

Suffolk County Vanderbilt Museum

Board of Trustees

Minutes

A regular meeting of the Suffolk County Vanderbilt Museum Board of Trustees was held on January 20, 2016 in the Planetarium Lobby, Centerport, New York.

The following were in attendance:

Ron Beattie – President
Joseph Dujmic – 1st Vice President
Gretchen Oldrin Mones – 2nd Vice President
Betsy Cambria – Treasurer
Kevin Peterman – Secretary
Jack DeMasi – Trustee
Dr. Steven Gittelman – Trustee
Thomas Glascock – Trustee
Lance Reinheimer – Executive Director
Ann Marie Pastore - Stenographer

Absent:

Michelle Gegwich – Trustee
Anthony Guarnischelli - Trustee
Stephen Melore – Trustee
Michael Mule – Trustee

(Mr. Ron Beattie called the meeting to order at 7:05 p.m.)

MR. BEATTIE:

Welcome to the January 20, 2016 meeting of the Suffolk County Vanderbilt Museum and Planetarium. I'd like to wish everybody a Happy New Year. We're going to kick off the year, and we're going to do a lot fun stuff like we've done in the last couple of years. Let's start out with the Pledge of Allegiance.

{ SALUTE TO THE FLAG }

MR. BEATTIE:

I see there is nobody in the audience to address the Board. We'll go into our regular business. I don't have the agenda in front of me, so I'm going to wing it.

By the way, I should point out at the last meeting there was not a quorum, so we don't have to approve the minutes of those meeting minutes. We do, however, have to address the November meeting, which was done under a quorum. But until we get a quorum here, we won't do that.

Let's start out with the Treasurer's Report, Betsy.

MS. CAMBRIA:

I direct you to the legal size sheet and the "Actual" November "Earned Income" and "Total Expenses" because it's great to work with real figures. As you note, the "Admissions" figure is up from the previous month because we had, obviously, more admissions. Lance explained that some of that had to do with the Thanksgiving weekend vacation.

Going down to "Suffolk County Funds," which is a very large amount, \$122,000, those are the County funds from the Hotel/Motel Tax. We were given those funds in November.

The "Endowment" of \$19,000 was included in our income because that has been spent having to do with the café.

Our total earned income was very large in November, which I think is just wonderful. That has to do mostly with the disbursement of the Hotel/Motel Tax.

Under "Expenses," the professional expenses of \$13,000 were less than the previous month, as Lance explained. The previous month would have included tree trimming and certain outdoor work, which must not have taken place during November.

The "Utilities" figure is an interesting figure. That's down. It could be because of the warm weather or it could be the fact that maybe there was delayed payment to the utility companies.

In the same month that our earned income was so nice, the total expenses were down, too. We look like super stars during the month of November.

That's the end of my report.

MR. BEATTIE:

Perception is reality, so let's just go with that.

On the "Professional" line, the previous month, that was so high because of the trees. Are you really going out on a limb on that?

{LAUGHTER}

I couldn't help it. Sorry.

MR. DUJMIC:

Can I pose a quick question, please?

MR. BEATTIE:

Of course.

MR. DUJMIC:

Thank you.

MR. BEATTIE:

You said quick, right?

MR. DUJMIC:

Well, as quick as possible. For the membership, and I guess this is directed more toward Lance, it appears that the revenue for membership was nearly double what it was in October and three times what it was in September. If you know, what can we attribute the increase in numbers to? Whatever we did last month, let's keep doing that.

MR. REINHEIMER:

Part of that is probably the renewal of several libraries, which is \$600 per library. Plus we have had the admission staff – they have gotten more experience and are getting better at selling memberships. It's a combination of that.

In my report, which I'm going to go over the 2015 numbers, I'm going to address memberships. I'll answer your question in detail about the year. Specifically for November, I can't say why it's \$10,000 specifically, but it's libraries and additional family memberships.

You're right, though, that is a huge number, and that's even greater than March, which, again, I think we had a lot of libraries in that month, too. I know we did because March coincides with the opening of the planetarium. A lot of libraries re-upped with us when the planetarium opened in March of 2013. It's a combination of libraries.

MR. DUJMIC:

Great, thank you.

MR. BEATTIE:

Very good. Now we'll move on to the Education and Exhibits Report, Gretchen.

MS. OLDRIN MONES:

Staff is preparing for the February Break programs and offerings. You probably received Pat's email describing the creative fun kids can have in the workshops. Just in case you missed it, I'll pass that around.

It's hoped that attendance will be similar to the Christmas break, which was very well attended.

The solar scope has been delivered and will be or already is up and running. That's right behind us.

(Dr. Gittelman entered the meeting at 7:10 p.m.)

Work continues on grant funded projects in the Stoll Wing and the Marine Museum.

We're hoping the interactive kiosks in the Stoll Wing will be up and running in time for February break participants.

Lorraine is always trying to develop new programs. She is looking at building a planetarium program around Rick Riordan books, which are popular reads for fourth, fifth and sixth graders. If you're not familiar with that, we'll pass that around, as well.

She is also in the pre-planning stages of developing a new program for families with special needs.

Recently students from Harmony Heights visited to enjoy a customized program.

Mansion tour numbers are good. For December 2015, there were 1,424 and 520 twilight tours. This compares to December 2014 with 1,106 tours and 666 twilight tours.

There's very sad news about the passing of one of our star employees. Carmen Collins, a 25-year employee and lead tour guide, passed away January 3. Carmen played the lead actress role in our Living History productions for the past 15 years.

This is a great loss. Hopefully we will be able to do something to memorialize her contributions to the Vanderbilt. I think Stephanie and Lance are working on this.

MR. REINHEIMER:

Stephanie is working on a memorial for her. Carmen left her wishes known to Stephanie. Stephanie is putting together something. There was no family service. There was no wake. It was very private. She didn't even want people to know that she had some illness. We were all surprised when we learned that she had passed away. We had no idea that this was happening.

MR. BEATTIE:

Can I say something? This is the first time hearing of this. When I first joined the Board, I took my wife here. We bought tickets and because I was an unknown quantity and nobody really recognized me, so I didn't have to put a disguise on, but I wanted to do the whole thing. I wanted to do the planetarium show and the mansion tour.

We were lucky enough to have Carmen as our guide for the first time that we were here. I didn't identify myself as a new Board Member. She was just so refreshing and so interesting in how she told the stories. You knew she did it a million times, but it was so good for me, as a new Board Member, to see that this was the level of dedication that we had in all our people. She personified it that day. Then I found out it was all of our staff.

For the record, Carmen was just an integral part of the Living History here. She really will be missed.

MS. OLDRIN MONES:

I think if you ever went to any event here, you saw Carmen because not only was she fantastic in her role in Living History, but when you go to our annual fundraiser, she was there. She was a really forceful personality. She was so pleasant. It's going to be really hard not to have her around.

I heard from somebody else on the staff that there might be a memorial service being held for her possibly in the Lancaster Room on February 6. But I think if that gets verified, we'll all hear about it for sure.

DR. GITTELMAN:

I did a lot of Living History with Carmen. We actually didn't get along all the time, but she was fabulous.

MR. BEATTIE:

You? You're not getting along with someone?

{LAUGHTER}

MR. BEATTIE:

Carmen would have appreciated that.

DR. GITTELMAN:

The place won't be quite the same without her, I'm sure. She put her heart into things. She knew her stuff. I'm sure whatever she requested will be wonderful, but it would be nice – I would like to have some input to add something to whatever we do for her. I'm sure Emily will be upset when she hears this.

MR. BEATTIE:

Yes, for the Board.

DR. GITTELMAN:

On behalf of or with the Board, I think we should do something. She was part of the fabric of the place. I think we used to get into disagreements because she cared so much, which is really the best reason to fight.

MR. BEATTIE:

Yes, thank you. She will be missed.

MS. OLDRIN MONES:

Well, on a brighter note, Steve, I heard that your talk at your "Lunch and Learn Winter Lecture Series" at Black and Blue, as well as Stephanie's, coming up talk was sold out. Was that true?

DR. GITTELMAN:

Yes, it was.

MS. OLDRIN MONES:

Congratulations.

DR. GITTELMAN:

Thank you.

MS. OLDRIN MONES:

I think it's such a great way to showcase your expertise and educate people about this great gift that Willie K. gave to Long Island.

DR. GITTELMAN:

The Huntington Historical Society – and I don't know what they are going to do – but they have so many people who have requested to come to that, that they're thinking of adding two or maybe three additional talks, which are already sold out.

It brings up the point that this is my home place. If there is anything we can be doing that parallels what they do, which they have never had – they had one sell-out. I think they said they did have one in all these years that did sell out. They have never had this.

If there is something we can do here, I'm available. I'm sure Stephanie is available. We've got great material. There is plenty of other material. Come on, if you're telling Willie stories, tell them at Willie's house.

MR. BEATTIE:

Well, what about here in the Planetarium.

MS. CAMBRIA:

No, we want the house.

MR. BEATTIE:

No, we can give tours, but we can do the slide show on the dome, if you have slides.

DR. GITTELMAN:

Oh yes, we have plenty of slides and plenty of stories.

MR. BEATTIE:

And we have plenty of comfortable seats. We could probably be doing that on a regular basis here.

DR. GITTELMAN:

The thing that they had as their venue is that they had a really nice lunch.

MS. CAMBRIA:

That's a nice restaurant.

DR. GITTELMAN:

Yes, it's a really nice venue. I don't know. We had a lot of help from *Newsday*. We can't take all the credit for that. I was surprised they had two articles on it.

MS. OLDRIN MONES:

I'm going to pass those articles around. There was one on Sunday and a really big one on Monday.

DR. GITTELMAN:

They don't know who I am, but they know who Willie is.

MS. OLDRIN MONES:

Now they know who you are. I tried to fold these so that you can see just the articles.

Moving on, Dave Bush worked to customize a birthday party given this weekend. He added requested rock songs and visuals to make a unique party. If you're thinking of having a special party, consider the Vanderbilt. The person to contact to begin the process is Carol Sperandeo.

Staff is working now with the County on an event to be held here in February.

Lance will likely report later on the numbers and the statistics he's putting together. I'm just going to repeat what Lance said at our last Education and Exhibits Meeting. We're ending December and the year on a high note and that he is "very optimistic about 2016."

Does anyone have questions?

MR. BEATTIE:

No? Thank you as always, Gretchen.

MS. OLDRIN MONES:

You're welcome.

MR. BEATTIE:

Committee Reports, I know we don't have the HR Committee here. Buildings and Grounds, Kevin?

MR. PETERMAN:

The usual.

MR. BEATTIE:

Things are leaking.

MR. PETERMAN:

We have the usual leaks. The Vanderbilt bedroom, we know it's plaster and there's leaching. The porch, we have some leaching. Obviously, it's not going to get done in the winter. Hopefully we won't have a severe winter and it they will eventually get to fixing that. There is nothing new. I guess that that's good news.

MR. BEATTIE:

Okay, thank you. I guess we'll move on to Reaccreditation.

MR. REINHEIMER:

I have some papers here regarding that.

DR. GITTELMAN:

Can you hand those out, please? Thanks.

Reaccreditation is barking up our backs. It's only three years away. That was supposed to be a joke.

However, there is quite a bit that we have to go through. It's a good process. I recommend it highly. Much of this – you have here core documents. I would draw your attention to the list of attachments.

Obviously, the Institutional Code of Ethics has to come from this Board. I know we've approved it and approved it and approved it. But we have to have the approval that we stick in the approval file.

The current fiscal year budget, that's done. The audit is done. Most recent IRS 990 is done. Delegation of authority to Director, pending review.

Since these things are in order -- and Lance put this together. This is the first time I'm seeing it, but it's a good order.

I strongly recommend that we discuss these things in an open forum and that we come to an understanding of what we're really supposed to be doing with some of this stuff.

Why would they be interested in delegation of authority to the Director? Why is that a subject of concern for the American Association of Museums? How does this institution stand up in terms of the way in which we treat and work with our Director? It's something that a Board has to visit all the time. It's something that most Boards don't do, and then they end up in trouble and don't understand why.

I think that goes very well with the organizational chart. I would say we can stop from there. Because those two points are very much Board related. When you get down to the emergency response, the collections managements, these are more staff related than they are Board related.

I don't know how much time we want to spend on each thing, but what I do want to do is let you read the ethics between meetings. There is no reason to read it on site right now. We can have a discussion on any points that become an issue, and then depending upon when the President wants to discuss these things, we can take them on one at a time.

The first one in line happens to be delegation of authority to the Director. I've gone through this before, but I need to go through it again every time so we can talk about it.

Understand where the AAM is coming from. They are an organization of directors. Think of them as a trade union that got directors together -- and if

they hear it, and it's okay if they hear it from me because I will say it's true – they were directors when they got together and they look at the world from the world of directors. They do not look at this world from the world of trustees.

Essentially, they want to make sure that the Director, who is their core constituent, is being given the ability to make decisions without interference. If the interference exists, it comes through the proper channel, and that's the organizational chart.

I emphasize this because when this institution got into trouble, and I was there when it got into trouble, I was very well educated of the troubles that existed beforehand. It was usually a conflict between the Director and a Board Member or the Director and the Board as a whole.

That's where most institutions end up in trouble. You usually hear about the Director being dismissed or the contract being renewed, but that usually emanates from a Board that is either overstepping its bounds or a Director who isn't working properly with the Board.

MR. BEATTIE:

Or a Legislature.

DR. GITTELMAN:

Yes, or a Legislature. We can get into that and maybe in our organizational chart we need a line that says Legislature, but good luck in controlling that particular line. I mean, certainly, Legislators will go to the Director all day long. We can't turn to them and say, "No, no, no, you shouldn't be doing this because we can't do it."

Allow our Director to operate under the aegis of our organizational chart. If we don't abide by our own organizational chart, then a pox on our house, we can't defend ourselves against the Legislators.

But that's not why I'm bringing this to your attention. I'm bringing it to your attention because it's good practice for people to know who they answer to. It's good practice for the things that people are told to do to come from the person who is their one up – the person who is one up on them.

The only person, in my view, that can speak to the Director with authority is the President of the Board.

Typically, you will have an hourglass shape management – and there are others – but an hourglass shape management where the Board of Trustees works with the President, and the President communicates with the Director. It is possible for Members of the Board to communicate with the Directors through Committees. We're not saying that you can't have a dialogue. But when it comes down to setting policy for the Director, no Trustee can do it. It's just that simple.

We have to decide whether we want to abide by that. That's an important decision. It may not be important today because we're not in conflict with our Director. Boy, I'm going to tell you when the lawsuit rolls in the door where you are, you're going to sit there saying, "Boy, why didn't we have some discussions about this before?"

When it's completely all quiet on the western front, now is the time. We are up for reaccreditation and, notice, they make sure that we do it. They want to make sure that we have somewhere in here, either a policy or an organizational chart which says, "Gee, look at that neat little hourglass shape, and the President is the one who communicates with the Director."

What does the Board do, vis-à-vis the Director? We appoint the Director. We vote on whether or not we will accept his charge for a period of years. We pay him as a professional, and we give him the head to run the institution. Pretty much, if the AAM had their way, we would never talk to him again, other than to write checks. If you're not writing checks and you're only talking, you have something going wrong.

I really believe we have to kick this one around. We don't have everybody here. There may be some people who have questions about this. But I really feel that in every not-for-profit the biggest problem is right at this little line. How do we deal with chain of command? Who runs the place? What do we do?

Having said all that, I'm always windy – and I'm also my own self-critic – but I ask you for discussion on that point.

MR. BEATTIE:

I think it's a very good point. I'm trying to look for – and I know I have it in my list of books on my phone here – it's great reading for any Board Member. It's like the bible for not-for-profits. As we go along with this conversation – it's called "Mission Based Management." Have you heard of it?

DR. GITTELMAN:

Yes.

MR. BEATTIE:

It's a great book. They handle this subject terrifically. I know from my early days on the Board, it was a particular point for me not only for how the Board interacts with the employees, not that it should only be through the Director, but the other issue that we had when I became President, we started clarifying the policy, is how employees interact with the Board.

That was getting a little carried away. We created a process because of what was going on in the issue that I was talking about or alluding to before with how the Legislature interacts with our employees and vice versa that really muddied the waters.

We came in as an Executive Board, and we set down the policy of, if you bring something to the Director, and the chain of command that you don't feel is being properly addressed, then it is okay for you to address the Executive Board as a Committee representing the Board of Trustees. I think that has to be handled in there, as well. Do you not agree with that?

DR. GITTELMAN:

I honestly – when you say, "you," when "you" bring something to the Director, who is the "you" in that?

MR. BEATTIE:

No, "you" as an employee. If an employee brings something to the Executive Director that they don't feel is being adequately handled, that it is

okay for that employee to come to the Executive Board, which basically acts as a representative to the full Board, to hear that issue.

I think you need to have that out there. I think it should be very rarely used. But I think the other thing that we made sure that everybody knew about is the one thing that is not acceptable. I think we even put it into the Personnel Manual, although I'm not sure.

MS. OLDRIN MONES:

I think so.

MR. BEATTIE:

It's a firing offense if you go to the Legislature to handle your grudges.

DR. GITTELMAN:

Well, let me say this about that. If you say to an employee that if you're not satisfied with what your boss does or tells you to do, that it's perfectly okay to go to the Board, then you pretty much said conversely that a Trustee who is not happy with the way the Director handles a situation can go to an employee.

MR. BEATTIE:

I don't see the correlation with that. I don't see how that opens the door--

DR. GITTELMAN:

I actually would not become – in my company, there are different types of things that you go one up on, let's say. You go one up if something unethical is happening or something illegal is happening. That's a given.

But beyond unethical or illegal, when I have somebody just going in and complaining about their immediate supervisor because they don't like him or they don't like this, that or the other thing, it never works for them. It just never does. I don't like it. I like my chain of command to be in place.

I would look at the Legislature and say, "If we let an employee go to the Board, how dare we?" If I was a Legislator, to say, "They can't go to us? We represent the County," and that's the Legislature speaking.

If we say, "No," an employee has to go through the chain of command, and if it erodes performance and we get wind of poor performance, I just don't think it's our job to jump in instead of the Director. That's what they don't want.

I don't want it to be what they don't want. I want it to be what we want. This is why we do need to talk about this. I really don't feel comfortable about an employee going to the Board around Lance. Frankly, unless it's unethical or illegal, I don't like it.

MR. BEATTIE:

Okay.

DR. GITTELMAN:

I think that it would undermine his ability to manage if every employee knew they could just go to the Executive Board or to an individual Trustee or to the Board as a whole. I had my hands full with that years ago.

Mind you, I literally had ex-legislators as employees. Things were a little bit more extreme. We'll give you perspective someday.

What I need you to understand is that if you have three visiting Directors, and we have Directors in the room, we have competent leaders in the room. If you looked at them and said, "Hey if one of your employees doesn't like what you're doing, they can come to me. I'm the President of Suffolk Community College," and they can come to me. Do you understand what

I'm saying? It undermines everybody beneath you. Either you trust your leadership and replace them as necessary because you've learned not to trust them -- but you don't set up channels to undermine them. I, frankly, would oppose such an invitation.

MR. BEATTIE:

I think this is a very worthy discussion, as you're saying, that we should be having when we come up with the policy. Actually, the reason why we came up with that is because it was an escape valve to not go to the Legislature that if somebody thought something wasn't being addressed properly, that they had an escape valve to come to us.

It's actually been used a couple of times. In 99 percent of the times, it's backing Lance or the Executive Director, for his decision.

It at least gives that person an escape valve to come to us as opposed to the channel that they were taking, which was bringing it to the Legislature, and we have unanimous documents being passed out in our audience.

DR. GITTELMAN:

If an employee goes to the Legislature – if your policy is that they have to come to you and they can't go to the Legislature, and a Legislator hears that, they're going to say, "What? They can go to you, but they can't come to me, and I have to vote on your appropriations? It's simple, I won't vote on your appropriations."

That's what I would have been confronted with. I could not play that particular politic. I was constantly confronted with employees who went to the Legislature, sometimes in groups.

MR. BEATTIE:

Right.

DR. GITTELMAN:

Okay? I battled it out with them, sometimes in front of the Legislature, but that dies down when they get the sense that in the long run, the Board is going to back the Director if they believe in the Director.

MR. BEATTIE:

Right.

DR. GITTELMAN:

And that when you go around us, and you go to the Legislature, you are undermining the infrastructure of this institution as stated in our organizational chart. We won't do it; we don't expect you to do it.

MR. BEATTIE:

And our HR Manual --

DR. GITTELMAN:

One of the problems we have as an institution is that I can't say that we cannot run this for the Legislature. We're hired by the Legislature.

MR. BEATTIE:

Right.

DR. GITTELMAN:

I get it. But we're hired by them. They aren't. The employees are not hired by the Legislature, and they are not County employees.

It gets down to, you can appeal to a Legislator – hey look, if a member of the Legislature – an employee of the Legislature directly, was to go to the County Executive and complain about his task, what would you do? They would say, we might not fire him on the spot or they may not answer you, but they'll get the message.

I just don't think it's good practice to set it up that it's a punishment to go to them, but you can go to us and go around him. You can't go around him. He's your boss. If you don't get along with him, and he doesn't get the job done, we'll see that lack of performance. We'll hear about friction, and it is his job to bring it to us. It's his job to bring it here but he's got an employee who wants to go to the Legislature or he thinks he's going to the Legislature or he's unhappy, it's his job when he sees fit to bring it to us. It's our job to rule on how well he handles the situation.

MR. BEATTIE:

Okay.

DR. GITTELMAN:

If people go to the Legislature all the time, he's not doing his job well. Then I would convene – we only have one time when we can really enforce that, and that's when we reappoint him.

MR. BEATTIE:

Right.

MR. GITTELMAN:

And that's the way it is. I need you guys to consider that.

MR. BEATTIE:

That's a good point. Again, this book, and let me give you the author, it's called "Mission Based Management," and the author is Peter Brinckerhoff. It's a great read. It's very, very well written. As we go into these discussions, it's great to have read this book before we have these discussions because they talk about a lot of case studies.

DR. GITTELMAN:

I have that book. Our purpose in going through reaccreditation with three years before it's really due is to really bring these things up, to make the policies, to live with them and to discuss them openly before something happens. That would be the end of my report.

MR. BEATTIE:

Thank you, Steve.

DR. GITTELMAN:

You're welcome.

MR. BEATTIE:

Okay, we'll go to the Executive Director's Report. We will, I'm told, have a quorum in a few minutes.

MR. REINHEIMER:

Thank you, Ron. I'll start with picking up our discussion on membership. This past year, right now today we have 620 active members. We have 493 family members, 54 dual members, 43 associate members, 14 senior members, and 18 members in various other categories.

DR. GITTELMAN:

And one life-time member.

MR. REINHEIMER:

Yes, and one life-time member, who is sitting at the table over here. You must be part of those 18 that are considered "others."

(Mr. Glascock entered the meeting at 7:40 p.m.)

MR. BEATTIE:

Kevin, can you please pass me a copy of that?

MR. PETERMAN:

Yes, sure.

MR. BEATTIE:

Thank you.

MR. REINHEIMER:

Then we have this hand-out, the colored chart, which shows memberships and new memberships that we have starting January 1, 2015 through December 31, 2015.

It shows that we had renewals and lapsed memberships. If we add those two together, we had 216 memberships that were up for renewal last year. Of that 216, 76 chose to renew and 140 lapsed. That's a 38 percent renewal rate, which for a museum is very good. If we can hold on to 38 percent of our members as the renewals come up, we're doing a good job.

On top of that, new memberships, which is the purple bar on the bottom left hand side of your sheet, we had 400 new memberships this past year of 2015.

A lot of that was through Groupon. But we've turned the faucet off on Groupon. We only allowed ten memberships a month for Nassau/Suffolk and ten memberships in the New York City area. We still have more regular members than Groupon members, which is the right way. We don't want that seesaw to tip toward more Groupon members.

I think people are renewing because they see value for what they're getting out of the museum. We're going in the right direction. Between the library memberships and individual family and individual memberships, our revenue this year in 2015 was \$90,000, pretty much split between the two -- \$45,000 for the libraries and \$45,000 for memberships.

The membership revenue also includes \$13,600 from Groupon. That was a good way to beef up our membership, get people here that wouldn't normally be coming here, get people here that memberships through Groupon and word of mouth, so it's working.

Hand in hand with membership is attendance. This year these numbers are through our Altru system. It's an audit trail of registrations, admissions and visitation that have come through the museum and went through our management and ticketing system.

We had at least 105,000 come through here, a little over 30,000 school children, 49,266 people paid for admission tickets. We had 14,000 almost 15,000 mansion tours this year, almost 45,000 visitors that came and saw planetarium shows through the public and 11,300 people who came to night time planetarium shows.

When you total the school children, the people that came through the public for night time and day time planetarium shows, 70,872 came through this planetarium this year. That's a tremendous number of people.

Then part of our attendance number is 5,000 through special events. Probably the biggest number we had was 1,500 people in one music festival. We had 1,200 in other music festivals. So we had 2,700 people come through our music festivals.

We had a great year as far as attendance goes. When I go over the revenue numbers, this translates into revenue for the museum.

The café update, our plans were submitted to the Health Department. We resubmitted the plans the beginning of January with modifications that the Health Department required. That's progressing.

The Stoll Wing, the Nijaneers, which is the company that's doing the content for the kiosk, is coming next week. Peter Newman installed the kiosk stands.

As I reported in the last meeting, the electric is in place. As Gretchen reported in her Education Report, we anticipate this will be up and running in time for February break.

The Valentine's Dinner, I'm happy to say, is sold out as of yesterday.

I keep reminding you that the Clam Bake, and keep that open, is July 23.

I'd like to go to the revenue side. I handed out a summary of revenue. I want to stress this is unaudited. Most of this is obtained through our Altru computerized system. Some of it was from our Treasurer's Report.

I stitched together and summarized the revenue from those two sources. This is not meant to be a financial official statement, but it gives you an idea of where we were last year compared to this year, 2014 compared to 2015, and where we're going.

Some of the highlights include general admission, \$212,000. That's an increase of \$20,000 over 2014. Mansion tours, including Living History tours, \$52,000. Planetarium daytime, almost \$150,000 from daytime planetarium shows. Evening planetarium shows, \$78,000. These are all increases, as you can see, from 2014.

The gift shop, Barbara Oster is doing a tremendous job in the gift shop. Our net profit there is \$43,000. That's kind of an estimated number because I don't have the December numbers, but it's going to be in that neighborhood. It's an increase over last year, at least a 10 percent increase over 2014.

As I reported before, membership is \$90,000 between libraries and individuals.

Gifts and donations, I summarized below \$370,000. That includes National Grid, \$40,000 from National Grid. They paid us in January, and they paid us in December. One payment of \$20,000 was for the previous school year, 2014/2015. The then the \$20,000 that we received in December is for the 2015/2016 school year.

This pays for the outreach mobile classroom to go to schools with needs and provide our program free to those schools.

The Reichert Foundation, \$80,000. The Gardiner Foundation, which supports our planetarium programs and maintenance. The maintenance for the planetarium, this is the first year that we're going to have maintenance done that we have to pay for. That wasn't included in the original purchase of the equipment and is in the neighborhood of \$20,000.

We're spending \$8,000 for replacement of bulbs this year. It's intense to keep this planetarium serviced and the star projectors serviced, and it's very expensive. The Reichert Foundation helps us to keep this running properly.

The Speer Foundation, which is for the Stoll Wing, \$100,000 from that foundation is to continue the work that we're doing in the Stoll Wing.

Stephen and Lisa Radgowski, a local family from Northport, donated \$5,000 to the museum. That's \$360,000 in donations this year.

In general when you throw in the Hotel/Motel Funds, which actually went down \$150,000 from 2014 to 2015, and the endowment, we have another distribution from the endowment that isn't reflected yet in the December Treasurer's Report, and that's for additional contracted design work for the café.

Our total revenue is up close to \$300,000 from the previous year. An estimated guess is that we'll end this year with a single year surplus. We still have a rolling forward deficit.

I'd like to emphasize that because it's important to state that. We do have a deficit that is rolling forward, but if you look at 2015 as a single year, we're coming out on the positive side about \$175,000.

When you're running a \$2 million budget, it's prudent and good management to have cash flow. There is no way that an institution of this size should end a year at zero or a negative surplus if they expected to have growing concern and to continue.

I'd like to stress that even though we have \$175,000 surplus, that's going to help us roll into 2016 when we're not receiving as much from the Hotel/Motel Tax in 2016 as we will receive in 2015. It was further reduced for this coming year.

It also helps us to continue the work that we're doing in this museum. This is why Gretchen reported in her Education Report that I've been very optimistic for 2016 because we had a tremendous December during the Christmas and holiday season at the end of December. We had tremendous attendance, and I think that is going to carry through for 2016.

I'm optimistic about the future of this museum, where it's going and where we will be in the next couple years, but we still have a lot of work to do. We still have a lot of things that need to be done and fixed. We still have buildings that are crumbling. We still have issues with equipment for the grounds crew. We still don't have the staff that we need to run this museum properly.

When we met with Steve in talking about reaccreditation, he was shocked that we have ten full-time employees that are running this museum with a band of part-time employees. We're making it run, but there are things just because of limited resources, that we have to cut corners at times. We have to let things go at times because we don't have the adequate staff.

Given the staff that we have and the dedication from employees like Carmen who are here because they love this place and long-term and part-time employees that are here because they love this institution, we couldn't survive without them. This is the beginning. We need to continue going in this direction. We need to continue to raise revenue and to improve.

That's my report, and I'll be happy to take any questions.

MR. DUJMIC:

I don't have a question, but I do have a statement, though. These numbers are really very encouraging. Really what I think stands out the most for me is the fact that the Hotel/Motel Funds decreased substantially, yet we still, with regard to revenue, had such a substantial increase. And I realize that

some of the donations are one-shots, but even if you take out the one-shots, we're still doing very, very well.

Taking a look at it historically, I don't think anyone can argue that the path that the Vanderbilt is on now is amazing. I just wanted to commend Lance and the Board. This is really, really encouraging. I'm really happy about this.

The reason why I joined this Board was that I wanted to make sure it was here for my kids and my grandkids. At the time that I joined, it didn't look like that may have ended up happening.

This is wonderful. This is amazing. I have no doubt that my grandkids are going to be here to see this place. It's just wonderful. I commend everyone who has done this. It's just really remarkable.

MR. BEATTIE:

Thank you, Joe. And thank you, Lance, for your great report.

MR. REINHEIMER:

Thank you.

MS. CAMBRIA:

I have a question.

MR. BEATTIE:

Sure.

MS. CAMBRIA:

The National Grid Foundation donation of \$40,000, who pays the educators? Does that come out of that fund?

MR. REINHEIMER:

The educators, that comes out of that. That goes into the General Fund. That supports the educators and some – I shouldn't say some – and materials pertaining to the targeted schools with needs.

They provide us with \$20,000. That pays for about 2,300 students. I am sure that we will exceed that. As I was talking to some of the Trustees before the meeting today, we have a mission to serve people with special needs and students who are coming from schools that have limited resources. It's part of our mission to do what we can to educate and to be here for everybody.

The National Grid grant enables us to go out and to go into the community and go to schools that don't have the resources to pay for that program. We don't stop when the grant reaches that \$2,300. We continue because it's just part of our mission to educate the children.

MS. CAMBRIA:

So actually our budget pays for a certain portion of that.

MR. REINHEIMER:

Right, but that doesn't cover a lot of the costs. It does not cover gasoline. It does not cover the driver.

MS. CAMBRIA:

It can't cover all the educators, can it?

MR. REINHEIMER:

It covers for the piece that they do for the schools. It doesn't pay for them to go to over schools. It provides a foundation for that program, but it certainly does not pay for it. When you add it up, that program is not really self-sufficient. The costs exceed – to bring that program out to the schools costs exceed our revenue.

I am glad you asked a question about National Grid.

MS. CAMBRIA:

I think we need kudos for that outreach on behalf us, the organization, in addition to National Grid. We're supporting that, as well.

MR. REINHEIMER:

Absolutely.

MR. BEATTIE:

Before you get into that, I also think we need to point out that there are intangible benefits to that, which is the exposure that we're getting out in the community. Especially when most of us joined the Board, we were seeing a down-turn in school trips because the schools couldn't afford to come here, so our solution was to bring the Vanderbilt to them. I believe we send membership information home with the kids.

MR. REINEHIMER:

We send them home with coupons to come back and to bring their parents.

MR. BEATTIE:

So it's hard to quantify what return we get on that from people coming by, but it's exposure and the fact that people do come by. Again, we can't quantify it, but I'm sure it's a pretty significant number of the other numbers of the membership increases that we've had. That's from that exposure.

MR. REINHEIMER:

Correct. I'd like to add one more point for the National Grid Foundation. We're just today finalizing plans to go to Albany on February 2 with the Traveling Classroom to showcase this vehicle with the Albany delegation. We're going to leave the day before.

We're going up there in conjunction with National Grid Foundation. We've made arrangements through Assemblyman Englebright's office to showcase the vehicle to the Long Island Delegation.

Assemblyman Englebright is proud of the work that we're doing here. He's a tremendous supporter for this museum. I think it adds to good will to go up there. The more people that see us on the road and to see what this museum is doing it comes back.

Ron, you hit it right in the head, intangibles. We do this because this is our mission. The more we do, and the more goodwill we create, the better this organization can operate.

I throw it out to any Board Member, if you're not doing anything the 2nd of February, it's a Tuesday, you can join us. Then you can ski afterwards.

MR. PETERMAN:

I have one question. Is this a one-day trip?

MR. REINHEIMER:

Yes, 9 a.m. You have to be there at 9 a.m.

MR. BEATTIE:

Some things are better left unsaid.

MR. REINHEIMER:

That concludes my report.

MR. BEATTIE:

Okay, thank you, Lance.

In the President's Report, I'll get right to some of the stuff that Lance brought up. The AVC auditors, I think in the last meeting, although we didn't have a quorum, we had the report. I think we need now to determine whether we're going to re-hire AVC Consulting as our public accountants for this coming year's audit. Can I have a motion?

MS. CAMBRIA:

Motion.

MS. OLDRIN MONES:

Second.

MR. BEATTIE:

Without objection. That motion carries. (Vote: 8/0/0/4 Absent: Ms. Gegwich, Mr. Guarnischelli, Mr. Mule & Mr. Melore. Three vacancies.) Thank you. They have done a great job. They have been great people to work with, too.

We keep getting clean bills' of health, so I think that says something about our management – I'm not saying that we should hire them because they rubberstamp us. I'm just saying because of our management, they ask tough questions.

It's not an easy process, and we go through it ever year. I think it says a lot about our management and their auditing skills that they do ask the tough questions.

The other thing in the President's Report we discussed last time in our unofficial meeting, because we didn't have a quorum, was about Consuelo Vanderbilt. I ask Gretchen to make a motion.

MS. OLDRIN MONES:

Okay, so I ask the Board to approve a resolution regarding Consuelo Vanderbilt, the great, great granddaughter of William K. Vanderbilt, II, as a legacy member of the Suffolk County Vanderbilt Museum and Planetarium Board of Trustees.

This will be an honorary and non-voting member of the Board. We are honored to have a Vanderbilt family member as a representative to the Vanderbilt Board.

MR. PETERMAN:

I'll second that.

MR. BEATTIE:

Thank you, Kevin. Without objection? That motion carries. (Vote: 8/0/0/4 Absent: Ms. Gegwich, Mr. Guarnischelli, Mr. Mule & Mr. Melore. Three vacancies.)

We ask also to go back a little bit to approve the November meeting minutes. Did everybody get a chance to review them?

MR. PETERMAN:

I wasn't at that meeting so I'm going to abstain.

MR. BEATTIE:

Okay, but you received a copy of it, correct?

MR. PETERMAN:

Yes, but I wasn't at that meeting.

MR. BEATTIE:

So we don't have a quorum to vote on that.

The rest of the President's Report, I just want to talk about the initiative for the Under the Stars Café and the laser light show. The laser light show, we received four bids.

MR. REINHEIMER:

Yes, it's either four or five. I looked today, and it might be five. I haven't had a chance to open them. They are still there, but we had a good response. In the next day or so, we will open them up and start to assess them.

MR. BEATTIE:

To review that, I think I would like to form a committee of the Executive Board plus Lorraine and Dave. Do you think that would be a good review committee?

MS. CAMBRIA:

Sure.

MR. BEATTIE:

Okay.

When it comes to the numbers that Lance was talking about before, if you look at the nighttime numbers being \$11,000 and change and having the laser light show and additional review from the café, I think we have a good chance this year of almost doubling that number. Certainly we should see a big increase of putting the fannies in the seats, as they say.

The Under the Stars Café, we're taking a couple of different proposals for RFP's from the County, and we're editing them down. Mostly it's deletion of other RFP's that we had down there. Hopefully within the next month or two we'll be able to formulate a list and go out there and get some bids on that, along with all the other things we need to do to open the café.

We got some mark-ups on the drawings from the Health Department. Those are being handled by the architects and the design consultants. Things are

moving along there. Hopefully in that corner, very soon, we'll be able to get glasses of wine and have our meeting here, too.

MR. PETERMAN:

On Wednesday nights?

MR. BEATTIE:

On Wednesday nights.

{LAUGHTER}

MR. BEATTIE:

That's all I have for the President's Report. Are there any questions for me?

The only other old business that we have is to vote on the slate of officers. Jack, you headed the committee.

MR. DEMASI:

Yes, I did.

MR. BEATTIE:

So would you review that for everybody, as a motion?

MR. DEMASI:

Okay, there were no contested positions. The slate is as follows, Ron as President, Gretchen Oldrin Mones as 1st Vice President, myself as 2nd Vice President, Kevin Peterman as Secretary and Betsy Cambria as Treasurer.

MR. DUJMIC:

I'd like to make the motion to approve the new slate of Executive Board Members.

MR. BEATTIE:

Thank you, Joe. Second?

DR. GITTELMAN:

Motion.

MR. BEATTIE:

Thank you, Steve. Without objection? That motion carries. (Vote: 8/0/0/4 Absent: Ms. Gegwich, Mr. Guarnischelli, Mr. Mule & Mr. Melore. Three vacancies.)

Moving on, I have to tell you that I enjoyed working with Joe. You will be missed. Thank you for staying on one more month to help us make quorum here.

I have a call into the Presiding Officer to see if we can get some appointments to our Board. We have three vacant positions now.

MR. REINHEIMER:

It's going to be four.

MR. BEATTIE:

Four with Joe leaving. It makes it increasingly difficult to come up with a quorum, as we can see here today. Someone else I would like to thank is Jack for stepping up and being 2nd Vice President and Gretchen for stepping up to 1st, which she refused to do numerous times, but she agreed this time.

{LAUGHTER}

We do appreciate it. I enjoy working with you guys. I think we have a lot of good news that comes from our hard work. I appreciate all you guys.

Yes, Steve.

DR. GITTELMAN:

This will be what we'll call new business.

MR. BEATTIE:

Okay.

DR. GITTELMAN:

I know that we were adhering to something that we believed in when we said we needed a majority of the potential appointees in order to have a

quorum. I think we should consider discussing if there's any way of wiggling out of that and making it a majority of the then appointed slots.

If you get to a point where you only have seven appointed Trustees, you could never have a meeting which has a quorum. I'm not saying that – I'm not really telling you how to go. I'm saying to you that having four vacancies is not our fault and that we need to operate with a quorum and if there is some way of revisiting that decision – and I'm not saying there is – but if there was some way, I would like to.

MR. PETERMAN:

If I may?

MR. BEATTIE:

Kevin.

MR. PETERMAN:

When I became Secretary of the Board, I had a conversation with George Nolan, Counsel to the Legislature. I think there was some misunderstanding at the time that a quorum was just a number of bodies that we had present on the Board.

I checked, and George said, if there are fifteen, that we absolutely have to have eight in order to have a quorum. Even if you had only eight members on the Board, if we had that many vacancies, we still have to have a majority of fifteen, which is eight.

I think we should use these vacancies as something that we need to go to the Legislature and say we are in a crisis because we need four bodies.

MR. BEATTIE:

I did call and Lora Gellerstein is going to – she was at meetings today, but she will give me a call back. For lack of that, I wouldn't mind asking them if they can change that rule. I believe that was New York State's Sunshine Law, that George was basing that decision on.

MR. GLASCOCK:

I think we should discuss this, and I recommend our doing so off-line.

MR. BEATTIE:

Okay. So with that, does anybody have any other new business?

MR. DUJMIC:

Yes, I have new business.

MR. BEATTIE:

Okay, Joe.

MR. DUJMIC:

For those of you who weren't here the last time, this is my last meeting here. I just want to thank everyone who I worked along side with.

I have a very special bond with the Vanderbilt and always will. I mean, it's not everywhere that I can say that my life has been threatened.

{LAUGHTER}

I guess it's many places I can say that, but this is certainly one of them.

{LAUGHTER}

DR. GITTELMAN:

The difference between should have been and was.

{LAUGHTER}

MR. DUJMIC:

I look forward to still being a member of the Vanderbilt community. I would love an invitation when the Under the Stars Café is open. The Clam Bake always falls on or around the weekend of my birthday, so I'm going to be inviting all my friends to celebrate my birthday, so you can count on me for at least two or three people.

{LAUGHTER}

On a more serious note, there are some things that I'd like to leave with the Board. Obviously there was a point in time where we thought that a catering contract was the appropriate avenue to take.

Based on the circumstances, we had a temporary change of heart. Again, I'm not going to be a member of this Board, but would hope and I would recommend that the Board seek to put out to RFP again the catering contract, which again could provide – if it's the right contract and the right contractor – significant income to the Vanderbilt.

Also, I know this has been mentioned just recently, but the boathouse and the waterfront are really critical, in my opinion and in many people's estimation, to the life and the life's blood of the Vanderbilt estate.

I would implore – and I know Dr. Gittelman has been fighting for this for a very long time, as well as Bill Rogers who also felt that way fought for it for a substantial period – I would encourage you to keep fighting. I think that would be a great addition to what's already an absolutely wonderful place.

I'm moving on to do somethings in the private sector that are going to keep me from being able to be here. That's the only reason why. I think it's just the right thing for me to do, to resign at this time.

Perhaps based on that hopeful success, maybe the waterfront can someday be named after me.

{LAUGHTER}

But seriously, I loved working here. It always looks nice to leave a place in a better position than when you entered. I'm not saying that I had anything to do with it, except perhaps the right timing, the right circumstances, the right Board, the right Executive Director and the right team, in general.

I can say, and I don't think it's very arguable to say that we are certainly in a much better place now as I'm walking out than we were when I walked in. If I had even a small – if I contributed even slightly, then it makes me very happy.

Thank you all. Like I said, I'll continue to be around, as long as I keep getting invitations. Thank you.

MR. BEATTIE:

And thanks for your service, Joe.

Do we have any other new business? I will entertain a motion to adjourn.

DR. GITTELMAN:

You have a motion on the table to have an executive session.

MR. BEATTIE:

Okay, do we want to do that tonight?

DR. GITTELMAN:

That's what he said when he said to take it off-line.

MR. GLASCOCK:

Oh, no.

DR. GITTELMAN:

It either means you do it in executive session or you do it here. You can't take it off-line into private –

MR. GLASCOCK:

My reference was that we should just chat.

MR. BEATTIE:

We could have that discussion in the future.

MR. GLASCOCK:

Exactly, no need for an executive session.

MR. BEATTIE:

Okay, fine.

MS. CAMBRIA:

Motion to adjourn.

MR. DUJMIC:

Second.

MR. BEATTIE:

Without objection? Thank you all for coming. Happy New Year. Looking forward to a prosperous 2016.

(Mr. Beattie adjourned the meeting at 8:15 p.m.)

RB:ap

Attachments

SUFFOLK COUNTY VANDERBILT MUSEUM

Treasurer Report

November 2015

	Actual	Budget	Variance
	November	November	
Revenue			
Admission	\$ 49,344	\$ 51,000	\$ (1,656)
Membership	\$ 9,989	\$ 4,167	\$ 5,822
Museum Store	\$ 5,267	\$ 5,000	\$ 267
Special Events	\$ 6,594	\$ 10,000	\$ (3,406)
Suffolk County Funds	\$ 122,020	\$ 73,212	\$ 48,808
Endowment	19,000	6,679	\$ 12,321
Site Use	\$ 6,485	\$ 4,000	\$ 2,485
Donations & Gifts	\$ 1,570	\$ 2,819	\$ (1,249)
Real Estate Rental	\$ -	5,666	\$ (5,666)
Other General	\$ 239	\$ 41	\$ 198
Total Revenue	\$ 220,508	\$ 162,584	\$ 57,924
Expenses			
Salaries & Wages	\$ 91,462	\$ 99,000	\$ (7,538)
Benefits	\$ 21,201	\$ 23,000	\$ (1,799)
Maintenance & Equipment	\$ 1,612	\$ 7,375	\$ (5,763)
Insurance	\$ 7,016	\$ 7,083	\$ (67)
Professional	\$ 13,056	\$ 19,166	\$ (6,110)
Museum Store	\$ 1,616	\$ 2,917	\$ (1,301)
Telephone	\$ 1,998	\$ 2,250	\$ (252)
Utilities	\$ 3,280	\$ 10,000	\$ (6,720)
Supplies, Programs, Gala	\$ 10,861	\$ 10,041	\$ 820
General Expenses	\$ 4,466	\$ 2,334	\$ 2,132
Total Expenses	\$ 156,568	\$ 183,166	\$ (26,598)
Excess / Deficiency	\$ 63,940	\$ (20,582)	\$ 84,522

**SUFFOLK COUNTY VANDERBILT MUSEUM
TREASURER REPORT FOR THE YEAR ENDING 2015**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Project	Business	Dollar	
	January	February	March	April	May	June	July	August	September	October	November	December	Year End	Plan	Variance					
REVENUE																				
EARNED INCOME																				
Admissions	40,858	42,336	44,598	73,756	61,580	70,223	80,662	85,622	47,022	35,258	49,344	53,000	684,259	664,000	20,259					
Membership	3,680	6,310	12,145	8,770	7,871	6,577	10,850	5,990	3,408	5,389	9,989	4,167	85,146	50,000	35,146					
Museum Store	4,656	5,478	5,326	7,930	3,398	6,938	12,394	10,886	6,374	4,945	5,267	5,000	78,592	71,000	7,592					
Special Events	16,345	779	5,173	3,302	5,430	31,744	22,857	15,461	38,115	7,892	6,594	6,000	159,692	125,000	34,692					
Suffolk County Funds	0	0	0	0	329,454	61,010	0	62,660	61,010	61,010	122,020	73,212	770,376	878,544	(108,168)					
Endowment	0	0	0	0	0	0	0	0	0	0	19,000	6,683	25,683	80,152	(54,469)					
Site Use	7,700	3,308	7,525	20,095	16,932	36,868	21,160	29,080	22,490	22,936	6,485	7,000	201,579	140,000	61,579					
Donations & Gifts	22,963	135,863	11	2,065	6,838	100,335	543	124	80,921	485	1,570	2,819	354,537	112,000	242,537					
Real Estate Rental	0	0	0	0	0	0	0	0	0	0	0	5,666	5,666	68,000	(62,334)					
Other General	239	33	283	744	514	382	282	260	415	379	239	41	3,811	500	3,311					
Total Earned Income	96,441	194,107	75,061	116,662	432,017	314,077	148,748	210,083	259,755	138,294	220,508	163,588	2,369,341	2,189,196	180,145					
EXPENSES																				
Salaries & Wages	89,756	82,884	88,824	96,370	97,254	98,584	101,268	100,719	97,208	98,553	91,462	100,957	1,142,839	1,192,957	(50,118)					
Benefits	22,468	24,566	23,132	24,400	22,585	23,941	22,888	24,983	24,755	23,545	21,201	23,561	282,025	277,961	4,064					
Maintenance & Equip.	5,936	4,551	4,637	1,703	7,397	1,922	4,638	4,084	7,280	4,828	1,612	7,375	55,963	88,500	(32,537)					
Insurance	7,014	7,100	7,100	7,100	7,100	7,100	7,100	7,100	7,000	7,179	7,016	7,087	84,996	85,000	(4)					
Professional	13,010	31,076	19,444	11,395	18,525	27,870	25,343	11,790	35,761	22,634	13,056	19,166	249,070	230,000	19,070					
Museum Store	4,618	1,115	3,711	2,180	633	5,373	5,775	5,211	1,713	976	1,616	2,917	35,838	35,000	838					
Telephone Communic.	843	1,574	1,937	1,909	1,906	2,214	1,514	1,872	2,290	1,767	1,998	2,250	22,074	27,000	(4,926)					
Utilities	19,110	23,049	16,780	14,156	8,901	12,719	14,392	13,375	13,595	9,988	3,280	11,000	160,345	190,000	(29,655)					
Supplies, Prgm., Ball	6,947	9,851	4,405	2,282	9,236	6,020	13,703	8,406	4,648	9,275	10,861	10,041	95,675	120,500	(24,825)					
General Expenses	3,713	6,262	2,106	17,451	7,032	8,002	371	2,560	7,873	12,961	4,466	2,334	75,131	28,000	47,131					
Total Expenses	173,415	192,028	172,076	177,946	180,569	193,745	196,992	180,100	202,123	191,706	156,568	186,688	2,203,956	2,274,918	(70,962)					
Excess / Deficiency of Revenue	(76,974)	2,079	(97,015)	(61,284)	251,448	120,332	(48,244)	29,983	57,632	(53,412)	63,940	(23,100)	165,385	(85,722)	251,107					

Membership Programs

General Membership Program

Activity

Show information by level For Specific dates From: 1/1/2015 To: 12/31/2015 Go

Renewals and rejoins

76 renewals from 1/1/2015 to 12/31/2015

45%	Family	34
18%	Dual	14
16%	Associate	12
11%	Senior	8
11%	Other levels	8

[View all...](#)

Lapsed

140 lapsed memberships from 1/1/2015 to 12/31/2015

63%	Family	88
17%	Dual	24
8%	Associate	11
6%	Individual	9
6%	Other levels	8

[View all...](#)

Upgrades

4 upgrades from 1/1/2015 to 12/31/2015

25%	Family	1
25%	Lifetime Member	1
25%	Associate	1
25%	Director's Circle	1

[View all...](#)

Downgrades

1 downgrades from 1/1/2015 to 12/31/2015

100%	Dual	1
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[View all...](#)

New memberships

490 new memberships from 1/1/2015 to 12/31/2015

85%	Family	415
7%	Dual	35
5%	Associate	25
1%	Senior	6
2%	Other levels	9

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Dropped

1 dropped memberships from 1/1/2015 to 12/31/2015

100%	Family	1
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[View all...](#)

622 TOTAL MEMBERS AS OF 1/20/16

American Alliance of Museums — Reaccreditation - 2019

Summary of Required Core Attachments

1. Institutional Code of Ethics — **In review**
2. Current fiscal year's budget — **Completed**
3. Audit, including management letters, for the last two fiscal years — **Completed**
4. Most recent IRS Form 990 (required if a museum is subject to 990 filing requirements) — **Completed**
5. Delegation of Authority to Director — **Pending review**
6. Organizational chart — **In review**
7. Collections Management Policy — **In review**
8. Emergency Response & Disaster Preparedness Plan — **Pending review**
9. Institutional Plan(s) — **Required update**

Other documents

10. Collections Plan — **Pending review**
11. Conservation Plan — **Pending review**
12. Interpretive Plan or educational master plan — **Optional**

Reaccreditation Self-Study

13. Review previous Self-Study
14. Review previous Visiting Committee report
15. Review previous Accreditation Commission decision letter
16. Prepare new Self-Study

Final Reporting

17. AZA Accreditation Visiting Committee Report — **2020**
18. AZA Accreditation Decision Letter — **2020**



A Guide to the New Reaccreditation Process

After several years of listening to the field through surveys, interviews, and convenings, a new, streamlined Reaccreditation process has been created—one that has been significantly changed, not just tweaked.

- Through a combination of policy, process, and technology changes, the time needed to complete a reaccreditation review has been reduced by 50% or more.
- The reaccreditation process has also been realigned to begin with a presumption of innocence and focus on what's changed at the institution, in the field, and in standards since the last review, rather than starting from zero.
- More emphasis is being put on institutional impact and less on process/policy.
- The Self-Study has gone paperless.

However, there has been no dilution of the standards, and the core architecture of a Self-Study, a site visit by peers, and review by the Accreditation Commission remains.

The Self-Study

- It's about 75 percent shorter than the previous version.
- It's comprised of the following sections and completed entirely online:
 - **Organizational Data** – Simple demographic questions, such as museum type, governance, budget, and staff size.
 - **Museum Overview** – Questions that gather more detailed information about the museum's mission, collections, and other certifications; and special questions if the museum is (or part of) a museum system.
 - **Operational Data** – Questions that gather detailed data on finances, facilities, human resources, attendance, and types of collections. This section accounts for about 50% of the entire Reaccreditation Self-Study.
 - **Changes Since Last Review** – A dozen questions (a mix of essay and checkboxes) about the types of changes at the museum, and how the museum has responded, or been impacted by them.
 - **Attachments** – A list of documents to upload: 8 required; 2 if applicable; 4 optional.
 - **Help** – Definitions, resources, information on standards, and guidance on how to answer selected questions.
- There are three Self-Study submission deadlines each year (see chart below). Every accredited museum is already assigned a due date for its next reaccreditation review.
- A review fee, based on the museum's Alliance membership status, is due at the time of submission. Tier 3 Members receive a significant discount.
- A pdf reference copy of the Self-Study is available at: <http://bit.ly/16UWLQ6>.

The Site Visit

- Site visits will happen only during three periods of the year, and will be pre-assigned based on your museum's Self-Study due date (see the chart below).
- With this approach you will now know far in advance the six-week window when your site visit will occur so you can plan accordingly. You will work with your peer reviewers to set the exact dates of the 2-3 day site visit.
- You will still have the chance to vet a list of potential peer reviewers; the Alliance staff will select both team members.

Schedule

Self-Study submitted in:	Site visit takes place between:	Accreditation Commission reviews in:
March	July 15 - August 30	October
July	November 1- December 15	February
November	March 1- April 15	June

- The time from the Self-Study's submission to the Commission's decision will be about a year, barring any issues you need to remedy during the process. (See page 3 for a detailed timeline.)
- Accredited status will expire every ten years. Exceptions to this are:
 - In select cases the Commission may designate a shorter award period due to concerns.
 - Requests (from the museum) for extensions to the Self-Study due date or site visit period will be approved only in rare cases due to highly unusual extenuating circumstances. Any such extension time granted will be deducted from the museum's next 10-year accreditation period.

Preparing for Your Museum's Next Reaccreditation Review

- Put the museum's Self-Study due date, and corresponding site visit dates listed above, on the calendar...and tell the staff and governing authority members. Put site visit expenses in the budget for that year. Expect a 2-3 day visit by two reviewers.
- Review your museum's last Self-Study, Visiting Committee report, and Accreditation Commission decision letter: has the museum resolved or made progress on issues cited in these materials?
- Ensure your five Core Documents (listed below) meet standards and reflect current practice. Use the free Reference Guides for each Core Document available on the Alliance website. These five Core Documents will get particular scrutiny as part of the accreditation process. (Accredited museums do not have to apply to Core Documents Verification; this document review will occur as part of the accreditation process.)
 - Mission Statement
 - Strategic Institutional Plan(s)
 - Collections Management Policy (*if the museum owns, manages or borrows collections*)
 - Institutional Code of Ethics
 - Disaster Preparedness/ Emergency Response Plan

INSTITUTIONAL CODE OF ETHICS FOR THE SUFFOLK COUNTY VANDERBILT MUSEUM

Introduction

The SCVM makes a unique contribution to the public by collecting, preserving, and interpreting natural history specimens, ethnographic objects and the personal effects of the museum's founder, William K. Vanderbilt, II.

Our mission includes collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. The institutions from which we borrow include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and noncollecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

The SCVM's collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, the SCVM is compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on this institution to be a resource for humankind and in all its activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon us to preserve that inheritance for posterity.

As a nonprofit institution, the SCVM complies with applicable local, state, and federal laws and international conventions as well as with the specific legal standards governing trust responsibilities. This institutional *Code of Ethics* takes that compliance as a given. But legal standards are a minimum. The SCVM also takes affirmative steps to maintain its integrity so as to warrant public confidence. This institution acts not only legally, but also ethically. This institutional *Code of Ethics*, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the SCVM and to the public it serves is the essence of this institution's work, whether volunteer or paid. Where conflicts of interest arise—actual, potential, or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in this museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation, and the society it serves.

For the SCVM, public service is paramount. To affirm that ethic and to elaborate its application to this institution and other museums' governance, collections, and programs, the American Association of Museums has promulgated a *Code of Ethics for Museums* on which this document is based. In subscribing to this code, the SCVM assumes

responsibility for the actions of members of its governing authority, employees, and volunteers in the performance of museum-related duties. The SCVM thereby affirms its chartered purpose, ensures the prudent application of its resources, enhances its effectiveness, and maintains its public confidence. This collective endeavor strengthens the institution's work and its contributions to society, both present and future.

Governance

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human, and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society, and respect the diversity of the natural and cultural common wealth.

Thus, the governing authority of the SCVM ensures that:

- All those who work for or on behalf of this museum understand and support its mission and public trust responsibilities
- Its members understand and fulfill their trusteeship and act corporately not as individuals
- The museum's collections and programs and its physical, human, and financial resources are protected, maintained and developed in support of the museum's mission
- It is responsive to and represents the interests of society
- It maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- Working relationships among trustees, employees, and volunteers are based on equity and mutual respect
- Professional standards and practices inform and guide museum operations
- Policies are articulated and prudent oversight is practiced
- Governance promotes the public good rather than individual financial gain.

Collections

The distinctive character of the museum's ethics derive from the ownership, care, and use of objects, specimens, and general collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust

and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Thus, the SCVM ensures that:

- Collections in its custody support its mission and public trust responsibilities
- Collections in its custody are lawfully held, protected, secure, unencumbered, cared for, and preserved
- Collections in its custody are accounted for and documented
- Access to the collections and related information is permitted and regulated
- Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- Acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- Disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collection
- The unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- Collections-related activities promote the public good rather than individual financial gain
- Competing claims of ownership that may be asserted in connection with objects in its custody are handled openly, seriously, responsively and with respect for the dignity of all parties involved.

Programs

The SCVM serves society by advancing an understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications, and educational activities. These programs further the museum's mission and are responsive to the concerns, interests, and needs of society.

Thus, the SCVM ensures that:

- Programs support its mission and public trust responsibilities
- Programs are founded on scholarship and marked by intellectual integrity
- Programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- Programs respect pluralistic values, traditions, and concerns
- Revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- Programs promote the public good rather than individual financial gain.

Promulgation

The "Institutional Code of Ethics for the SCVM" was updated by the Board of Directors and approved by resolution on November 6, 2002.