



Collection Managers Committee

Newsletter

Spring 1998

from the Chairperson, *Lisa Rebori*

I look forward to the TAM and CMC annual meetings every year, and this year is no exception! It is one of the few times in the year when the CMC membership comes together to discuss the programs from the previous year, current concerns, and shape the direction of the Committee's work for the coming year.

Plan to celebrate our 10th year at the CMC Annual business meeting on Wednesday, April 1, beginning at 5:15 pm. Ten years ago, under the leadership of Rick Casagrande, and a small cadre of registrars from across the state, CMC was established. Originally created to provide a voice for registrars, collections managers and others whose duties include collections care. For 10 years now, CMC has focused on providing a voice in support of collections-based issues in the museum community, and providing educational opportunities and support of registrars and others involved with collections care. As a direct result of the commitment, involvement and support of collections professionals in museums across this state, CMC has grown to become one of the largest and most active TAM affinity groups. Hats off to all of CMC's members, past and present! At this year's meeting we will recognize those previous officers, announce new officers, discuss special projects and the workshop series for 1998-99, and present awards. We will also recognize those who received CMC scholarship support to attend this meeting.

Thanks to the following individuals who have served as CMC Board members:

Sally Baulch	Treasurer '95-97
Valerie Bluthardt	Secretary '93-94
Rick Casagrande	Chair '89
Terri Grose	Treasurer '89, Vice-Chair '90
Heather Lammers	Secretary '97-98
Bruce Lipscomb	Officer-at-Large '95-96
Susan Metcalf	Officer-at-Large '93-94
Gail Manning	Secretary '95-96
Kim Peel	Chair '92-93
Lisa Rebori	Treasurer '90-93, Chair '96-97
Kathy Roland	Officer-at-Large '89-90, Secretary '91-92, Officer-at-Large '97-98
Jack Rutland	Vice Chair '89
Sally Shelton	Chair '90-91
Ali Shirley	Vice Chair '93-94
Carolyn Spears	Officer-at-Large '91-92, Chair '94-95
Elaine Sullivan	Secretary '89-90, Vice Chair '91-92
Kandy Taylor-Hille	Officer-at-Large '96-97
Gabriela Truly	Vice Chair '95-98
Richard Wiedemann	Treasurer '94

A very special thanks goes to Bill Allen who has personally and professionally supported the efforts and projects of CMC since its inception.

It is truly a privilege and an honor to be associated with such a great group of professionals!

Treasurer's Report Sally A. Baulch-Rhoden
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February 1998

	<u>1997</u>	<u>(YTD) 1998</u>
Opening Balance	736.77	3371.83
Income		
Membership	670.00	320.00
Scholarship	322.50	20.00
Workshops	3996.76	120.00
Expenses		
Workshop Costs	-743.20	-680.00
TAM Annual Meeting	-1003.00	-1003.00
Scholarships	-608.00	TBA
Balance as of 2/20/1998		2148.83

CMC Officers 1997-1998

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Review of "IT'S ABOUT TIME: MANAGING TIME & RESOURCES IN THE 'REAL' MUSEUM WORLD"

Co-hosted by The San Angelo Museum of Fine Arts & Fort Concho National Historic Landmark
Monday, January 26, 1998 at the San Angelo Museum of Fine Arts

Thirteen members of the Collection Managers Committee and the Permian Basin Museum Association met at the San Angelo Museum of Fine Arts to learn how to be more efficient with their time. The first speaker was Mr. Walt Davis, Director of the Panhandle Plains Historical Museum in Canyon, Texas, whose topic was "Time Management in the Trenches." Walt first emphasized that you need to have a commitment to put the principles you learn into practice. Everyone in most museums have multiple roles and so you must decide what you want help with and you would like to do better. After dividing into two groups and discussing what each of us would like to do better the most telling thing was that we all needed to learn better how to delegate, stay focused on the task at hand, avoid wasting time with unnecessary conversations, and stay positive. All of us need to give ourselves more credit for the things we do accomplish over the course of a day, instead of getting down for what hasn't been accomplished.

Walt suggested that we make appointments with ourselves to block out time for prevention, training, and long-range planning so that deadlines do not become crises. You should set time aside regularly, a certain time every week, to plan how you are going to spend your time for the coming week. List both your roles and your goals. You should also make others you work with, including supervisors, aware of your priorities for the week in written form so they are aware how changes in agendas and requests from other people will impact on your schedule and it is necessary. Walt suggested the book by author, Steven Covey, *The Seven Habits of Highly Effective People*. In the book Covey suggests that each person write out a personal Mission statement that include personal goals in all aspects of your life.

The afternoon speaker was Mr. Rob Sternard, Director of Training & Quality Assurance at the San Angelo branch of the Sitel Corporation. Sitel is a large telemarketing firm and Mr. Sternard reaffirmed many of the time management principles that Walt spoke of, but viewed them from a for-profit perspective. When a project is your responsibility find out the purpose, the performance standards expected, and what resources are available and then follow-through. When setting goals you should be realistic (though not mediocre) in what can be accomplished within the time given and resources available. Again, planning is an important investment of time to the success of the goal. In order to reclaim time you may need to look at a task and see if there is a relevant need for it -- if not, why do it?

Finally, we all need to better learn how to delegate. When you delegate you should give the person ownership of task or project, and delegate complete a job. You should explain why a job is to be done, what is due. The discussion on delegation led into a lively conversation on why we do not delegate. Most people do not delegate because they fear that the staff is not up to the job or that the person who delegates will become "invisible" because someone else is doing "their" job. Mr. Sternard reviewed some basic rules of time management: looking at your in box only once a day; forward the telephone when working on an important task, set up your office so visitors won't linger, etc.

In conclusion, both speakers and the attendees agreed that you need to look at time as a valuable resource, you cannot get it back once it is gone, so plan ahead and drive a stake through the heart of procrastination!

Collection Managers Committee

Guide to the Annual Meeting

The TAM Annual Meeting **Undiscovered Country, Galveston**

During 1997, CMC members sitting on the TAM program committee worked to identify and develop programs for the annual meeting which address topics of specific concern and interest to those of us who work with collections. As you can tell from this year's program, we were very successful! In addition to supporting many collections related concurrent sessions, CMC underwrote, in part, the Tuesday, March 31, pre-conference workshop "Tool Time for Museums" which will kickoff the traveling environmental monitoring kit program which many of you have worked on over the past few years.

Tuesday, March 31

9:00-4:30

Tool Time for Museums: Environmental Monitoring

Stephen Weintraub, Director of Art Preservation Services, NYC will lead this full-day workshop and kickoff the traveling environmental monitoring kit project!

Concurrent sessions of interest include:

Wednesday, April 1

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|-------------|--|
| 9:15-10:30 | The Conditions of Condition Reporting
Non-Toxic Alternatives for Pest Control |
| 11:00-12:15 | Textiles Conservation: Care, Storage and Display |
| 3:45-5:00 | Forbidden Territory: Collections Security
Antiques Roadshow: Appraisals & Fair Market Value |
| 5:15-6:15 | CMC Annual Business Meeting |

Thursday, April 2

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|-------------|--|
| 9:15-10:30 | Conservation Assessment Program (CAP) Grants:
What, Why, When, Who |
| 11:00-12:15 | Tell Me Everything About Your Building
(The AAM Standard Facilities Report) |
| 2:00-3:15 | Getting Beyond "Legalese"
Very Basic Photography |

Friday, April 3

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|------------|---|
| 9:00-10:15 | Bang! Poof! Can Artifacts be Dangerous? |
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1998 CMC Scholarship Awards

Each year CMC makes financial assistance awards to defray costs associated with attending the TAM annual meeting. As part of our educational mission, these scholarships are designed to encourage both new CMC members to attend, and also to allow those who suffer from severely restricted budgets the educational opportunities available at the annual meeting. This year \$150 awards were made to the following CMC members:

Letha Hooper, Collections Manager
& Volunteer Director
Ellen Noel Art Museum
Odessa

Willie Walker, Curator
Dr. Pepper Museum
Waco

Leshawn Spotted-Bear,
Assistant Collections Manager
& History, Ft. Worth
Ft. Worth Museum of Science &

Timothy Kirwin, Assistant Curator
Houston Fire Museum
Houston
Judy Shofer, Registrar & Archivist
Dr. Pepper Museum
Waco

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CMC NEWS

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the Texas Association of Museums
Kandy Taylor-Hille, Editor
Submissions due by the first of
March, May, August & November