

Newsletter

Spring Issue 2003

COLLECTION MANAGERS COMMITTEE OF THE TEXAS ASSOCIATION OF MUSEUMS

Archives Management in Museums Session Review

by Amy Hooker

This year's TAM conference was another truly wonderful experience, full of fellowship, museums, food and most importantly, great sessions. I was heartened to see so many good collection/exhibit sessions offered this year, and I was especially glad to see a session covering Archives Management. Almost every museum has archival material in some form or another, but the care and management of these collections seems to be a bit of a mystery to most museum curators, as demonstrated by the large number of attendees to the Archives Management in Museums: Goals and Gray Areas session at TAM.

The two presenters, Sammie Morris and

Lorraine Stuart, were excellent speakers who gave us wonderful hand-outs to take home. They covered the basics of archival management from setting up and organizing archives for your institution from scratch all the way to giving out the names of some granting agencies and foundations for funding archival projects. Ms. Morris's and Ms. Stuart's knowledge of archives was impressive, and they were generous in sharing their expertise with the audience through power point presentations, photographs and in answering our many questions. This session was definitely worth going to, and if you missed it, I would highly recommend the tape!

Environmental Monitoring Kits

The Environmental Monitoring Kit program addresses the conservation needs of small museums by giving them the ability to monitor their gallery and storage environments. By sharing equipment and training resources, small museums will have access to important equipment and valuable training at a very low cost. Check out a TAM Environmental Monitoring Kit from the regional kit

managers listed on page 4. Each Monitoring Kit includes a User's Manual and equipment to check temperature, light and humidity. Insured round-trip shipping costs are the only costs to the borrower.

A UV Light Meter is also available by separate request from the TAM office at 1-888-842-7491 or 512-328-6812. Insured round-trip shipping costs are the only costs to the borrower.

(Continued on Page 4)

FROM THE CHAIR

It really was great to see so many of you at the TAM meeting in Houston last month. We had a lot of folks – longtime members, recently joined members, non-members, and new members – stop by the CMC resource table to learn about our organization, make suggestions, and even just to chat and catch up. The table was a new effort for CMC this year, and it seems to have gone over well. I think we're going to try and make it an annual thing. Thanks to everyone who stopped by and also to those of you who took a turn or two "tablesitting." Special kudos to Bruce Taylor-Hille of Oxbow Consulting for making the fabulous, unmissable, bright orange signs – they will be seen again!

We had a pretty good turnout at the CMC meeting during TAM. For those of you who weren't there, there has been some discussion about starting an e-mail based CMC discussion group. This would be a place where CMC members could seek assistance with whatever issue is plaguing them, discuss collection-related issues, commiserate, congratulate, etc. We're currently investigating options and methods for accomplishing and managing this. If you have thoughts, suggestions, or comments, please let me know. There has also been some discussion about getting a CMC Web site going again.

Our new slate of officers on the CMC Board officially took

office at the TAM meeting. Carolyn Spears is our new Vice Chair, Catherine Campbell is our new Secretary, and Jennifer Cook will continue on for a full-term as Officer-at-Large/Newsletter Editor. CMC officers with another year left on their current terms are Rebecca Huffstutler as Treasurer, Trey Reed as Officer-at-Large, and myself as chair.

A lot of work goes into putting together a TAM Annual Meeting, and plans are already well under way for the 2004 meeting in Waco. The Program Committee is already hard at work putting together sessions and workshops. The deadline for submitting session proposals will have already passed by the time you receive this newsletter, but thanks to those of you who already provided suggestions on collections-related topics. Amy Fulkerson, CMC's representative to Program Committee, may be in touch with some of you to act as speakers and/or session chairs!

Before I wrap up this newsletter, I want to welcome all the new members who have joined over the past few months. I think you'll find CMC to be a welcoming and helpful group. If you have any questions or suggestions, please don't hesitate to contact any of the CMC officers.

Enjoy the coming summer!

Megan Bryant / Chair

2003-2004 CMC OFFICERS

Megan P. Bryant / Chair

The Sixth Floor Museum at Dealey Plaza
411 Elm Street, Suite 120
Dallas, TX 75202
Tel: 214-747-6660 Ext. 6619
E-Mail: meganb@jfk.org

Carolyn Spears / Vice-Chair

Stone Fort Museum
P.O. Box 6075, SFASU
Nacogdoches, TX 75962
936-468-2408
E-Mail: cspears@sfasu.edu

Rebecca Huffstutler / Treasurer

The Witte Museum
3801 Broadway
San Antonio, TX 78209
Tel: 210-357-1867
E-Mail: rebeccahuffstutler@wittemuseum.org

Catherine Campbell / Secretary

Moody Mansion Museum
P.O. Box 1300
Galveston, TX 77553
Tel: 409-762-9931
E-Mail: catranae@aol.com

Trey Reed / Officer-at-Large

Fort Bend Museum Assoc. /
George Ranch
10215-G FM 762 Road
Richmond, TX 77409
Tel: 281-545-9223
E-Mail: treyreed@intertex.net

Jennifer Cook / Officer-at-Large (Editor)

Mary Kay Museum
P.O. Box 799045
Dallas, TX 75379-9045
Tel: 972-687-5889
E-Mail: Jennifer.cook@mkcorp.com

CMC Newsletter

is a quarterly publication of the Collection Managers Committee, a non-profit affinity group of the Texas Association of Museums. Submissions are due to the Editor by the first of March, May, August and November.

Printing and mailing costs for this issue were donated by the Mary Kay Museum, Mary Kay Inc., Dallas, Texas

CMC MINUTES

*Annual Business Meeting
Houston, Texas
March 27, 2003*

WELCOME AND CALL TO ORDER

Megan Bryant called the meeting to order at 5:15 p.m. and welcomed new and returning members. Megan thanked Jeff West and the Sixth Floor Museum for providing refreshments for the meeting and Bruce Taylor-Hille of Oxbow Consulting for providing the signs used on the CMC resource table. If you haven't renewed your membership, or would like to become a new member, contact Rebecca Huffstutler or come by the CMC Resource table.

BUSINESS REPORTS TO THE MEMBERSHIP

Secretary's Report

The Chair directed everyone's attention to the minutes for the Annual Business Meeting for 2002 and called for a motion to accept the minutes as presented. Betty Edmundson and Milly Walker so moved, and the minutes were approved.

Treasurer's Report

The Chair recognized Rebecca Huffstutler, Treasurer. Rebecca distributed a current treasurer's report showing a balance of \$749.45 as of March 26, 2003. The Committee began the year with a balance of \$1,702.63 and subsequently earned \$641.23 from memberships, donations and programming. Funds supported \$555.00 in membership scholarships to attend Annual Meeting and \$1,000.00 underwriting of the pre-conference workshop, *Man-*

aging the Collection Environment. Megan called for a motion to accept the Treasurer's report as presented. Betty Edmundson and Lisa Rebori so moved; the report was approved.

Workshops Review

The Chair asked Milly Walker, Vice-Chair, to review workshops for the past year. Milly provided a full report on four workshops in 2002, including *Textiles: Handling, Storage, Care, Exhibition, and Monitoring* at the Museum of Fine Arts, Houston and Houston Museum of Natural Science, *Photo-documenting Your Collection* at the Frontiers of Flight Museum, Galveston; *Critters in Your Collection: the Ins and Outs of Pest Control* at the Dallas Museum of Natural History, Dallas; and *Picking Appraisers, Conservators and Insurance* at The Witte Museum, San Antonio. Megan called for a motion to accept the report as presented. Betty Edmondson and Kandy Taylor-Hille so moved; the report was approved.

Editor's Report

Megan recognized Jennifer Cook, Officer-at-Large and Editor, thanking her for working so hard on the newsletter during the past year. Jennifer noted the upcoming deadline for Newsletter submissions is April 20, 2003.

Chair's Report

Megan called on Kandy Taylor-Hille. Kandy asked the membership to participate in a moment of silence in memory of the extraordinary contributions of Reba Jones. Reba worked at the Amarillo Museum of Art for many years and was a staunch supporter of both the Registrar's Committee and the Collection Managers Committee. A

contribution to the Amarillo Museum of Art was made by the CMC in Reba's name.

Megan then reviewed the year for members and discussed membership benefits, including scholarships to the Annual Meeting. Megan introduced scholarship recipients for 2003: Amy Hooker of the Petroleum Museum, Anita Bryant of the Dublin Dr. Pepper Bottling Company Museum, and Patsy Burris of Varner-Hogg State Historic Site.

Megan thanked Kandy for sharing her facility for the Board's retreat. Megan discussed ideas which were presented at the retreat including the new resource table. Megan reminded members that need to renew their memberships to stop by the table. She reiterated that the table signs were provided by Oxbow Consulting. Thanks to Bruce!

Megan presented the slate of new officers for 2003-2005 terms: Vice-Chair: Carolyn Spears, Stone Fort Museum; Secretary, Catherine Campbell, Moody Mansion Museum; Officer-at-Large: Editor: Jennifer Cook, Mary Kay Museum.

NEW BUSINESS

Megan reminded everyone to submit ideas for sessions at the 2004 Annual Meeting in Waco. All members should consider proposing sessions to not only the CMC workshop schedule, but also to the TAM Program Committee. Megan encouraged members to send their proposals to her rather than directly to the TAM office. The CMC has a representative on the Program Committee who

(Continued on Page 4)

CMC MINUTES

Continued from Page 3

can then submit the proposal to the Program Committee. Proposals with an advocate have a much stronger chance of final inclusion on the schedule.

Upcoming workshops for CMC include: June 9th, *Fake Food* at McFaddin Ware House Museum in Beaumont; October 20, *Care & Preservation of Photographic Collections* at the Amon Carter Museum in Fort Worth, January 26; and *Collection Managers Beware! Bad Stuff!* At the Corpus Christi Museum of Science & History.

The Chair recognized Carolyn Spears who asked how many of the members had attended the Mold Session at TAM. A majority of members had attended the session. Carolyn discussed

the overall review of the session as good but attendees wanted more information that dealt directly with mold on collections. Carolyn explained that environmental concerns and health issues had to come first when there was only an hour available. However, Carolyn presented the possibility of making the January 2004 workshop a full day workshop on mold on collections. The membership wholeheartedly agreed. Carolyn also asked for a show of hands on those interested in a workshop on EAD (encoded archival description) and a 2-day workshop on collection databases. A majority would like to know more about EAD and its uses, and also want a repeat of the database workshop held at Winedale several years ago.

Megan shared her recent correspondence with Toby Cunningham of the newly reformed

Oklahoma Registrars' Association (OKRA). The group is interested in working jointly on a future workshop. Kim Cupit of Court-house-on-the-Square Museum in Denton agreed to help with any joint workshop, and Mary Kirby suggested involving the Northeast Texas Museum Association.

Megan called for the membership to share news and successes of the past year. There were lots of successes and calls for involvement. Megan asked the membership to send in news to Jennifer throughout the year to keep each other updated on events.

Megan called for any additions to new business or a motion to adjourn the meeting. Milly Walker and Betty Edmondson so moved. Meeting adjourned at 6:05 pm.

*Submitted by Carolyn Spears
Secretary*

ENVIRONMENTAL *(Continued from Page 1)*

Museum Association of South Texas -

Rachel Mauldin, San Antonio Museum of Art, 200 West Jones Avenue, San Antonio, Texas 78215 Tel: 210-978-8117

Northeast Texas Museum Association -

Leishawn Spotted Bear, Assistant Collections Manager/Science, Fort Worth Museum of Science and History. Tel: 817-255-9323.

Northwest Texas Museum Association -

Richard Trela, Senior Paintings Conservator and Director, Panhandle-Plains Historical Museum Conservation Center, Canyon. Tel: 806-651-2241

Permian Basin Museums Association -

Letha Hooper, Collections Manager, Ellen Noel Art, Museum of the Permian Basin, Odessa. Tel: 915-362-6071.

Southeast Texas Museum Association -

Carolyn Spears, Curator, Stone Fort Museum, Nacogdoches. Tel: 409-468-2408.

Central Texas Museums Association -

No current kit manager.

This project was conceived by members of the Texas museum community and organized by the Texas Association of Museums and the Collection Managers Committee. Made possible by a generous grant from the Meadows Foundation.

MEMBER SPOTLIGHT

I have wanted to work in an art museum for as long as I can remember. As a child, I loved E. L. Konigsburg's novel in which two children ran away from home to live in the Metropolitan Museum of Art. I took my first art history class in seventh grade. My early interest in museums led me to volunteer at both the Witte Museum (working with Mimi Quintanilla) and, portentously, the McNay Art Museum just after high school in San Antonio.

I attended Duke University where I was an art history major. As important as my studies were at Duke was the wonderful experience I had working at the Duke University Museum of Art as a curatorial assistant. I participated in every aspect of museum operations since the staff was quite small and everyone had to chip in to get things done. (Some things never change!) In my second year at Duke, I received a curatorial internship at the Whitney Museum of American Art, a much larger museum where departments and duties were more narrowly defined. At the Whitney, I began to realize that registrars actually did all of the nuts and bolts work of putting exhibitions together and managing collections.

After earning my B.A., I returned to New York and worked at Hirschl and Adler Modern Gallery. I soon realized, however, that I wanted to return home to Texas. I accepted an internship at the San Antonio Museum of Art where I worked with the

contemporary curator, Jim Edwards, on a number of important exhibitions. My career took a short detour after that internship ended, and I worked as a retail manager and waited for another museum position to open up. My patience paid off when I was hired to be the Collections Management Assistant at the McNay Art Museum in 1992. I was promoted to Collections

Manager later that year.

I have now been at the McNay for ten years. I have watched both the collection and the facility grow. During my tenure, nearly 3,000 works of art

have been added to the collection, and our physical plant has undergone major changes, including the construction of a new auditorium. Most recently, I survived a major remodeling of the original McNay residence, a project which updated the museum's HVAC system and renovated some of the oldest exhibition spaces.

At the McNay, I have had the opportunity to work on over 120 exhibitions of varying scale and scope. I have learned a great deal, met many of my colleagues, and traveled near and far. The Collections Managers Committee has been a particular source of support in my career at the museum, offering information, useful contacts, and camaraderie. I look forward to many exciting projects here at the McNay in the future and to seeing everyone at our next meeting.

HEATHER LAMMERS

*Collection Manager
McNay Art Museum*



MEMBERSHIP FORM

Please Print Clearly

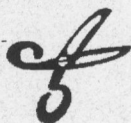
Name: _____ Institution: _____

Address: _____

City: _____ State: _____ Zip Code + 4: _____

Phone: _____ Fax: _____ E-Mail: _____

Please make checks payable to the Collection Managers Committee.
Send check and form to Rebecca Huffstutler, The Witte Museum,
3801 Broadway, San Antonio, Texas 78209



*CMC Newsletter is a quarterly publication of the Collection Managers Committee,
a non-profit affinity group of the Texas Association of Museums.
Submissions are due to the Editor by the first of March, May, August and November.*

CMC Newsletter

c/o Mary Kay Museum
P.O. Box 799045
Dallas, Texas 75379-9045

Ms. Jennifer Cook
Mary Kay Museum
16251 Dallas Parkway
Addison, TX 75001

*****Notice of Change to June Workshop*****
Collection Managers Committee
Workshop
IS IT REAL OR IS IT FAUX?
HAVING FUN WITH FAKE FOOD HAS CHANGED!

July 21, 2003
10:00 am until 2:30 pm
The George Ranch Historical Park Visitor Center
Richmond, Texas

Fake food is an easy way to bring any exhibit to life and Jana Smith, Director of the Rosenberg Railroad Museum and Bitsy Barr formally the Education director of the Fort Bend Museum, will help to show the basics of making easy and inexpensive fake food. The supplies used in this workshop will be yours to take home.

A Must For Historic House Sites!

Join us on July 21st. We will meet at the George Ranch Historical Park Visitor Center located at 10215 FM 762 Richmond, Texas. (281) 545-9212.

Workshop Cost: \$25.00 for CMC members, \$30.00 for non-members.

Lunch Cost: \$8.00, a box lunch will be provided from Jason's Deli. Please specify any special dietary needs that you may have.

To register, cut along the dotted line and send in the below registration form :

Name: _____

Institution: _____

E-mail (for confirmation): _____

Total amount enclosed: _____

If you would like to become a member of the Collection Managers Committee, membership dues are \$15.00 per year. You will receive a newsletter, special rates on workshops and the opportunity to meet new people. JOIN TODAY! _____

Make Checks payable to: Collection Managers Committee. Send to:

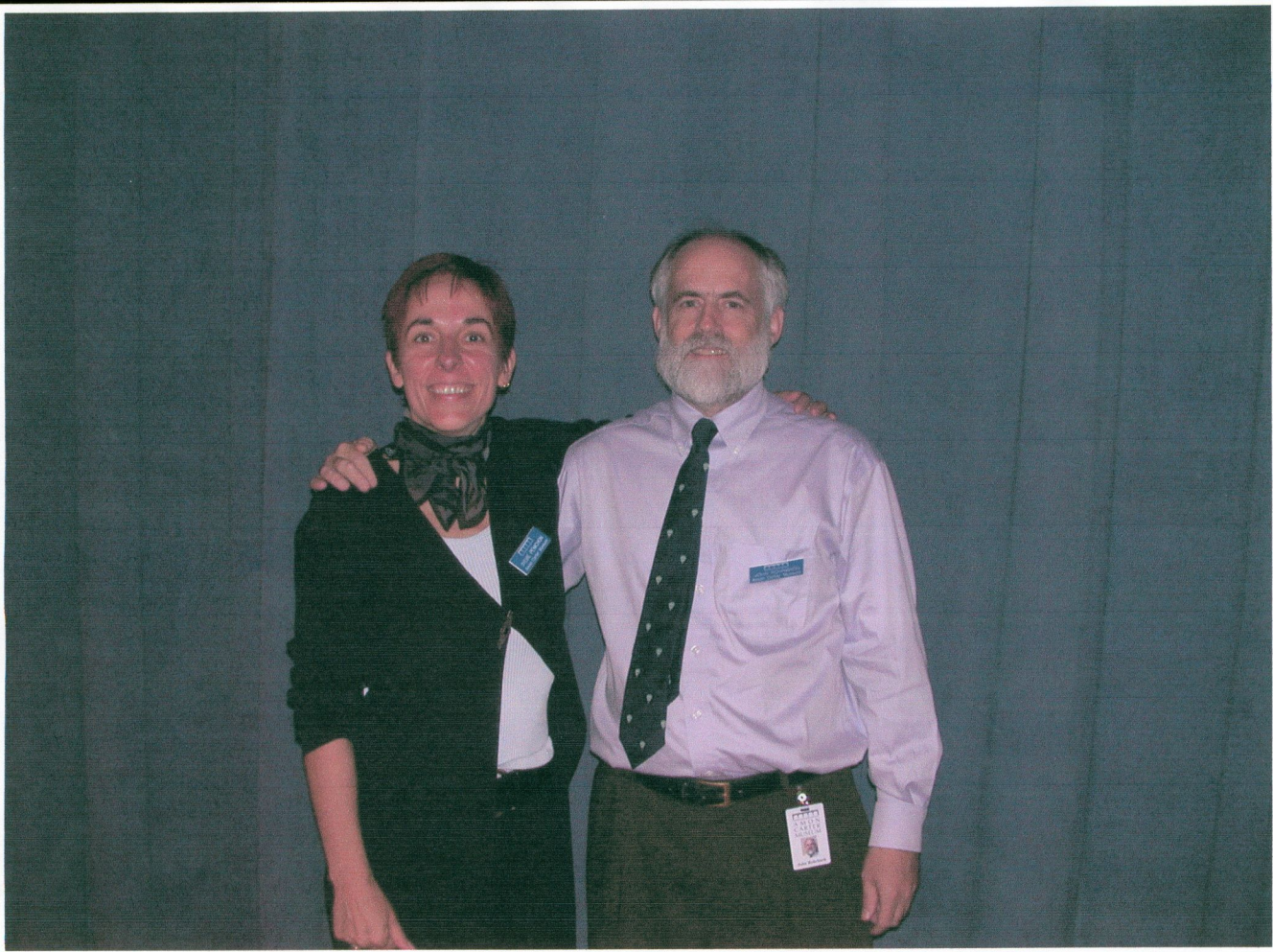
Trey Reed

George Ranch Historical Park

10215-G FM 762

Richmond, Texas 77469

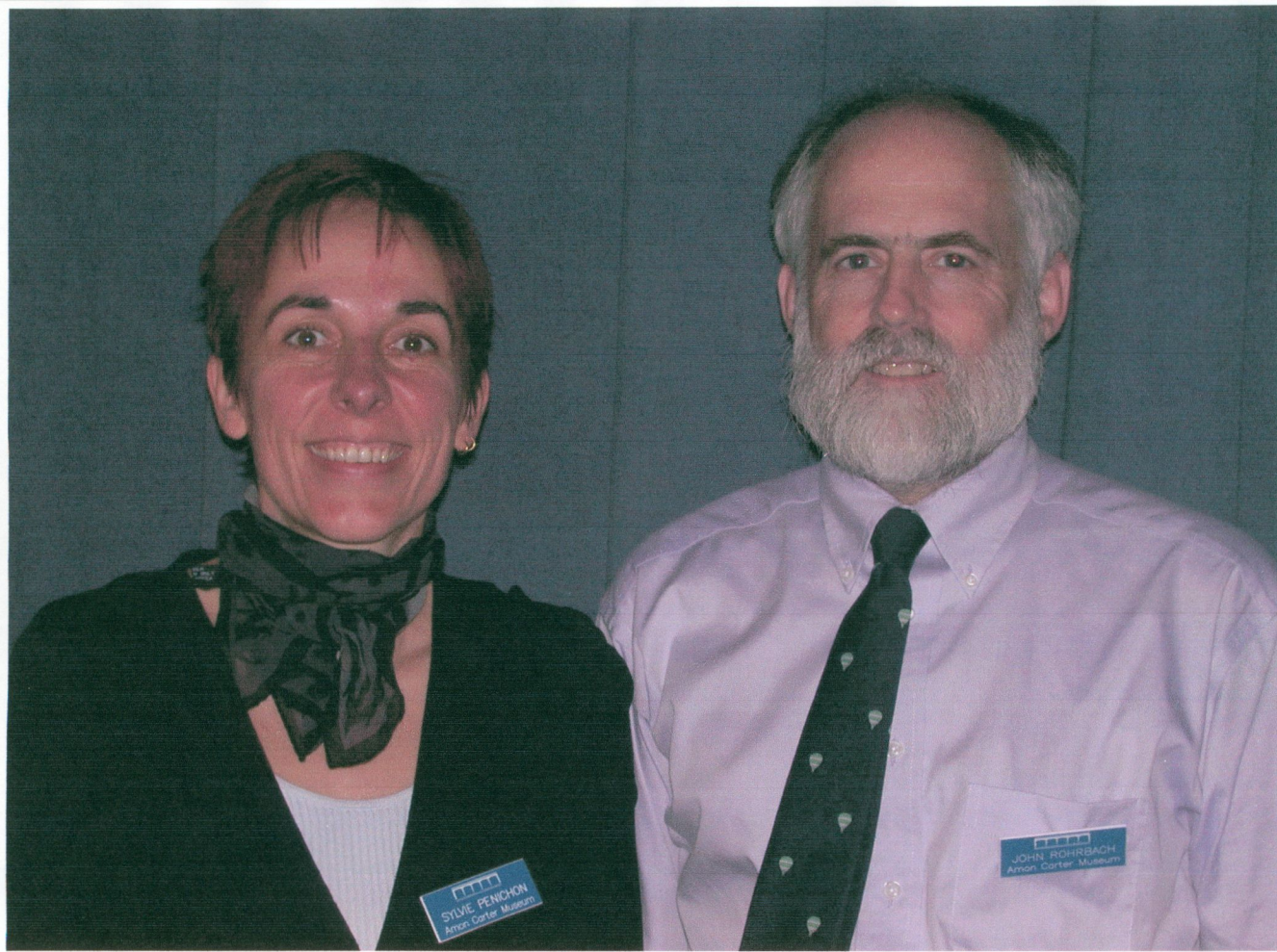
(281) 545-9223 x 304 – treyreed@intertex.net



O:\Museum\Newsletter\Photos 1st Qtr 2009

03Photowkshpl.jpg

Will need to be used
in 1st Quarter Newsletter
for Jennifer Cook



O:\Museum\Newsletter\Photos 1st Qtr 2004\03 Pholowbshp2.jpg

Will use for 1st Quarter Newsletter
for Jennifer Cook

COLLECTION MANAGERS COMMITTEE UPDATE

TAM ANNUAL MEETING

The TAM Annual Meeting in Houston is almost upon us! We hope to see many of you there. Since our Spring newsletter doesn't come out until April, we thought we'd send out a brief supplement to update everyone on CMC's plans for the TAM Annual Meeting.

CMC Affinity Group Meeting

Please plan to attend – everyone is welcome, but we especially hope to see all current and new CMC members there!

Time and Place: Thursday, March 27, at 5:15 p.m., during the TAM Annual Meeting in Houston. Check your final program for exact location. As usual, refreshments will be provided – and we'll be sure to wrap up in plenty of time for everyone to catch the buses for the evening event.

CMC Resource Table

This year CMC will have a table in the Resource Room at the Annual Meeting. Be sure to stop by to say hello and gather helpful information about CMC's activities and services. CMC officers and members will staff the table during all exhibit hall hours. If you'd like to volunteer to help out at the table, contact Megan Bryant, CMC Chair: meganb@jfk.org, (214) 747-6660 ext. 6619.

COLLECTIONS – RELATED SESSIONS AT TAM

WEDNESDAY, MARCH 26

9:00 a.m. – 4 p.m., full-day workshop

Managing the Collection Environment

Richard Trela, Director, Panhandle Plains Historical Museum, Canyon; Steven Weintraub, Principle, Art Preservation Services, New York, NY; Julie Bakke, Registrar, Museum of Fine Arts, Houston; Wynne Phelan, Director of Conservation, Museum of Fine Arts, Houston.

THURSDAY, MARCH 27

9:00 – 10:15 a.m.

A Lighter Shade of Pale Growth: Identifying and Responding to Mold

10:15 - 10:45 a.m., Poster Session

Permanent Loan or Abandoned Property? A Primer on Texas' Old Loan Legislation

10:45 a.m. – noon

Archeology and Artifacts: In the Ground, In the Hand

3:45 – 5:00 p.m.

Private Collectors: The Grayest Area of All

5:15 – 6:15 p.m.

Collection Managers Committee Group Meeting!!

FRIDAY, MARCH 28

9:15 – 10:30 a.m.

Archives Management in Museums: Goals and Gray Areas

1:30 – 2:45 p.m.

Stump the Chumps: Annual Small Museum Roundtable

This session will be set up like a marketplace with three tables of open discussion including one on collections management.

3:15 – 4:30 p.m.

Preventative Conservation Treatments

Led by Fonda Ghiardi Thomsen, Texas Preservation, Inc.

SATURDAY, MARCH 29

Legislative Update: Legislative Issues Affecting Museums

2003 Membership Dues are Due!

Annual Dues: \$15.00

Membership is valid for one calendar year and expires on December 31.

Please Print Clearly

Name: _____ Title: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip Code + 4: _____

Phone: _____ Fax: _____ E-Mail: _____

Please make checks payable to the Collections Manager Committee
Send check and form to: Rebecca Huffstutler, Witte Museum
3801 Broadway, San Antonio, Texas 78209