



Aztec Museum Association Annual Report to the Community

The Aztec Museum Association Board of Directors is pleased to present this report on 2009 and 2010 activities. The Museum and Pioneer Village exists to collect, preserve and display artifacts that document the history of Aztec and San Juan County. The museum is funded and operates entirely from income earned from a small endowment, modest admission fees, membership income, and donations. Many volunteers help stretch this income through valuable services include gifts of time, expertise, materials, research, and professional guidance.

The City of Aztec partnered with the Museum Association in 1964 by leasing the grounds, main museum building and firehouse for 100 years at a cost of \$1.00 per year. Over the years the City has generously helped maintain the grounds and physical plant. Discussions were initiated in 2010 to review and broaden the relationship between the City and the Museum Association. The Association Board expects to continue these discussions with the City during 2010.

The Board was fortunate during the 2009 economic recession to preserve the value of the endowment. Efforts were made to control costs in order to maintain the collection of thousands of historical artifacts, documents and structures. Investment income was reduced, requiring the Board to reduce the number of days the museum was staffed and open to the public. These limitations are expected to continue through 2011. Full financial reports and 501 3c filings are published on the museum Internet site: www.aztecmuseum.org

Aztec Museum and Pioneer Village will require continued support from the City of Aztec and the Community. Programs will need to change in to meet changing public interest.

For more information on this important hometown museum, please visit our website: www.aztecmuseum.org

Accomplishments

The Museum brochure was updated and 10,000 copies were distributed to the Chambers of Commerce and other tourist lodging and visiting sites.

In cooperation with Aztec Chamber of Commerce and the Aztec Trails and Open Space Association, a grant was received to produce *The Historic Aztec Self-guided Walking and Biking Tours* brochure. This New Mexico Tourism Department grant supported printing of 3,000 brochures being distributed to tourist locations in the Four Corners area and state-wide.

Aztec Museum Board Members and staff assisted the City of Aztec with a new photo history book.

Archives Grant

Aztec Museum was awarded an \$8,476 grant from the New Mexico Historical Records Department to organize, index and preserve the Museum's collections of photographs, newspapers and newsletters. Much of this material was removed from the top floor of the old firehouse. As part of the grant, a professional archivist, Dr. Rose Diaz, spent three days in December consulting with Board members on procedures for preserving these materials. Dr. Diaz findings are included in her report to the Board of Directors and may be down loaded from: aztecmuseum.org. The Museum Board wishes to thank Tweeti Blancett and the staff of Step Back Inn for hosting Dr. Diaz during her visit.

Vicky Ramakka, Grant Manager, reports that the project is on schedule and receiving much help and support from the community. A thank you goes to volunteers on the project including Catherine Davis, Mary Hayes, Kathy Lamb, Patti Smith, Donna Ogilvie, Linda Williams, and Marilu Waybourn.

Most work on the grant was completed during the 2009-10 winter months while the Museum was closed for maintenance. More help is needed to continue this project, ranging from sorting newspapers by year, and data entry on computer, to putting photographs into individual protective sleeves. Anyone interested in volunteering can contact Vicky Ramakka, at 334-6140

Old Firehouse Rehabilitation Project

Aztec Museum and San Juan Historical Society entered into an agreement to sub-lease the Old Firehouse top floor to the Society to store, catalogue and provide research of San Juan County historical records, documents and images. The City of Aztec has prepared a sublease agreement allowing the Aztec Museum Association to offer the San Juan Historical Society a permanent home.

Working with the San Juan Historical Society, architectural plans were developed and donated by Charles Burger and Associates to rehabilitate the historic firehouse located next to the main museum building on North Main Avenue. San Juan County and Aztec City Staff are reviewing contractor final bids for complete rehabilitation and construction of the Firehouse in time to celebrate the 100th anniversary of New Mexico's statehood.

Buffalo Mural

A mural showing buffalo being herded down Aztec's Main Street was commissioned by the Museum Board and painted by fine artist John Cogan on the north side of the Aztec Hardware. This project was funded by a generous donation from Craig and Dorie Edgerton. A video describing this project can be found on the museum Internet site: aztecmuseum.org The Aztec Museum Association looks forward to sponsoring more city public art projects.

Repairs and Improvements

The main museum building interior was completely painted and repaired for the first time in a quarter century. Displays are being cleaned before the summer season. Insulation was blown into the museum ceiling to reduce heating expenses and the museum security was system replaced. The Board reviewed and accepted the recommendations of an energy audit and voted to prepare plans for new electrical fixtures to reduce electrical expenses.

Pioneer Village buildings have been repaired, stabilized, and painted. Aztec Well Service completely rehabilitated a large historic wood-drilling rig and installed new flagpoles in the Pioneer Village. Trees and shrubs have been pruned and fertilized. City of Aztec employees removed a large damaged tree located next to the main Museum building. The city also repaired and improved the village irrigation system.

Events

Annual Meeting and Old Time Picnic, May 16, 2009

- VFW presented new flags to the Museum
- Aztec Museum presents San Juan County Historical Society with a letter of intent to restore the Firehouse for their use
- Board Members present annual reports on Museum Finances, Committees and Programming

Founders Day Celebration, September 19, 2009

Tom Dugan and Melba Arnold honored as Pioneers of the Year

Michelle Lindsey, chair

Author signing for re-publication of Gas! By Tom Dugan

Garrison Graphics cranked up the press

John Austin demonstrates black powder

Angela Watkins makes butter

Kathleen and Joe Holmes fired up the forge in Blacksmith Shop

Bisti Writing Project showed off children's writing in the Schoolhouse

San Juan Writers Critique Group

Local authors sign and sell books

High Noon Shoot Out

Yo-Yo Man, Luke Renner, amazed the crowd with magic tricks and yo-yo spins

Christmas in Pioneer Village, December 18, 2009

Museum Board Members treated the community to hot cider and bowls of steaming hot chili prepared and donated by Board Member, Jimmy Miller prior to the Christmas Parade. Koogler Middle School choir entertained with carols.

Historic Aztec Walking and Biking Tour booklet published in April 2010.

Earth Day booth at Aztec Ruins. April 24, 2010: Local publications offered for sale, and a video presentation by Tom Dugan was shown. Board Members distributed copies of the new *Historic Walking and Biking Tour* booklet, and signed up new members

April/May: **Spring opening** with new paint in visitors' center and a new Telephone Exhibit in the main museum building.

Aztec Museum Open House, May 21 Public invited to meet Museum Board members and a dedication ceremony of the new flagpoles was held.

National New Deal Preservation Association, June 14-July 31 Traveling exhibit shared with Salmon Ruins.

July: **Caboose display was repaired and repainted by volunteers**

Founder's Day Celebration, September 18 Gerald G. and Alta Jane Williams honored as Pioneers of the Year. Family History (Joseph and Mary Howe, Sherman and Lizzie Randall Howe, Cantwell/Blancett/Williams) feature article was published in the *Talon*.

Board Members conducted guided walking tours of Old Aztec from the *Historic Aztec Walking and Bicycle Tour* booklet.

New Initiatives

The Museum will open for the 2011 season during the first week of April. We have hired a new museum technician who will work on improving programming, exhibits, and volunteer participation.

The Aztec Museum was selected to host a major Smithsonian Museum exhibit “Journey Stories” from August 15 to September 15 2011. This will require substantial financial and volunteer support from the community. Jimmy Miller, a member of the Museum Board, is responsible for bringing this program to Aztec.

The Association is seeking assistance from the City of Aztec, Aztec Schools, and Aztec Ruins National Monument to make the exhibit a success.

The Association is seeking assistance from the City of Aztec to plant flowers and landscape within Pioneer Village for the summer of 2011.

Volunteer will be solicited to contribute one day a week during May thru September 2011 to water and maintain Pioneer Village's new plants and Host visitors to the museum and “Journey Stories Exhibit.”

Additional funds required to support exhibit staging and marketing will be requested from local businesses.

The Aztec Board of Directors believes that it is in the best interest of the community and visitors to develop a "visitor center program" with the City of Aztec that utilizes the museum's location and facilities.

The following items needs to be discussed with the City:

1. What is space, staffing, and operation hours are required for a visitor center operation?
2. What does the city want the visitor to experience from a stopping into a new visitor's center?
3. Does the city have adequate budget to remodel bathrooms, install HAVAC?
4. What intermediate steps could the Association take to improve visitor welcome?

Please accept our invitation to join with the Aztec Museum Association Board of Directors Board the second Thursday of every month. It is a board that welcomes community input.

President: Dale Anderson, Owner, Aztec Media Corporation

Vice President: Jack Scott, Rancher and Business Owner

Treasurer: John Burris, Associate Professor Of Geology, San Juan College

Recording Secretary: Martha Kirchmer, Director, San Juan College East Campus in Aztec

Corresponding Secretary: Linda Williams, retired, Bookstore Manager, SJC Adjunct Instructor

Members:

John Austin, retired, Aztec High School U.S. History Teacher and National Park Ranger

Dennis Carruth, Superintendent, Aztec Ruins National Monument

Dale Houston, freelance editor

Tom Dugan, Owner, Dugan Production Inc. (Investment Committee)

Michelle Lindsay, Manager, Citizens Bank (Investment Committee)

Jimmy Miller, retired, San Juan College History Professor

Vicky Ramakka, retired, San Juan College Director of University Programs

Accounting Services: by R. Shane Chance, 1000 West Aztec Blvd, Aztec NM 87410.

Mr. Chance also serves as the Chairman, San Juan College Board of Trustees.

Investment Services: John Banks Vice President UBS Financial Services, Inc.

Staff

Sue Tilley, Museum Technician

Nancy Dominguez, Janitorial Services

Christopher Jameson, Repair & Maintenance

Aztec Museum Association is a member of:
 Aztec Chamber of Commerce
 Farmington Chamber of Commerce
 San Juan Historical Society
 Four Corners Museum Network
 New Mexico Association of Museums
 Museum Development Associates

Attached:

Investment account 1-13-11, Income and expense, Balance sheet 12-30-2010

UBS INVESTMENT ACCOUNT BALANCES 1-13-11

Account Number	Account Type	Current Balance 1-13-11	MTD 1/1-1/12/11	Notes
33	SBR stock	\$131,424	5.50%	made + 11.45% so far (+\$11,563)
55	Misc stocks	\$223,707	0.30%	made - 0.38% so far (- \$ 281)
56	T Bills	\$145,414	-0.15%	
% Return			1.48%	
		\$500,545		

	Dec 2010	Jan 2011
Open Bal	\$497,302.66	\$496,828.86
Wd/for operations	\$(3,150.00)	\$(3,000.00)
Div	\$510.30	\$318.00
Int	\$(728.56)	\$584.51
Mkt Val Chnge	\$2,894.46	\$6,398.35
Close Bal	\$496,828.86	\$501,129.72
% return	0.51%	1.48%

Aztec Museum Association
 125 N Main Ave
 Aztec, NM 87410-1923

Balance Sheet

As of December 2010

1/13/2011
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Assets		
Current Assets		
Cash On Hand		
Citizens Bank	\$6,343.45	
Petty Cash	\$90.00	
Total Cash On Hand	<u>\$6,433.45</u>	
Total Current Assets		\$6,433.45
Fixed Assets		
Equipment		
Equip. Original Cost	\$6,810.00	
Equip. Accum Depre	(\$3,162.00)	
Architectural Improvements	\$700.00	
A/D Architectural Improvements	<u>(\$400.00)</u>	
Total Equipment	<u>\$3,948.00</u>	
Total Fixed Assets		\$3,948.00
Investments		
UBS Bond 5615	\$150,968.40	
UBS Equity 5515	\$220,939.28	
UBS MM/CD 3315	\$122,293.27	
Accrued Interest Investments	<u>\$1,659.37</u>	
Total Investments		<u>\$495,860.32</u>
Total Assets		<u>\$506,241.77</u>
Liabilities		
Current Liabilities		
Payroll Withholding		
Federal Income Tax WH Payable	\$67.84	
Soc Payable	\$913.15	
Medicare Payable	\$213.58	
State Income Tax WH Payable	\$19.30	
SUI/SDI Payable	<u>\$147.30</u>	
Total Payroll Withholding	<u>\$1,361.17</u>	
Total Current Liabilities		<u>\$1,361.17</u>
Total Liabilities		<u>\$1,361.17</u>
Equity		
Net Assets		
Unrestricted Assets		
Unrestricted Assets	<u>\$248,374.11</u>	
Total Unrestricted Assets		\$248,374.11
Restricted Assets		
Temporarily Restricted Assets	<u>\$286,242.00</u>	
Total Restricted Assets		<u>\$286,242.00</u>
Total Net Assets		\$534,616.11
Other Assets		
Unrecognized Gains(Losses)		\$38,733.77
Retained Earnings		(\$34,507.01)
Current Year Earnings		<u>(\$33,962.27)</u>
Total Equity		<u>\$504,880.60</u>
Total Liability & Equity		<u>\$506,241.77</u>

Aztec Museum Association
125 N Main Ave
Aztec, NM 87410-1923

Profit & Loss Statement

January 2010 through December 2010

1/13/2011
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Income	
Revenues Admissions	\$1,881.00
Gift Shop Sales	\$2,302.85
Special Events Annual Banquet	\$10.00
Donations General	\$5,151.55
Donations Designated	\$1,282.67
Members Dues	\$1,550.00
Walking Brochure	\$5,000.00
Total Income	<u>\$17,178.07</u>
Cost of Sales	
Purchases	\$197.55
Total Cost of Sales	<u>\$197.55</u>
Gross Profit	<u>\$16,980.52</u>
Expenses	
General & Administrative Exp	
Investment management fees	\$3,688.88
Dues & Subscriptions	\$140.00
Office Supplies	\$2,429.23
Penalties	\$28.01
Corporation Taxes	\$20.00
Miscellaneous	\$56.98
Advertising & Promotion Exp	
Advertising	\$2,209.63
In-store Promotions	\$90.00
Insurance	\$1,049.00
Walking Brochure	\$3,350.00
Operating Expenses	
Maintenance Building	\$260.35
Maintenance Grounds	\$533.66
Tools & Equipment	\$124.64
Legal and Professional	\$4,645.41
Postage	\$246.89
Equipment Rent	\$612.45
Telephone	\$682.24
Utilities	
Natural Gas	\$1,732.24
Electric	\$1,885.63
Internet/Security	\$1,643.77
Wages & Salaries	
Wages	\$23,323.25
Employer Payroll Tax Expense	\$2,293.82
Employee Benefits	
Workers' Compensation	\$341.90
Founders Day	\$197.42
Mural Project	\$9,166.58
Exhibit Expense	\$75.00
Total Expenses	<u>\$60,826.98</u>
Operating Profit	<u>(\$43,846.46)</u>
Other Income	
Interest Income Investments	\$4,983.84
Interest Income other	\$11,567.15
Total Other Income	<u>\$16,550.99</u>
Other Expenses	
Interest Expense Bonds	\$6,666.80