sherene James-Williamson noted that the Board attended monthly or bimonthly meetings, as well as committee meetings.
 - Remko Jansonius asked for clarification on the differences between institutional and individual members. The response was that in accordance to the bylaws, individual and institutional members each have one vote. However, multiple persons can benefit from the MAC benefits of an institutional membership, such as reduced conference fees.
 - Rosie Wallace Gordon wondered whether there is any financial demand on Board members, the response was that there is no financial demand.
 - Deborah Mack asked whether an institutional member needed to be supported by their institution. Answer: Although there is no need for a letter of institutional support, an institutional representative can ask for another institutional member to replace them at Board meetings, so institutional support is important though not required by MAC.
 - Fay Austin wondered whether MAC's bylaws have any requirements in terms of geographic and linguistic representation of Board members. The reply was that this is not stated in MAC's bylaws. Deborah Mack noted that when Africom did this as a mandated requirement it did not work well, but that it can be strived for with nominations.
 - Sherilyne Jones asked what the justification had been to change the composition of the Board from 8 institutional and 2 individual members to 5:5. The response was that this had been amended in the bylaws previously because the composition of MAC's membership had changed to consisting of more individual members.

The nominees present at the AGM were asked to leave the room during the election. After the votes were counted by the MAC Board, the votes were independently confirmed by Danielle Bejamin.

Three institutional members were elected by the membership: Barbados Museum & Historical Society (Kevin Farmer), Ministry of Education & Culture BVI (Luce Hodge-Smith), Memorial ACTe (Jacques Martial).

NEXT AGM: November, 2018 in Bridgetown, Barbados.

Termination: Dr. Sherene James-Williamson, President, terminated the meeting at 16:12 (EDT).

Approved:

* with amendments

Date: _____

* without amendments

9:15 PM

11/07/18

Accrual Basis

Museums Association of the Caribbean
Balance Sheet
As of September 30, 2018

	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>
ASSETS		
Current Assets		
Checking/Savings		
Bank of St. Lucia	58.52	6,695.62
PayPal	181.00	0.00
Wells Fargo - USD	11,598.13	0.00
Total Checking/Savings	<u>11,837.65</u>	<u>6,695.62</u>
Accounts Receivable		
Accounts Receivable	711.56	1,214.17
Total Accounts Receivable	<u>711.56</u>	<u>1,214.17</u>
Total Current Assets	12,549.21	7,909.79
Fixed Assets		
Website (FA)	1,842.10	0.00
Accumulated Depreciation	-511.70	0.00
Total Fixed Assets	<u>1,330.40</u>	<u>0.00</u>
TOTAL ASSETS	<u>13,879.61</u>	<u>7,909.79</u>
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	17,567.20	17,567.20
Retained Earnings	252.94	-8,654.48
Net Income	-3,940.53	-1,002.93
Total Equity	<u>13,879.61</u>	<u>7,909.79</u>
TOTAL LIABILITIES & EQUITY	<u>13,879.61</u>	<u>7,909.79</u>

Museums Association of the Caribbean
Profit & Loss
October 2017 through September 2018

	Oct '17 - Sep 18	Oct '16 - Sep 17
Ordinary Income/Expense		
Income		
Sponsorship	55,125.00	0.00
Conference		
Silent Auction Proceeds	682.00	0.00
Conference (members)	0.00	880.00
Conference (non members)	0.00	600.00
Conference (students)	0.00	150.00
Total Conference	682.00	1,630.00
Memberships		
Membership dues - institutional	3,491.14	300.00
Membership dues - Associate	0.00	700.00
Membership dues - Students	0.00	76.00
Total Memberships	3,491.14	1,076.00
Auction	0.00	171.00
Calender	0.00	66.00
Total Income	59,298.14	2,943.00
Cost of Goods Sold		
Conference Expense		
Venue	18,791.50	0.00
Sponsored Reception	7,880.00	0.00
Program Booklet	6,595.31	0.00
Hotel	3,847.40	0.00
Support Staff	3,013.13	0.00
Flights	2,764.51	0.00
Other Expenses	2,045.00	0.00
Keynote	1,926.02	0.00
Registration	875.00	0.00
Bank Charges	385.25	0.00
Total Conference Expense	48,123.12	0.00
Total COGS	48,123.12	0.00
Gross Profit	11,175.02	2,943.00
Expense		
Bank Service Charges	300.64	160.45
Communications	1,560.00	0.00
Dues and Subscriptions	94.90	0.00

9:16 PM

11/07/18

Accrual Basis

Museums Association of the Caribbean

Profit & Loss

October 2017 through September 2018

	<u>Oct '17 - Sep 18</u>	<u>Oct '16 - Sep 17</u>
Interest Expense		
Finance Charge		
Depreciation	511.70	0.00
Total Finance Charge	<u>511.70</u>	<u>0.00</u>
Total Interest Expense	511.70	0.00
Professional Fees		
Admin Support	1,565.00	0.00
Total Professional Fees	<u>1,565.00</u>	<u>0.00</u>
Travel	1,033.96	799.94
Website	139.00	142.45
Total Expense	<u>5,205.20</u>	<u>1,102.84</u>
Net Ordinary Income	<u>5,969.82</u>	<u>1,840.16</u>
Net Income	<u><u>5,969.82</u></u>	<u><u>1,840.16</u></u>