



[Alvin W. Boese Papers.](#)

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BOARDS OF DIRECTORS AND TRUSTEES

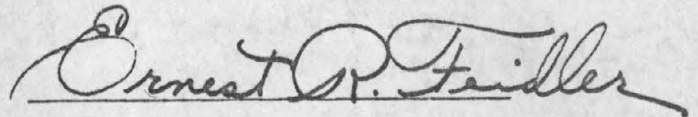
Some considerable time was devoted to an analysis of the purposes and functioning of the Board of Directors and the Board of Trustees. The recently approved By-Laws were studied; the past and present Presidents and some members of the Boards of Directors and Trustees were questioned in regard to what they believed, or had been led to believe, were their duties and responsibilities with respect to the Art Center.

To the outsider the Organization Chart and the existence of a twenty-seven-man Board of Directors, including ex officio members, and a twenty-three-man Board of Trustees, with only the President serving on both as the sole official liaison, and with responsibilities divided between the two Boards, seems designed to produce confusion and conflicts. We were told that the system works, but we found an occasional lack of communication and an absence of policy direction to the staff, both of which were to be expected with this structure. It is contrary to all reason that such an unwieldy structure should function efficiently, and it may be regarded as good luck that the affairs of the Center have gone as well as they have to date.

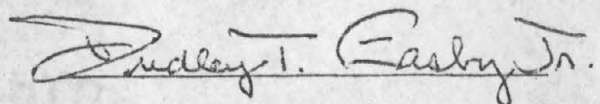
To strengthen the Center and build for the future, some streamlining must be seriously considered. What the several bodies are called is not of great importance, but the definition of their functions and the size of the group of "wheel horses" who are dedicated to the well-being of the Art Center, who attend

in favor of a critical but impersonal analysis in depth.

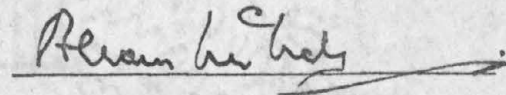
We wish to thank the President, the past President, those members of the Board of Directors and the Board of Trustees with whom we met, the Director of the Art Center, and the members of his staff for their cordial reception of us. We are most grateful for the straightforward and candid answers we received to questions and for the general cooperation with our investigations. This is particularly true inasmuch as a review or survey of any institution and its activities by outsiders often engenders a defensive attitude and a considerable reserve by those whose activities come under scrutiny.



Ernest R. Feidler
Secretary, Treasurer, and
General Counsel
National Gallery of Art
Washington, D. C.



Dudley T. Easby, Jr.
Secretary
The Metropolitan Museum of Art
New York, New York



Allan McNab
Director, Retired
The Art Institute of Chicago
Chicago, Illinois

REPORT ON THE SAINT PAUL ART CENTER
By the Reviewing Committee

FORWARD

The Review Committee wishes to take this opportunity to compliment in the highest possible terms the past President and present President of the Saint Paul Art Center, their staff, the architects of the new building, and all those concerned with bringing the Art Center to fruition.

It is more than apparent that there has been a very considerable effort and sincere dedication by all concerned over a number of years. This work has resulted in bringing into being an Art Center with all its many facets that would reflect credit on any city of comparable size in this country.

If, at this point, in the Center's forward progress, there are any problems, we believe that these are attributable to the phenomenal and rapid growth of the Center rather than to any acts of commission or omission on the part of Directors, Trustees, Officers, or staff. In presenting the following report, a serious attempt has been made to bring to the attention of all concerned the Review Committee's recommendations which are designed not to find fault but to insure a continued but an orderly growth and expansion of this fine educational institution. Therefore, all personalities or references to persons by name have and will be dispensed with

meetings regularly, and who keep an eye on all operations, including day to day activities, the investment portfolio and other financial matters, relations with the City government and the Arts and Science Council, and the collections, these matters deserve your careful attention.

Creating a Board of Trustees elected for life, membership on which is intended largely as honorary recognition, is quite understandable, but vesting in that cumbersome honorary body "sole charge of and responsibility for (1) The Permanent Collection, and (2) The Endowment Fund" with power to invade principal, is a highly questionable delegation of the powers of the Board of Directors, and could lead to future trouble. True, the Board of Directors retains the power to remove a Trustee by a two-thirds vote of the entire Board, but that control is likely to be exercised only after the fact. We wonder how many businessmen on your Board of Directors would be willing to have their corporate affairs run along similar lines. As the Art Center grows and as its endowment in all probability increases, the problem could assume alarming proportions. The motive of recognition can and should be continued, but some tactful way to withdraw operating responsibilities from the Board of Trustees as a group must be faced sooner or later.

The Review Committee after careful consideration respect-

fully recommends that:

1. That as speedily as possible the two Boards, that is, the Board of Directors and the Board of Trustees, be combined into one Board and that this new Board be called the Board of Trustees of the Saint Paul Art Center.

2. That the present number of members of the two Boards, which may exceed fifty persons, be reduced to no more than twenty-six.

3. That the Board have:

- a. A President
- b. Two Vice-Presidents and
- c. A Secretary-Treasurer

4. That the President have the authority to appoint from among the Trustees an Executive Committee consisting of no more than seven members including himself and the Secretary-Treasurer, ex officio. That this Executive Committee have the full power and authority to act for and on behalf of the Board of Trustees, between the regularly scheduled meetings of each Board, on all matters pertaining to the conduct of the affairs of the Saint Paul Art Center. It is our opinion that the Executive Committee should be largely appointed for their availability and willingness to devote considerable time to the affairs of the Center rather than being entirely ex officio as is now provided in the by-laws.

5. That, in addition to the above, there be appointed by the President the following committees:

- a. Nominating
- b. Development
- c. Exhibition
- d. Accessions
- e. School

f. And such other committees as in the opinion of the President of the Board of Trustees may from time to time be necessary.

That the Chairmen of all the above Committees be members of the Board of Trustees of the Saint Paul Art Center, but that the President and the Board have the right to appoint to all these Advisory Committees (other than the Nominating Committee) persons other than members of the Board of Trustees of the Saint Paul Art Center for terms to be determined and prescribed in the By-Laws.

It is the sincere belief of the Review Committee that if the above mentioned recommendations can be speedily implemented much of the present lack of communication between the two existing Boards and members of the staff and between the two Boards and members of the general public will be speedily eliminated and that the image of the Saint Paul Art Center will be improved in the eyes of the general public. Relations with other museums

Board of Directors and Trustees

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with whom the staff is called upon to cooperate from time to time will also be greatly improved.

The Review Committee has given careful consideration to the arguments that the present Board of Trustees has been of considerable help and assistance to the Center in the area of financial support and the acquisition of art objects and that the names of many of them add luster and a degree of prestige to the Center. This, of course, is no more than all Boards of Trustees are designed to engender.

However, it is believed that the same confidence and responsibility can better be obtained by a stronger Board and by the appointment of other distinguished citizens either as members of advisory committees or as Honorary Trustees without voting privileges. Many major museums have had marked success with a "benefactors' panel" on which in a prominent place in the museum are listed the names of those who have made outstanding gifts of money or works of art.

RESPONSIBILITY OF THE PRESIDENT
OF THE BOARD OF TRUSTEES

The President of the Board of Trustees should ex officio be a member of each advisory committee which may be appointed, with the exception of the Nominating Committee.

All contractual obligations entered into by the Saint Paul Art Center involving an expenditure of \$1,000 or more should be committed to writing, and all such contracts should be voidable unless they bear the signature of one of the four executive officers of the Board and have been authorized by the Executive Committee or the Board. Every such contract should be immediately called to the President's attention and a copy furnished to him.

It should also be the duty and responsibility of the President to approve the employment of all new members of the staff and to confirm the continuing employment of such members of the staff as currently exist.

The relationship between the President, the Executive Committee, and the Board of Trustees with the staff should be such that only the Director of the Saint Paul Art Center is to be the recipient of orders and directions from the President, and the Executive Committee, and the Board and that it is his duty and responsibility to see that all policies and other decisions made by the Board, the Executive Committee, and the President are properly and promptly implemented.

COLLECTIONS

The Review Committee studied those items of the Permanent Collection which were on display in the Galleries and others which were in the storage areas. The strength of the present Permanent Collection appears to lie in the decorative arts, crafts, contemporary drawings, prints, and sculpture. In these areas, a good foundation appears to have been established for a future collection of some strength and interest.

The weakest area of the permanent collection is that of painting. However, there appears to be a prospect, that with the gift of the Ordway collection and of other collections mentioned, the painting area will be considerably strengthened. In evaluating the collection it must be noted that acquisition funds are very small by art museum standards and that the collections that have been assembled reflect great credit on the Director and his Staff (as well as the two Boards), who have obviously exerted every effort to accumulate respectable study and educational material.

The collection, viewed as a whole, cannot be considered yet as important, nor can it be deemed worthy of the stature of the city of Saint Paul, the State's capital. The collection is certainly in no way comparable to that, for example, of the Minneapolis Art Institute.

However, it is firmly believed that if specialization in areas of collecting by purchase becomes the policy of the Art Center and if collecting be emphasized in the areas of present strength, then an interesting and important collection can be built up in the course of time.

It is therefore recommended:

1. That every effort be made to expand as rapidly as possible the collection of nineteenth and twentieth century drawings.
2. That emphasis be placed upon the nineteenth and twentieth century prints of European and oriental origin.
3. That similar emphasis be placed upon nineteenth and twentieth century sculpture.
4. That the area of general handicrafts be expanded.
5. That the collection of Far Eastern ceramics and other works of art be pursued.

However, it is our considered opinion that the collection of pre-Columbian, African, and Near Eastern material be discontinued unless these items come in the forms of gifts and are used for study purposes.

We believe that the above should be the purchase policy of the Art Center until such time as annual acquisition funds of considerable size become available.

There was discussion during our conversations with various Directors and Trustees about the future route that collecting should take at the Art Center. For example, should the Center attempt to establish a reputation in a few fields such as those mentioned above and to eliminate collecting (by reception of gifts as well as by purchases) in other fields, leaving these other fields to other institutions in the area? Others wondered whether the concept of the Twin Cities as one metropolitan area with, for example, one football team and one baseball team, might not be applied to the museum field so as to provide for one art gallery. This, of course, would mean a possible merger with the Minneapolis Art Institute.

Our views on these matters are reflected by our above recommendations on collecting. We believe that conscious effort should be made to improve by purchase the areas in which the Center is strong, but the acquisition by gift or bequest or loan of examples from other areas should not be overlooked. The Review Committee does not believe that the "Twins concept" should be applied to art museums in the area. If an art museum has any right to a tax exempt status it is because it serves an educational purpose and affords to a population the benefits that are derived from viewing great works of art and thereby communicating with the artist. If this is worthwhile, it is

desirable that such benefits be brought to ever more and more people. Many a boy will drop into the Art Center (particularly so because of its excellent location and its adjacent position to the science museum) who would never take the trouble to take a bus to the Minneapolis Art Institute. An "anschluss" of the latter with the Center would in time mean that only those St. Paul residents who had already been converted would be visiting the Minneapolis Art Institute. We believe that the girls and boys of St. Paul are as worthy as Minneapolitans of being exposed to the benefits of seeing good art.

Once the merger route is set aside it becomes important that the Art Center, in addition to collections in which it enjoys a sound reputation such as crafts and certain drawings, should provide some good samples from other areas. Perhaps the Art Center should not seek to become preeminent in say the field of the French impressionists, but the boy who is born in St. Paul has as much right to be exposed to a fairly good Monet as his peer who was born in the area of the Minneapolis Art Center. If gifts such as the Ordway collection are forthcoming or should substantial acquisition funds become available, the painting and other collections should be improved and properly displayed.

PHYSICAL PLANT

A very careful inspection of the physical plant of the Saint Paul Art Center was made. The Review Committee wishes sincerely to compliment the architects and all those concerned with the use and allocation of space within the center. The appearance, the housekeeping, the maintenance of the public areas is excellent and reflects very favorably on the Director and members of the staff.

However, there are certain recommendations which the Review Committee would like to make concerning the respective areas.

1. The Garden is an area of 10,500 square feet which is at the present time unused. It is believed that there are certain pieces of sculpture and other objects in the collection which could be installed in this area without excessive cost. Items of contemporary sculpture which are available in the form of gifts and purchases should be added. It is suggested that this area be developed as a sculpture garden and that this be given high priority in building plans. It is recognized that the garden will probably not be permanent, for it appears to be prime space for the future expansion of the Art Center. Therefore anything that is done to develop it as a sculpture garden should be of a temporary nature and designed to accommodate to the future expansion of the collection.

2. The School, with 7,000 square feet, is divided into a number of class rooms all of which have excellent lighting

and adequate equipment for the classes conducted.

a. The whole area should, in the opinion of the Review Committee, be considered as the secondary space for the future expansion of the Art Center. As the Center develops, the need to add gallery space and supporting space will become a pressing problem. In the opinion of the Review Committee there would be nothing detrimental to the educational program in considering the relocation of the school in some other area outside the present building.

3. The Galleries of 19,600 square feet appear to be adequate for the moment, excellently appointed, skillfully used, and well maintained.

4. Art storage areas take up some 1500 square feet. This space will very speedily become inadequate for the purpose of storage and handling of the permanent and loan collections. It is not as well equipped as one would expect in a Gallery building as new as the Art Center, nor are security provisions up to the proper standard. It is recommended that provision be made for additional and improved storage areas in the very near future with adequate provision for safe movement, loading, and unloading of works of art.

5. Office areas of 2000 square feet. It is suggested that the office areas are overcrowded, and do not provide for the best use of space. For example, it is unfortunate that it

is necessary to use the Director's office as a passageway to gain access to the Committee Room or Board Room. It is believed that the wooden panels which have been erected in the hallways, while decorative, are confining and confusing. It is also believed that the Library or Print Room could be more effectively planned and used. It is recommended that in the near future a study could be made to put this valuable space to better use.

STAFF AND PERSONNEL POLICIES

What is said in this section is not intended as a criticism of anyone, particularly not the Director or the President or the past Presidents. Almost all the shortcomings that are noted may be laid to a lack of financial resources and to growing pains that come from the unusual progress that has raised this Art Center from a small concern housed in an old dwelling to a viable institution in an excellent plant. Tied as it is to a budget dictated by the Arts and Science Fund, which in turn is subject to the normal vicissitudes attendant upon annual fund raising, the Center has understandable financial problems which must be solved before the shortcomings mentioned below can be dealt with adequately. However, should a substantial amount of money be forthcoming, we believe that the top priority should be given to meeting these shortcomings. Unless this is done, it is futile to think, for example, of another building, extensive collections, or an expanded exhibition program.

It is difficult for any Review Committee to evaluate, within a brief period, the members of the staff of any museum. However, the key members of the staff who have contributed so largely to the present growth and strength of the museum were interviewed individually. The one overall fact that resulted from these conversations and review of their backgrounds and training was that there was an almost total lack of scholarship

throughout the entire museum staff, and that this lack of scholarship was unquestionably due to two factors.

First: a lack of adequate funds to employ qualified persons; and second: a loyalty to members of the staff who had rendered faithful service for a long period of time.

It is the unanimous opinion of the Review Committee that the museum, judged by the size of the Permanent Collection, its education program, and its exhibitions, is currently over-staffed. It is believed that some reduction in staff and their replacement by more qualified personnel, who hold degrees in their particular fields of specialization, would be advantageous and should be effected as speedily as funds and the qualified personnel can be obtained.

With respect to the individuals concerned, it is felt that the Director has done an excellent and very creditable job, and it is the unanimous opinion of the Review Committee that he should be retained, and that his compensation (including reasonable retirement prospects) should be increased so as to provide him with adequate funds and obviate the necessity of his engaging in other occupations not related to the Saint Paul Art Center. Extramural occupations by a Director of an art museum or his principal assistants are dangerous. For example, it is a practise among certain better run museums to

Staff and Personnel Policies
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require the director and his staff to pay over to the museum all fees and commissions received from lectures or similar outside activity.

The Assistant Director, it is felt, should be in a position to assume all the duties and responsibilities of the Director in either his absence or in the event that he is incapacitated. This, therefore, would require a new job classification, and we strongly recommend that the incumbent hold an M.A. or Ph.D. in some area related to the History of Art. This is particularly important inasmuch as the Director himself has had little formal training in Art History.

Director of Exhibitions: this position appears to be well filled. The recommendations of the Committee is that this post be expanded to full time and that the appropriate salary adjustments be made.

Curator, Permanent Collection: it is suggested that, while the Curator has made a valuable contribution, this position is in the same category as the Assistant Director and needs to be reclassified. It is possible that by restructuring the staff, the Assistant Director could assume the responsibilities of being chief curator, particularly as the curatorial responsibilities of this position under the present structure are assigned solely to the Permanent Collection.

It is also felt by the Committee that it is not good museum or business practice for husbands and wives to hold principal positions within the same organization.

On the other hand, the amateurish budget and the personnel records examined by the Review Committee indicate to us a need for a full time professional business manager on the staff. Such a need is today being recognized by almost every American art museum of consequence. Proper budgeting and planning for an exhibition, for example, with the attendant problems of adequate insurance, security, and conservation practices, require control systems and knowledge likely to be found only in someone with administrative management background. Its lack may not have been important when the Art Center was housed in an old dwelling and was operated and largely supported by volunteers; but today with the Art Center definitely out of the "bush leagues", administrative know-how and capability is imperative. That this lack has not heretofore resulted in a disaster may be sheer good luck.

Failure to keep proper records may be an endemic failing with the present staff. Thus, the physical inventory taken by Taylor, McCaskill & Co. in October 1967, showed that there were problems with the Kardex file. During our own examination we found the Curator's card file not up to date. Good record keeping is a sine qua non of any respectable art museum operation.

It is therefore recommended that an appropriate committee of the Board of Directors make a careful review of all records and record keeping at the Art Center to determine the extent of this failure and to take appropriate steps to remedy the situation.

Director of Interpretation: it is felt that this area has been excellently handled, and no change is recommended other than a merit salary increase.

Coordinator of Tours and Lectures: this is an extremely important position within the museum, and it is felt that these duties and responsibilities should be consolidated with those of membership secretary. This position needs to be strengthened and be held by somebody with professional art history training who has had previous experience in art educational programs, a wide knowledge of lectures, films, etc. Replacement is recommended as soon as convenient and financially feasible.

Educational Director (School):. this position appears to be well filled and competently handled.

Technical Assistant (Exhibitions): this position appears to need a more clearly defined job classification, and later in this report there are recommendations with respect to exhibitions, transportation, and handling and storage of works of art.

The Review Committee was struck by the fact that aside from the Director and two "blue collar" workers the entire staff is female. A Director surrounded by eleven women is not a desirable situation and is not consonant with staffing in museums of comparative stature. It is recommended that, as opportunity and funds permit, a more normal balance be approached.

It is very strongly recommended by the Review Committee that a less confusing Table of Organization be prepared and that adequate job classifications be provided for all members of the Art Center Staff. With respect to this suggestion, it is recommended that a museum consultant be obtained to assist in defining these duties and responsibilities. It is believed that this is necessary as the present staff is not sufficiently versed in museum practices and procedures to be in a position to define these classifications clearly without professional help.

The Review Committee was somewhat surprised by the Memorandum issued by the Director and dated July 1, 1967. In paragraph 2 thereof, entitled Line of Authority, it is stated that, in the absence of the Director and the Assistant Director the Registrar or the senior staff member present will be charged with the responsibility of making decisions. It is suggested that this is an unusual responsibility to be placed on a museum registrar.

The Review Committee was surprised to learn from the same memorandum that it was standard procedure among museums, for employment contracts to be reviewed in the spring prior to their automatic renewal on the first of July of each year, and that upon completion of three years of satisfactory employment employees of the Saint Paul Art Center automatically obtain the status of having tenure. The Review Committee inquired into the Director's authority for having issued a directive purporting to give such tenure, particularly as it appeared evident that this directive, contained in the aforementioned Memorandum of July 1, 1967, has not been brought to the attention of the Board of Directors and is at all events contrary to Article II, section 2, of the by-laws.

It is therefore suggested that this Memorandum dated July 1, 1967, be disregarded in its entirety and that the entire matter of line of authority rescinded. Employment contracts, tenure, benefits, etc. should be reviewed by the Board at the earliest opportunity, and a corrected Memorandum defining employment procedures should be issued by the President, who, in the opinion of the Review Committee, is the only person who should be duly authorized to issue such Memoranda.

Salaries and retirement and other fringe benefits should be brought into line with other museums as rapidly as funds

become available. An adequately paid professional staff seems to us to be one of the outstanding needs for future progress. Such a staff would be better prepared to tap the resources of the several fine colleges and universities in the metropolitan area.

MEMBERSHIP

It appears evident to the Review Committee that a very active campaign to increase the Art Center membership should be undertaken without delay. There appears to have been in the past an insufficient number of lectures, film programs, seminars, etc. It is very strongly recommended that these events which contribute so largely to the education of the community and are inducements to membership be expanded as quickly as possible.

In addition, it is strongly recommended that the unusual practice of making expensive catalogues free to all members be reviewed and reconsidered.

THE SCHOOL

The Review Committee talked with the Director of the School, and as previously stated, was much impressed with the program currently being offered, and with the physical facilities and with the excellent direction.

The principal recommendation which they feel might be considered is that increased emphasis be placed upon crafts, upon drawing, and less emphasis be placed upon painting, in which respect the School can hardly be expected to become preeminent. This is particularly so since, in the Minneapolis and Saint Paul area, there exist excellent accredited facilities which are better able to provide for the training of those interested in painting. It is believed that a re-tailored program with more emphasis on the crafts would be more in line with the exhibition policy which has been recommended for the Saint Paul Art Center. It is also recommended that some association with the Tamerind Lithographic Work Shop in Los Angeles be considered as a means of stimulating and promoting this facet of the graphic arts. The presence of such a program in the school would, it is believed, contribute considerably towards the training of printers and lithographers and would encourage support from the many large printing establishments in the Twin City area.

FEDERAL COURTS BUILDING

The Review Committee was asked to give its opinion on the advisability of moving the Art Center from the present quarters to a rehabilitated area in the old Federal Courts Building. Many points of view were expressed by those interviewed in connection with this move, and an inspection of the exterior and the ground floor of the building was made.

While it is fully agreed that the building has considerable architectural significance and while obviously there is considerable sentiment on the part of the people of St. Paul to preserve the structure, it is the opinion of the Review Committee that to relinquish new and well appointed space within the present Art Center and to transfer all of the activities to a portion of the Federal Courts Building would be unadvisable for the following reasons:

1. It is believed that the suggested cost of rehabilitating the space was not realistic.

Old structures, no matter how sound they may be, present serious problems from a museum standpoint, particularly when the building in question was designed for some other purpose than that of a museum. Proper airconditioning and humidity control in a climate such as that of the Twin Cities is extremely difficult in old structures, and since it is essential that these be provided, the problem of maintaining an art center in an old

building obviously becomes hazardous in the extreme. In addition there is the question of proper security where a museum occupies only a portion of the building and the remaining space is occupied by other non-profit organizations. While it is true that the Saint Paul Art Center must very shortly require considerable additional space both for the storage and exhibitions of art, it is sincerely felt that it would be more advantageous to take over as an initial step in this direction these 7000 square feet of space currently occupied by the school which could readily be relocated in the Federal Courts Building, since airconditioning, security, etc. would be of less importance to the school.

Two members of your Review Committee have had considerable experience in construction operations within an existing museum building. Neither would have recommended to his board of trustees that they undertake the rehabilitation of the Federal Courts building for museum purposes unless unlimited funds were available.

THE GEORGE F. HARDING COLLECTION

The Review Committee listened with considerable interest to the proposal, which had been under consideration for some time, that a portion of the collection of the George F. Harding Museum be housed in the Saint Paul Art Center as an indefinite loan. The proposal also contemplates that the George F. Harding Museum would undertake to pay all curatorial, maintenance, and other charges in connection with the collection. Possibly an opportunity to learn a good deal more concerning the scope of this undertaking would change our views, but on the basis of our present understanding, the Review Committee cannot in clear conscience recommend to the Directors and Trustees that this proposal be given any further consideration.

EXHIBITIONS

Our review of the catalogues of past exhibitions and of a summary of major loan exhibitions contemplated for 1968-1969 indicates to us a somewhat confused program which is obviously the result of inadequate exhibition funds and should in no way be construed as reflecting upon the Director or the Staff.

However, there are some aspects of the exhibition program which appear to the Committee to be receiving unwarranted emphasis.

First. The catalogues, which are very effectively designed and excellently printed, seem overly elaborate. In a number of cases, they do not reflect sufficient scholarship to be considered as more than decorative catalogues or a printing tour de force. We doubt that there would be any long time demand for these catalogues from college or other scholarly libraries. This is not, of course, surprising considering the weakness of the staff in art history scholarship.

It appears that a disproportionate amount of the exhibition budget is expended upon the production of these catalogues, and it is the recommendation of the Committee that more scholarship and less expenditure on decorative effect, design lay-out, and printing would be advantageous.

Second. With respect to the exhibitions themselves, obviously these should be designed to support the areas in which

the museum intends to strengthen its own collection: drawings, prints, artefacts, and handicrafts. It is considered particularly important that "USA Drawings" be given top priority. Such an exhibition might be contrasted to, or followed by, drawings from other areas.

The same exhibition policy might be applied to prints USA and collections of prints from other areas.

"Fiber-Clay and Metal" was an excellent exhibition and, in view of the strong position of the museum in crafts, should be expanded, enlarged, and presented at regularly stated intervals. An attempt should be made to follow this with contemporary good design, designs as applied to home interiors, office interiors, and architecture. In addition, it is suggested that an exhibition or exhibitions be designed for the purpose of educating the public into the use of drawings, sculpture, and small contemporary paintings in the home, the schools, hospitals, and public building. It is believed that these would have an immediate educational effect upon the people of the community.

"Canned" exhibitions such as those circulated by various organizations should be avoided. They are usually of third rate quality and have little effect on the over all educational program.

Of the fourteen exhibitions scheduled for 1968-1969 the

following are considered to be of importance.

In the area of painting and sculpture: "The Ordway Collection".

In the area in which the museum is collecting: "Fiber-Clay and Metal", "Drawings USA", "Saint Paul as a Museum", "History of American Porcelain".

Of secondary and historic interest: "The Paintings of George Catlin, 18 Paintings of the Nineteenth Century".

Of little interest: "What is Man" and "Time Magazine Original Art Cover".

It is suggested that more consideration be given to the educational role which the Saint Paul Art Center is destined to fulfill and also that emphasis be given to exhibitions of special interest to business and commercial organizations within the community.

The Review Committee has some qualms concerning handling of exhibition material. We mention a few of the shortcomings observed, and which emphasize the need on the staff of an administrative officer acquainted with good museum practices. We were surprised to learn that the museum had used its own vehicles for the purpose of transporting the Ordway Collection from New York and Connecticut to Saint Paul, and that in so doing the vehicle had been driven straight through from New York to St. Paul. It is

very strongly suggested that this practice be discontinued, and that, when it is necessary to pick up valuable exhibition material, this be handled by professional packers and shippers. It was also learned that pads were not used underneath frames when paintings were stored in the Gallery prior to installation. Felt or foam rubber pads are available and should be used in all cases in order to protect framed material. Ultraviolet screening for lights should be used to protect paintings and particularly drawings and watercolors. We feel that one single guard leaves the exhibition area very much under-guarded, and that security generally could be considerably improved.

CONCLUSION

It is the opinion of the Review Committee that with the recommended strengthening of the staff of the Saint Paul Art Center and with the infusion of scholarship, a very stimulating program can be designed. It is believed that the exhibitions can be presented in the Saint Paul Art Center to serve an important role in the rapidly growing community.

In this connection, it is hoped that this brief report will serve as a point of departure. We believe that if some of the suggestions can be acted upon in the very near future, communications within the organization would improve, and better relationships between the art center and the persons in the community who it is hoped will support the expansion of the Art Center will be achieved.

Consideration should be given to changing the name of the Center to "Minnesota Art Center", thus taking advantage of St. Paul's position as the capital of the state and drawing on resources throughout the state.

It is recognized that the basic problem of the Art Center is adequate financial backing. As this becomes available, we believe the first priority in use thereof should be the professionalization of the staff with adequate salaries and fringe benefits to attract and keep professionals. Second priority should go to adequate storage, security, and support facilities,

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and improved exhibition areas. Third priority should be an adequate purchase fund. In our opinion, a wholly new building should be a last priority.

The Review Committee would hope that the Board of the Saint Paul Art Center would feel free after studying this brief report to call upon members of the Review Committee for further advice and consultation, which they may be assured would be readily and enthusiastically contributed.

SAINT PAUL ART CENTER

FINANCIAL STATEMENTS

JUNE 30, 1965

TAYLOR, McCASKILL & CO.
certified public accountants
1212 PIONEER BUILDING
SAINT PAUL, MINNESOTA

STATE OF MISSISSIPPI CONTENTS

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TAYLOR, McCASKILL & CO.
CONTENTS
 accountants

1111 HONORE BUILDING
 SAINT PAUL, MINN. 55101
 Telephone: 224-2271

ACCOUNTANTS' OPINION

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 INCOME AND EXPENSE:

Salaries
 Program
 Education
 Building
 Administrative

Schedule B-1
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CHARITIES REGISTRATION ACT SCHEDULES:

Gross Revenue From All Sources
 Schedule of Costs, Expenses and
 Disbursements

Schedule 1
 Schedule 2

October 7, 1965

Taylor, McCaskill & Co.

TAYLOR, McCASKILL & CO.
certified public accountants

1212 PIONEER BUILDING
 SAINT PAUL, MINN. 55101
 Telephone 224-2371

G. R. TAYLOR
 M. D. McCASKILL
 S. P. VAN VORST
 G. M. FENLON
 W. J. PATTY, JR.

T. D. BRENNAN
 L. A. SWANSON
 P. J. HUBER
 J. J. DUNDERI
 D. C. LARSON
 P. M. MUKAI
 A. E. RADECKI
 C. D. NELSON

Board of Directors
 Saint Paul Art Center

We have examined the balance sheet of the Saint Paul Art Center as of June 30, 1965, and the related statements of income and expense and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

By action of the Board of Directors of the Saint Paul Art Center, the accounting methods have been changed to appropriately segregate funds and to recognize interfund assets and liabilities.

In previous years the fixed assets were stated at an appraised value, but due to a change in the accounting method for recording fixed assets, they are now stated at cost, less accumulated depreciation.

In our opinion, the accompanying balance sheet and statements of income and expense and fund balances present fairly the financial position of the Saint Paul Art Center at June 30, 1965 and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year except for the changes described in the preceding paragraphs.

Taylor, McCaskill & Co

October 7, 1965

SAINT PAUL ART CENTER

BALANCE SHEET

JUNE 30, 1965

ASSETS

GENERAL FUND:

Cash	\$ 882.69
Prepaid interest	171 68
Fixed assets:	
Econovan, at cost	\$2 214.36
Less accumulated depreciation	415 35
	1 799 01

Total General Fund

U.S.I.A. FUND:

Cash in checking account	\$ 529.21
Cash in savings account	4 041 00
Total U.S.I.A. Fund	4 570 21

3M FUND:

Cash in checking account	\$ 344.05
Cash in savings account	2 945 00
Total 3M Fund	3 289 05

ENDOWMENT FUNDS:

Cash in general checking	\$ 3 632.89
Cash in savings accounts	38 329 22
U. S. Bonds (Market value \$1,358.30)	1 500 00
Corporate stocks and bonds (Market value \$34,718.01)	23 757 49
Amount due from General Fund	10 561 30
Total Endowment Funds	77 780 90

PERMANENT COLLECTION

Total assets	500 000 00
	\$588 493.54

The accompanying notes are an integral part of the financial statements.

LIABILITIES AND FUND BALANCES

GENERAL FUND: (Exhibit B)

Accounts payable	\$ 118.66
Chattel mortgage	1 737 45
Note payable - bank	7 000 00
Amount due to Endowment Funds	10 561 30
Deferred income - tuition paid in advance	3 319 00
	\$ 22 736.41
Fund balance (deficit)	(19 883 03)

Total General Fund

RESTRICTED FUND BALANCES:

U.S.I.A. fund - Exhibit C	\$ 4 570.21
3M fund - Exhibit C	3 289 05
Endowment funds - Exhibit D	77 780 90

Total Restricted Funds

PERMANENT COLLECTION FUND

Total liabilities and fund balances

Exhibit A

\$ 2 853.38

85 640 16

500 000 00

\$588 493.54

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1965

Exhibit B

EARNED INCOME:

Rental of property	\$ 724.00
Sale and rental of art	11 405 90
Exhibit entry fees	3 049 85
Exhibit tour fees	1 450 00
Shipping refunds	374 21
School tuition	38 071 10
School store	286 20
Transfer from Endowment fund	1 305 90
Memberships	5 662 50
Project grants	5 557 55
Gallenteers	34 36
Special events	2 493 26
Admissions	199 50
Transfer from 3M fund	2 608 00
Miscellaneous	2 949 68
Total earned income	\$ 76 172.01

CONTRIBUTED INCOME:

City of St. Paul allocation	\$ 3 750.00
St. Paul Council of Arts and Sciences allocation	63 279 00
Total contributed income	67 029 00
	\$143 201.01

EXPENSES:

Salaries (Schedule B-1)	\$ 86 671.64
Program (Schedule B-2)	31 184 05
Education (Schedule B-3)	4 758 18
Building (Schedule B-4)	2 797 61
Administrative (Schedule B-5)	9 199 69
Artist payments	8 573 14
Total expenses	143 184 31

Income in excess of expenses \$ 16.70

DEFICIT, GENERAL FUND, JUNE 30, 1964 (19 899 73)

DEFICIT, GENERAL FUND, JUNE 30, 1965 \$(19 883.03)

The accompanying notes are an integral part of the financial statements.

The accompanying notes are an integral part of the financial statements.

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1965

Exhibit B

EARNED INCOME:	
Rental of property	724.00
Sale and rental of art	11 402.30
Exhibit entry fees	3 049.82
Exhibit tour fees	1 450.00
Shipping refunds	374.21
School tuition	38 071.10
School store	288.20
Transfer from Endowment fund	1 302.90
Memberships	2 882.20
Project grants	2 227.22
Galileaters	34.36
Special events	2 493.26
Admissions	199.20
Transfer from 3M fund	2 608.00
Miscellaneous	2 949.68
Total earned income	\$ 76 172.01
CONTRIBUTED INCOME:	
City of St. Paul allocation	3 750.00
St. Paul Council of Arts and Sciences allocation	63 279.00
Total contributed income	\$ 67 029.00
Total income	\$ 143 201.01
EXPENSES:	
Salaries (Schedule B-1)	86 671.64
Program (Schedule B-2)	31 184.05
Education (Schedule B-3)	4 728.18
Building (Schedule B-4)	2 797.61
Administrative (Schedule B-5)	9 199.69
Artist payments	8 273.14
Total expenses	\$ 143 184.31
Income in excess of expenses	\$ 16.70
DEFICIT, GENERAL FUND, JUNE 30, 1965	\$(19 883.03)
EXCESS, GENERAL FUND, JUNE 30, 1964	(19 899.73)

The accompanying notes are an integral part of the financial statements.

ST. PAUL ART CENTER
ANALYSIS OF FUND BALANCES
U.S.I.A. AND 3M FUNDS
FOR THE YEAR ENDED JUNE 30, 1965

Exhibit D

Exhibit C

	Income	Principal
U.S.I.A. Fund		
3M Fund		
Beginning balance, July 1, 1964:		
George F. Lindsey	\$ 40.00	\$ 45.00
Miss Helen Bush	-	6 767.84
Mr. Cornelia Morgan	-	443 318.79
DISBURSEMENTS:		
Transportation	4 80	-
Transferred to general fund	-	2 608.00
Net increase (decrease)	\$ 35.20	\$(2 563.00)
Beginning balance, July 1, 1964	4 535.01	5 852.05
Ending balance, June 30, 1965	\$ 4 570.21	\$ 3 289.05
Interest	759.25	-
Dividends	854.71	-
Total	\$ 1 613.96	\$ 34 154.05
TRANSFERS TO GENERAL FUND	\$ 1 305.90	\$ -
Total	\$ 1 305.90	\$ -
ENDING BALANCE, JUNE 30, 1965	\$ 308.06	\$ 77 472.44

The accompanying notes are an integral part of the financial statements.

Exhibit C

ST. PAUL ART CENTER
ANALYSIS OF FUND BALANCES
U.S.I.A. AND 3M FUNDS
FOR THE YEAR ENDED JUNE 30, 1965

3M Fund	U.S.I.A. Fund
\$45.00	\$40.00
2 608 00	4 80
(2 563.00)	35.20
2 822 02	4 232 01
\$ 3 289.02	\$ 270.21

INCOME - Interest
DISBURSEMENTS:
Transportation
Transferred to General Fund
Net increase (decrease)
Beginning balance, July 1, 1964
Ending balance, June 30, 1965

The accompanying notes are an integral part of the financial statements.

ST. PAUL ART CENTER
ENDOWMENT FUNDS
FOR THE YEAR ENDED JUNE 30, 1965

Exhibit D

ENDOWMENT FUNDS:

	Income	Principal
BEGINNING BALANCE, JULY 1, 1964:		
George F. Lindsay	\$ -	\$15 715.95
Miss Helen Bunn	-	10 000 00
Mrs. Cornelia Morgan	-	835 00
Miss Adele Lanpher	-	5 000 00
Mrs. Donald Culver	-	5 000 00
Miscellaneous	-	6 767 84
	\$ -	\$43 318.79

ADDITIONS DURING THE YEAR:

Theodore Kock	\$ -	\$ 2 000.00
Mrs. Richard Donnelley	-	1 000 00
Mr. and Mrs. Roger B. Shepard	-	30 632 89
Capital gains	-	521 16
Income:		
Interest	759 25	-
Dividends	854 71	-
	\$ 1 613.96	\$34 154.05

TRANSFERS TO GENERAL FUND

	\$ 1 305.90	\$ -
	\$ 1 305.90	\$ -
ENDING BALANCE, JUNE 30, 1965	\$ 308.06	\$77 472.84

PERMANENT COLLECTION:

Each year acquisitions of art objects for cash have been charged a expense and donations of art objects have not been recorded on the books. As a result of substantial contributions of such objects during the year and a general increase in values over the past years, the carrying value of the collection has been increased from \$100,000.00 to \$500,000.00. In the opinion of the director, the permanent collection is a market value in excess of \$500,000.00. No other appraisal has been made to establish the value of the collection.

FUND RAISING:

The Saint Paul Art Center does not employ professional fund raisers. The accompanying notes are an integral part of the financial statements.

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SAINT PAUL ART CENTER
SCHEDULES FOR STATEMENT OF INCOME AND EXPENSE
FOR THE YEAR ENDED JUNE 30, 1965

SALARIES

Schedule B-1

Professional - Museum	\$35 469.01
Professional - Art School	33 605.90
Clerical	7 230.98
Maintenance	280.94
Models	1 428.93
Permanent collection fee	4 840.00
Social security and workmen's compensation	2 595.38
Annuity and hospitalization	1 220.50
	<u>\$86 671.64</u>

NOTE: The director states that no salaries are applicable to the solicitation of funds.

PROGRAM

Schedule B-2

Jury expense	\$ 1 307.02
Exhibit arrangements	609.15
Shipping and insurance	10 293.29
Exhibit fees	250.00
Awards	2 445.00
Installation	1 847.24
Catalogs	5 793.87
Exhibit promotion	2 913.33
Openings and special events	2 479.19
Miscellaneous	207.71
	<u>\$28 145.80</u>
Acquisitions	3 038.25
	<u>\$31 184.05</u>

EDUCATION

Schedule B-3

Equipment and supplies	\$ 1 105.63
Promotion	1 171.30
Children's program	266.86
Refunds and miscellaneous	1 155.41
State Fair project	862.99
School store	195.99
	<u>\$ 4 758.18</u>

SAINT PAUL ART CENTER
SCHEDULES FOR STATEMENT OF INCOME AND EXPENSE
FOR THE YEAR ENDED JUNE 30, 1965

Schedule B-1

SALARIES

\$35,469.01	Professional - Museum
33,605.90	Professional - Art School
7,230.98	Clerical
280.94	Maintenance
1,428.93	Models
4,840.00	Permanent collection fee
2,895.38	Social security and workmen's compensation
1,220.50	Annuity and hospitalization
<u>\$86,671.64</u>	

NOTE: The director states that no salaries are applicable to the collection of funds.

Schedule B-2

PROGRAM

\$1,307.05	Jury expense
609.15	Exhibit arrangements
10,293.29	Shipping and insurance
250.00	Exhibit fees
2,445.00	Awards
1,847.24	Installation
2,793.87	Catalogs
2,913.32	Exhibit promotion
2,479.19	Openings and special events
207.71	Miscellaneous
<u>\$38,145.80</u>	
3,038.25	Acquisitions
<u>\$41,184.05</u>	

Schedule B-3

EDUCATION

\$1,105.63	Equipment and supplies
1,171.30	Promotion
200.86	Children's program
1,155.41	Refunds and allocations
862.99	State fair project
195.99	School store
<u>\$4,758.18</u>	

SAINT PAUL ART CENTER
SCHEDULES FOR STATEMENT OF INCOME AND EXPENSE
FOR THE YEAR ENDED JUNE 30, 1965

BUILDING

Maintenance and repairs	\$ 1 921.12
Insurance	195 86
Utilities	599 13
Equipment and supplies	81 50
	<u>\$ 2 797.61</u>

ADMINISTRATIVE

Office supplies, printing and postage	\$ 1 520.04
Office equipment	37 09
Telephone and telegraph	1 848 28
Memberships	731 69
Travel and expense	1 917 70
Dues and subscriptions	323 65
Audit and accounting services	1 800 00
Interest on loans	371 60
Miscellaneous	649 64
	<u>\$ 9 199.69</u>

SAINT PAUL ART CENTER
 SCHEDULE FOR STATEMENT OF INCOME AND EXPENSE
 FOR THE YEAR ENDED JUNE 30, 1965

BUILDING	
Maintenance and repairs	\$ 1,951.12
Insurance	195.86
Utilities	599.13
Equipment and supplies	81.50
	<u>\$ 2,727.61</u>
ADMINISTRATIVE	
Office supplies, printing and postage	\$ 1,520.04
Office equipment	37.09
Telephone and telegraph	1,848.28
Memberships	731.69
Travel and expenses	1,917.70
Dues and subscriptions	323.65
Audit and accounting services	1,800.00
Interest on loans	371.60
Miscellaneous	649.64
	<u>\$ 9,199.69</u>

SAINT PAUL ART CENTER
 GROSS REVENUE FROM ALL SOURCES
 FOR THE YEAR ENDED JUNE 30, 1965

Schedule 1

Allocation from St. Paul Council of Arts and Sciences	\$ 63,279.00
Grant from City of St. Paul	3,750.00
Transfers from funds	2,608.00
Memberships	5,662.50
Special project grants	5,557.55
Sale and rental of art	11,405.90
Fees for social services rendered	4,699.35
Other:	
Rental of property	724.00
Shipping refunds	374.21
School tuition	38,071.10
School store	286.20
Interest and dividends - Endowment Fund	1,305.90
Gallenteers	34.36
Special events	2,493.26
Miscellaneous	2,949.68
	<u>\$143,201.01</u>

NOTE: All expenses are considered allowable as "Cost of Public Information and Education" under the Minnesota Charities Act.

Schedule 1

\$ 63,279.00
 3,750.00
 2,608.00
 2,608.50
 2,527.25
 11,402.50
 4,699.25
 724.00
 374.21
 38,071.10
 285.50
 1,302.90
 34.36
 2,493.26
 2,919.68
 \$143,201.01

SAINT PAUL ART CENTER
 GROSS REVENUE FROM ALL SOURCES
 FOR THE YEAR ENDED JUNE 30, 1965

Allocation from St. Paul Council
 of Arts and Sciences
 Grant from City of St. Paul
 Transfers from funds
 Memberships
 Special project grants
 Sale and rental of art
 Fees for social services rendered
 Other:
 Rental of property
 Shipping refunds
 School tuition
 School share
 Interest and dividends - Endowment fund
 Galleries
 Special events
 Miscellaneous

SAINT PAUL ART CENTER
 SCHEDULE OF COST, EXPENSES AND DISBURSEMENTS
 FOR THE YEAR ENDED JUNE 30, 1965

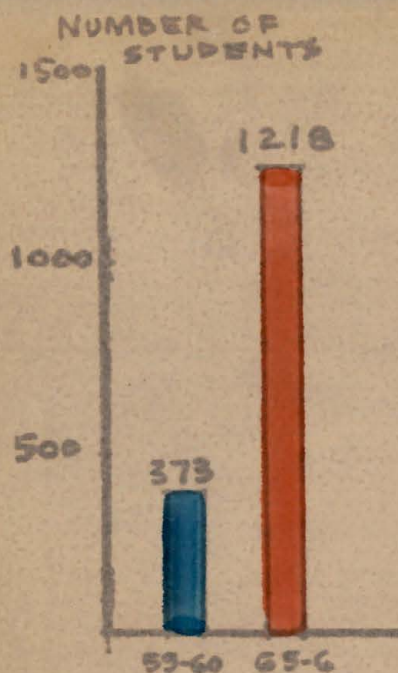
Schedule 2

Salaries and wages	\$ 82 855.76
Payroll taxes	2 435 33
Employee annuities, insurance and other benefits	1 380 55
Building rental, repairs, maintenance, insurance and taxes	2 198 48
Light, heat and power	599 13
Telephone and telegraph	1 848 28
Travel and transportation	1 875 45
Audit and accounting	1 800 00
Cost of materials and supplies:	
Cost of merchandise sold to the public	8 769 13
Office and clerical materials and supplies	2 662 76
Program:	
Jury expense	1 307 02
Exhibit arrangements	609 15
Shipping and insurance	10 293 29
Exhibit fees	250 00
Awards	2 445 00
Installation	1 847 24
Catalogs	5 793 87
Exhibit promotion	2 913 33
Openings and special events	2 479 19
Miscellaneous	207 71
Acquisitions	3 038 25
Education:	
Promotion	1 171 30
Refunds and miscellaneous	1 155 41
Children's program	266 86
State Fair project	862 99
Administrative:	
Membership	731 69
Dues and subscriptions	323 65
Interest on loans	371 60
Miscellaneous	691 89
	<u>\$143 184.31</u>

NOTE: All expenses are considered allocable to "Cost of Public Information and Education" under the Minnesota Charities Act.

SAINT PAUL ART CENTER

DEC 1965



STUDENTS

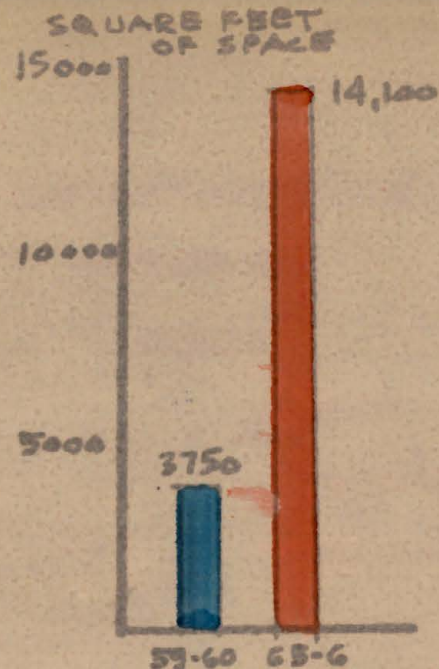
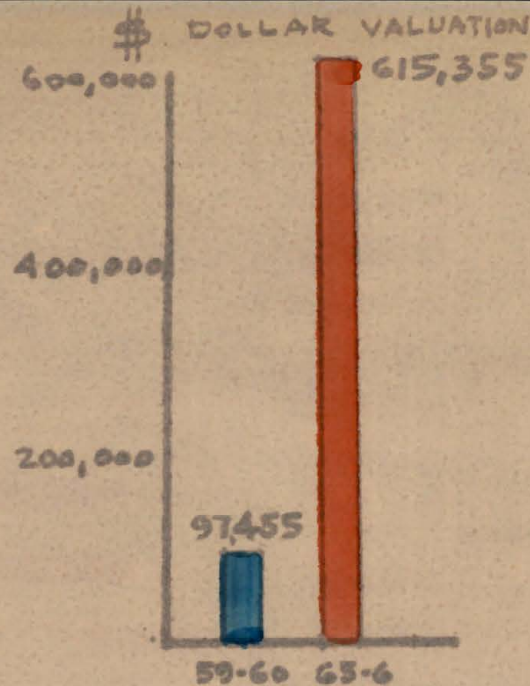
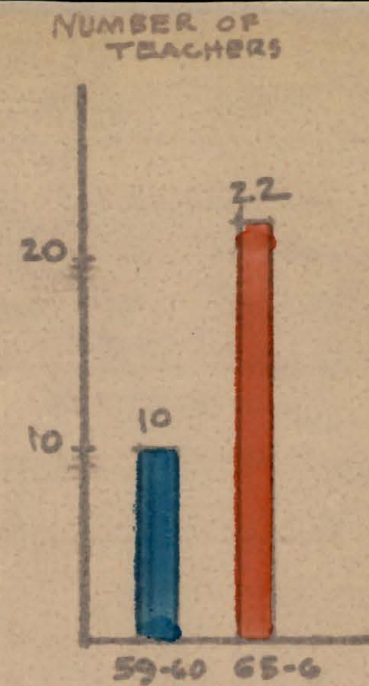


EXHIBIT AREA

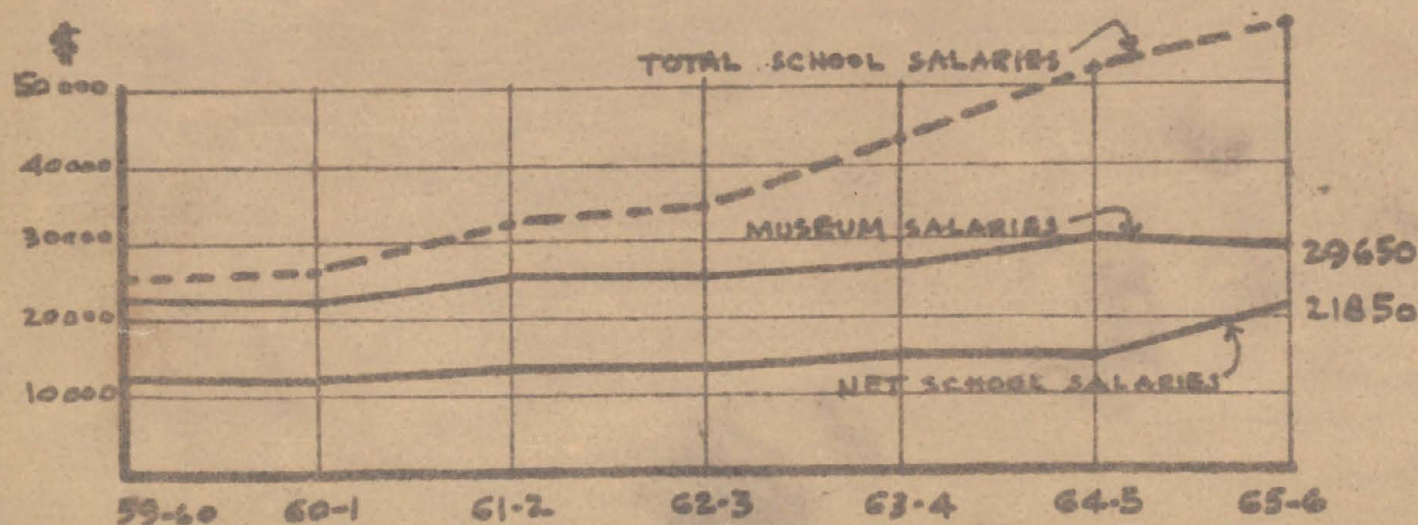


PERMANENT COLLECTION

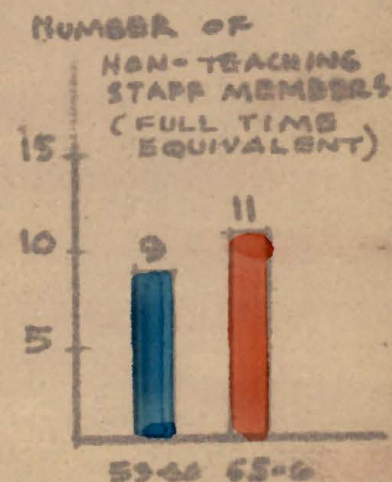


TEACHING PERSONNEL

NON-TEACHING



MUSEUM AND SCHOOL SALARIES



1966-67

MAJOR EXHIBITION SCHEDULE: 1966-1967
(Incomplete and Dates Tentative)

Prepared: 9 December 1983

[illegible]

BOARD OF DIRECTORS - 1967-68

PRESIDENT: Frank Marzitelli 1st VICE PRESIDENT: John Schorger
TREASURER: Z. Willard Finberg 2nd VICE PRESIDENT: Richard Muellerleile
SECRETARY: Lawrence Hayes

.....

TERM EXPIRING 1968

Richard Muellerleile	274 Fillmore Ave. E. 55107	224-5455
	1030 Lombard Ave. 55105	227-4305
Frank Marzitelli	Port Authority, 1130 Minn. Bldg. 46 E. 4th St.	224-5686
	1444 N. Victoria 55117	489-9164
Z. Willard Finberg	Great West Life Assurance Co., Pioneer Bldg.	222-6336
	1349 Fairmount Ave. 55105	699-3712
Jon Whitaker	880 Iglehart 55104	224-6967
James Searles	3M Co., International Div., 3M Center 55101	733-1230
	2080 Birch Ave., WBL 55110	429-1607
George Tesar	The Dayton Co., 7th & Cedar, 55101	222-3021
	1199 Falls View Court, 55118	226-4777

TERM EXPIRING 1969

Alvin Boese	3M Co., 3M Center, 55101	733-0075
	803 Lincoln Ave., 55105	222-6706
Mrs. Harold Slawik	1850 University Ave., 55104	646-7578
	1405 Summit Ave., 55105	644-5242
Walker Groetzinger	Fire & Marine Insurance, 385 Washington Ave.	221-7911
	614 Grand Ave., 55102	227-4993
Lawrence Hayes	332 Hamm Building, 55102	227-9231
	378 N. Mississippi River Blvd., 55104	645-3080
William Sumner	St. Paul Dispatch, 55 E. 4th St., 55101	222-5011
	4 Chipmunk Lane, North Oaks, 55110	484-5626
Lloyd Leider	1st National Bank of St. Paul, 332 Minn. 55101	221-9012
	1235 Edgumbe Road, 55105	698-2312

TERM EXPIRING 1970

Charles P. Driscoll	Northwestern National Bank, 360 Robert, 55101	224-3773
	R.R. 1, Box 148A, Newport, 55055	436-7483
Mrs. Donald DeCoster	31 Benhill Road, 55105	225-3081
Clifton Gayne	University of Minnesota, 135 Malling Hall	373-4050
	601 Lincoln, 55102	225-5545
Mrs. Edward Gordon	1902 Highland Pkwy., 55116	698-2877
John Schorger	Rt. #5, Afton Hills, Stillwater, 55082	436-7640
Mrs. Charles Ward	1175 Ivy Hill Drive, 55118	225-8611

EX OFFICIO

Mrs. Benton Gill	1151 Park, Mahtomedi, 55115	426-3123
Mrs. Rolf Ljungkull	784 Hilltop Court, 55118	454-4054
Peter Lupori	St. Catherine's College, 2004 Randolph 55116	698-5571
	5118 12th Ave., S., Mpls. 55417	827-3406
Mrs. Patrick O'Neill	1767 Highland Parkway, 55116	699-9304
Mrs. Wendell T. Peck	Arts & Audio Visual Service Library	224-3386
	2162 Hoyt Ave. W., 55108	646-4243
David Syme, Jr.	Anchor Paper, 480 Broadway, 55101	224-7331
	1349 Osceola Ave., 55105	649-8794
The Hon. Thomas R. Byrne	Mayor / 347 City Hall, 55102	223-4328
The Hon. Joseph J. Mitchell	Comptroller / 109 City Hall, 55102	223-4118
The Hon. Dean Meredith	Commissioner / 945 City Hall, 55102	223-4616

SAINT PAUL ART CENTER

FINANCIAL STATEMENTS

JUNE 30, 1966

TAYLOR, McCASKILL & CO.
certified public accountants
1212 PIONEER BUILDING
SAINT PAUL, MINNESOTA

TAYLOR, McCASKILL & CO.
CONTENTS

1212 MONROE BUILDING
 SAINT PAUL, MINN. 55101
 Telephone 224-2371

ACCOUNTANTS' OPINION

BALANCE SHEET - JUNE 30, 1966

Exhibit A

STATEMENT OF INCOME AND EXPENSES,
GENERAL FUND, FISCAL YEAR
ENDED JUNE 30, 1966

Exhibit B

ANALYSIS OF RESTRICTED FUNDS FOR
THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit C

SUPPLEMENTARY DATA

STATEMENT OF ACCOUNTANTS' RESPONSIBILITY AS TO
SUPPLEMENTARY DATA

SCHEDULES FOR THE STATEMENT OF INCOME
AND EXPENSES:

Salary Expense Schedule 1

Program Expense Schedule 2

Education Expense Schedule 3

Administrative Expense Schedule 4

Taylor, McCaskill & Co.

August 8, 1966

TAYLOR, McCASKILL & CO.
certified public accountants

O. R. TAYLOR
M. D. McCASKILL
S. P. VAN VORST
G. M. FENLON
W. J. PATTY, JR.

T. D. BRENNAN
L. A. SWANSON
F. M. MUKAI
A. E. RADECKI

1212 PIONEER BUILDING
SAINT PAUL, MINN. 55101
Telephone 224-2371

Interest	\$ 7 002.44
Assets:	965 25
Assets:	7 000 00
Assets, at cost	10 561 30
Assets accumulated	\$ 25 528.99
	(19 758 43)

Board of Directors
Saint Paul Art Center

We have examined the balance sheet of the SAINT PAUL ART CENTER as of June 30, 1966, and the related statement of income and expenses for the fiscal year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

Disbursements for acquisitions of art objects are charged directly to expense when purchased, and donations of art objects have not been recorded on the books as is customary in this type of organization.

In our opinion, except as stated above, the accompanying balance sheet and statement of income and expenses present fairly the financial position of the Saint Paul Art Center at June 30, 1966 and the results of its operations for the fiscal year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the previous year.

Taylor, McCaskill & Co

August 8, 1966

SAINT PAUL ART CENTER
BALANCE SHEET
JUNE 30, 1966

Exhibit B

ASSETS

GENERAL FUND:

Cash	\$ 4 470.76	
Prepaid interest	54 59	\$ 64 681.00
Fixed assets:		
Econovan, at cost	\$ 2 214.36	
Less accumulated depreciation	969 15	\$ 3 178.09
		1 245 21
Total General Fund		\$ 5 770.56

RESTRICTED FUNDS:

U.S.I.A. Fund:		
Cash in checking account	\$ 281.21	
Cash in savings account	4 215 45	
Total U.S.I.A Fund		\$ 4 496.66
Endowment Funds:		
Cash in general checking	\$ 2 585.67	
Cash in savings accounts	38 038 01	\$ 3 367 04
U.S. Bonds (Market value \$1,459.20)	1 500 00	537 92
Corporate stocks and bonds (Market value \$236,823.88)	224 787 86	\$ 140 817.25
Amount due from General Fund	10 561 30	
Total Endowment Funds		277 472 84
Acquisition Fund:		
Cash in general checking	189 81	
Total Restricted Funds		282 159 31

PERMANENT COLLECTION

Total Assets	500 000 00
	\$787 929.87

See accompanying notes

LIABILITIES AND FUND BALANCES

GENERAL FUND: (Exhibit B)

Accounts payable	\$ 7 002.44
Chattel mortgage	965 25
Note payable - bank	7 000 00
Amount due to Endowment Fund	10 561 30
	\$ 25 528.99
Fund balance (deficit)	(19 758 43)
Total General Fund	\$ 5 770.56

RESTRICTED FUNDS: (Exhibit C)

U.S.I.A. Fund	\$ 4 496.66
Endowment Fund	277 472 84
Acquisition Fund	189 81
Total restricted funds	282 159 31

PERMANENT COLLECTION FUND

500 000 00

Total liabilities and fund balances \$787 929.87

Exhibit A

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit B

INCOME:

Contributed: 1965

St. Paul Council of Arts and
Sciences allocation

\$ 64 681.00

Other:

Sale and rental of art
Exhibit entry, fees
Exhibit tour fees
Shipping refunds
School tuition
School store
Memberships
Special purpose grants
Special events
Miscellaneous

\$ 3 178.09
2 894 92
1 725 00
832 45
40 320 93
305 88
5 165 00
14 988 68
2 155 15
665 19

72 231 29

Transfers:

Transfer from 3M Fund
Transfer from Endowment Fund

\$ 3 367 04
537 92

3 904 96

\$ 140 817.25

Total income

EXPENSES:

Salary - Schedule 1
Program - Schedule 2
Education - Schedule 3
Administrative - Schedule 4

\$ 93 496.23
29 832 30
6 567 96
10 796 16

140 692 65

Total expenses

Income over expenses (to Exhibit A)

\$ 124.60

GENERAL FUND, JUNE 30, 1965, (Deficit)

(19 883 03)

GENERAL FUND, JUNE 30, 1966, (Deficit)

\$ (19 758.43)

See accompanying notes

(Continued)

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit B

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

INCOME:

Contributed:		
St. Paul Council of Arts and Sciences allocation		\$ 64 681.00
Other:		
Sale and rental of art	\$ 3 178.09	
Exhibit entry, fees	2 894 92	
Exhibit tour fees	1 725 00	
Shipping refunds	832 45	
School tuition	40 320 93	
School store	305 88	
Memberships	5 165 00	
Special purpose grants	14 988 68	
Special events	2 155 15	
Miscellaneous	665 19	
		<u>72 231 29</u>

Transfers:		
Transfer from 3M Fund	\$ 3 367 04	
Transfer from Endowment Fund	537 92	
		<u>3 904 96</u>
Total income		<u>\$ 140 817.25</u>

EXPENSES:

Salary - Schedule 1	\$ 93 496.23	
Program - Schedule 2	29 832 30	
Education - Schedule 3	6 567 96	
Administrative - Schedule 4	10 796 16	
Total expenses		<u>140 692 65</u>
Income over expenses (to Exhibit A)		<u>\$ 124.60</u>

GENERAL FUND, JUNE 30, 1965, (Deficit)	<u>(19 883 03)</u>
GENERAL FUND, JUNE 30, 1966, (Deficit)	<u>\$ (19 758.43)</u>

See accompanying notes

(Continued)

SAINT PAUL ART CENTER
ANALYSIS OF RESTRICTED FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit C
(Continued)

U.S.I.A. FUND

BALANCE, JUNE 30, 1965

\$ 4 570.21

RECEIPTS:

Interest on savings account

174 45
\$ 4 744.66

DISBURSEMENTS:

Insurance on traveling exhibit
in the Far East

248 00

BALANCE, JUNE 30, 1966

\$ 4 496.66

3M FUND

BALANCE, JUNE 30, 1965

\$ 3 289.05

RECEIPTS:

Interest on savings account

92 99
\$ 3 382.04

DISBURSEMENTS:

Meeting expenses
Transfer to general fund

\$ 15.00
3 367 04
3 382 04

BALANCE, JUNE 30, 1966

\$ --

See accompanying notes

(Continued)

SAINT PAUL ART CENTER
STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit B

INCOME

Contributed:	
St. Paul Council of Arts and Sciences allocation	\$ 64 681.00
Others:	
Sale and rental of art	\$ 3 178.09
Exhibit entry fees	2 894 92
Exhibit tour fees	1 725 00
Shipping refunds	832 48
School tuition	40 320 93
School store	305 88
Memberships	5 165 00
Special purpose grants	14 988 68
Special events	2 125 15
Miscellaneous	665 19
Total income	\$ 140 817.25
Transfers:	
Transfer from 3M fund	\$ 3 367 04
Transfer from Endowment Fund	537 92
Total income	\$ 144 682.21
EXPENSES:	
Salary - Schedule 1	\$ 93 496.23
Program - Schedule 2	29 832 30
Education - Schedule 3	6 567 96
Administrative - Schedule 4	10 796 16
Total expenses	\$ 140 692 65
Income over expenses (to Exhibit A)	\$ 124.60
GENERAL FUND, JUNE 30, 1965, (Deficit)	(19 883 03)
GENERAL FUND, JUNE 30, 1966, (Deficit)	(19 758.43)

See accompanying notes

SAINT PAUL ART CENTER
ANALYSIS OF RESTRICTED FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit C
(Continued)

ENDOWMENT FUND

	Income	Principal
BALANCE, JUNE 30, 1965:		
Mr. and Mrs. Roger B. Shepard	\$	\$ 30 632.89
George F. Lindsay		15 715 95
Miss Helen Bunn	\$ 6 647.92	10 000 00
Miss Adele Lanpher	4 071 95	5 000 00
Mrs. Donald Culver	40 00	5 000 00
Theodore Kock		2 000 00
Mrs. Richard Donnelley		1 000 00
Mrs. Cornelia Morgan		835 00
Interest	308.06	
Misellllaneous		7 289 00
	<u>\$ 308.06</u>	<u>\$ 77 472.84</u>
ADDITIONS DURING THE YEAR:		
Anonymous gift	\$	\$ 200 000.00
Capital gains		537 92
Stock rights		120 39
Income:		
Interest	1 804.29	
Dividends	1 839 21	
	<u>\$3 643.50</u>	<u>\$200 658.31</u>
TRANSFERS DURING THE YEAR:		
To the General Fund	\$	\$ 537.92
To the Acquisition Fund	3 951.56	120 39
	<u>\$3 951.56</u>	<u>\$ 658.31</u>
BALANCE, JUNE 30, 1966	<u>\$ -</u>	<u>\$277 472.84</u>

See accompanying notes

(Continued)

Exhibit C
(Continued)

SAINT PAUL ART CENTER
ANALYSIS OF RESTRICTED FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

ENDOWMENT FUND		
Principal	Income	
\$ 30 632.89	\$	Mr. and Mrs. Roger B. Shepard
15 715.95		George F. Lindsay
10 000.00		Miss Helen Burn
5 000.00		Miss Adele Langer
5 000.00		Mrs. Donald Colver
2 000.00		Theodore Rock
1 000.00		Mrs. Richard Donnelly
832.00		Mrs. Corneille Morgan
		Interest
7 288.00		Miscellaneous
\$ 77 472.84	\$ 308.06	
\$ 200 000.00	\$	Anonymous gift
537.95		Capital gains
120.39		Stock rights
		Income
	1 804.29	Interest
	1 839.21	Dividends
\$ 200 658.31	\$ 3 643.50	
\$ 537.95	\$	Transfers during the year:
120.39	3 951.56	To the General Fund
\$ 658.31	\$ 3 951.56	To the Acquisition Fund
\$ 277 472.84	\$ -	
		Balance, June 30, 1966

(Continued)

SAINT PAUL ART CENTER
ANALYSIS OF RESTRICTED FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Exhibit C
(Continued)

ACQUISITION FUND		
BALANCE, JUNE 30, 1965	\$ -	
TRANSFER:		
From special purpose grants	\$ 6 647.92	
From the endowment fund	4 071.95	
Miscellaneous	40.00	10 759.87
		\$10 759.87
DISBURSEMENTS:		
Expenses incurred in adding to and maintaining or preserving the Permanent Collection		10 570.06
BALANCE, JUNE 30, 1966	\$ 189.81	

See accompanying notes

Exhibit C
(Continued)

SAINT PAUL ART CENTER
ANALYSIS OF RESTRICTED FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

ACQUISITION FUND

BALANCE, JUNE 30, 1965	
TRANSFERS:	
From special purpose grants	\$ 6,647.92
From the endowment fund	4,071.92
Miscellaneous	40.00
	<u>10,759.84</u>
	\$10,759.84
EXPENDITURES:	
Expenses incurred in adding to and maintaining or preserving the Permanent Collection	<u>10,570.06</u>
	\$ 189.78
BALANCE, JUNE 30, 1966	

SAINT PAUL ART CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1966

STATEMENT OF ACCOUNTANTS' RESPONSIBILITY AS TO SUPPLEMENTARY DATA

ACQUISITION FUND:

During the year, the acquisition fund was started by a transfer of funds from Special Purpose Grants and income from the investments of the Endowment Fund. This fund will be considered a restricted fund and be used solely for purposes of adding to and maintaining or preserving the Permanent Collection.

INVESTMENTS:

Stocks and bonds are carried on the books at cost or donated values. Securities having a book value of \$24,413.19 are pledged as collateral for the \$7,000 note payable of the general fund.

PERMANENT COLLECTION:

No appraisal has been made to establish the value of the collection. In the opinion of the director, the permanent collection has a market value in excess of \$500,000.00.

SAINT PAUL ART CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1966

ACQUISITION FUND:

During the year, the acquisition fund was started by a transfer of funds from Special Purpose Grants and income from the investments of the Endowment Fund. This fund will be considered a restricted fund and be used solely for purposes of adding to and maintaining or preserving the Permanent Collection.

INVESTMENTS:

Stocks and bonds are carried on the books at cost or donated values. Securities having a book value of \$24,413.19 are pledged as collateral for the \$7,000 note payable of the general fund.

PERMANENT COLLECTION:

No appraisal has been made to establish the value of the collection. In the opinion of the Director, the permanent collection has a market value in excess of \$500,000.00.

STATEMENT OF ACCOUNTANTS' RESPONSIBILITY AS TO SUPPLEMENTARY DATA

SALARIES

Schedule 1

The audited financial statements of Saint Paul Art Center are presented in the preceding section of this report. The following supplementary data is submitted for analytical purposes only, and is not considered essential for a fair presentation of the financial position and results of operations. This information was derived from the accounting and other records, and was tested only to the extent necessary under the usual auditing procedures followed in the examination of the financial statements, and in our opinion is fairly presented in all material respects in relation to the financial statements taken as a whole.

PROGRAM

Schedule 2

Executive	\$25,936.15
Program	13,936.72
Education	7,700.00
Admission	1,514.28
Clerical	7,911.33
Telephone	1,751.03
Postage	1,268.28
Supplies	1,455.23
Travel	847.27
Insurance	1,413.83
Utilities	1,920.00
Repairs	1,428.50
Depreciation	1,010.32
Amortization	3,492.07
Interest	1,010.14
Other	5,265.61
Total	1,156.99
Grand Total	360.96
	\$29,832.30

SAINT PAUL ART CENTER
SCHEDULES FOR THE STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

SALARIES

Schedule 1

Executive	\$25 936.15
Program	13 936 72
Education	40 177 70
Models	1 514 82
Clerical	7 911 53
Payroll taxes and workmen's compensation	2 751 03
Annuity and hospitalization	1 268 28
	<u>\$93 496.23</u>

NOTE: The director states that no salaries are applicable to the solicitation of funds.

PROGRAM

Schedule 2

Jury expense	\$ 847.27
Exhibit arrangements	1 413 83
Artist payment on sales	2 338 65
Awards	1 920 00
Installation	1 626 60
Catalogs	5 686 98
Exhibit promotion	1 010 52
Openings and special events	3 492 07
3M project	2 810 14
Shipping and insurance	5 365 61
Econovan	1 156 09
Special projects	1 803 58
Miscellaneous	360 96
	<u>\$29 832.30</u>

SAINT PAUL ART CENTER
SCHEDULES FOR THE STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

Schedule 1

SALARIES

Executive	\$25,936.15
Program	13,936.72
Education	40,177.70
Models	1,514.82
Clerical	7,911.23
Payroll taxes and workmen's compensation	2,751.03
Annuity and hospitalization	1,266.28
	<u>\$93,496.23</u>

NOTE: The director states that no salaries are applicable to the solicitation of funds.

Schedule 2

PROGRAM

Travel expense	\$ 847.27
Exhibit arrangements	1,413.83
Artist payment on sales	2,338.65
Awards	1,920.00
Installation	1,626.60
Catalogs	2,686.98
Exhibit promotion	1,010.22
Openings and special events	3,492.07
IM project	2,810.14
Shipping and insurance	2,365.61
Donovan	1,156.09
Special projects	1,803.28
Miscellaneous	360.96
	<u>\$29,832.30</u>

SAINT PAUL ART CENTER
SCHEDULES FOR THE STATEMENT OF INCOME AND EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 1966

EDUCATION

Schedule 3

Equipment and supplies	\$ 1,789.56
Promotion	1,269.98
Children's program	611.63
Refunds	2,065.11
Special projects	634.00
School store	35.00
Miscellaneous	162.68
	<u>\$ 6,567.96</u>

ADMINISTRATIVE

Schedule 4

Office supplies	\$ 1,134.78
Equipment	123.70
Telephone and telegraph	2,181.04
Memberships	1,196.50
Travel and expense	2,889.54
Dues and subscriptions	382.83
Audit and accounting services	1,800.00
Interest on loans	376.02
Miscellaneous	711.75
	<u>\$10,796.16</u>

SAINT PAUL ART CENTER

30 EAST TENTH STREET

SAINT PAUL, MINNESOTA 55101

MALCOLM E. LEIN
DIRECTOR

Dear Board Member:

We are attaching a copy of the Saint Paul Art Center Budget for 1967-68 as proposed by the Executive / Operations Committee at a meeting on 8 December.

Please analyze the items carefully so that any questions can be presented at the next meeting of the Board of Directors on 15 December.

The 1965-66 Certified Audit will be considered for approval at this meeting. Copies have been distributed to members present at the last meeting and are enclosed herewith for those members who were not present.

We take this opportunity to remind you of the meeting on the 15th at 12:15 PM in the Board Room of the Member's Lounge. We would appreciate your returning the card indicating whether or not you will be present or phoning your decision to 227-7613.

Sincerely,

*Frank Marzitelli
President*

*12 December
1966*



SAINT PAUL ART CENTER BUDGET PROPOSAL 1967-68

EARNED INCOME

	1964-65	1965-66	1966-67		1967-68	
	Actual	Actual	SPAC Prop.	Adj. to Est.	Toto Proposed	
			Alloc.			
<u>ART & CAT. SALES</u>						
Income	11046	3178	5000	1000	11000	8000
Expense	8573	2339	3750	750	9500	7500
NET	2833	839	1250	250	1500	500
<u>SCHOOL STORE</u>						
Income	286	306	500	1000	500	500
Expense	196	35	400	650	400	400
NET	90	271	100	350	100	100
SCHOOL TUITION	38071	40321	36000	43000	42500	43000
EXH. ENTRY FEES	3050	2895	3000	--	--	3000
EXH. TOUR FEES	1450	1725	900	1500	1800	1800
SHIPPING REFUNDS	374	832	400	--	--	350
MEMBERSHIP	5663	5165	7500	6000	6000	6000
SPEC. PROJ. GRTS.	6433	18893	--	3000	4000	--
SPEC. EVTS. & MISC.	6376	2820	2000	2500	2800	2500
TOTAL	64340	73761	51150	56600	58700	57250

EXPENSES

SALARIES TOTAL	86671	93496	109800	98700	98700	118760
<u>MUSEUM</u>						
EXH. ARRANGEMENTS	1916	2261	3000	2000	1500	4800
SHIPPING & INSUR.	10284	6522	10300	2000	4000	15800
EXH. FEES	250	-	1200	-	-	-
AWARDS	2445	1920	3500	-	-	3500
INSTALLATION	1847	1627	1800	500	1000	2900
CATALOGS &						12000
EXH. PROM. BULL.	8707	6698	8700	2000	2500	2250
MISC. & SPEC. EVTS	2687	8465	2000	2500	2500	4000
TOTAL	28136	27493	30500	9000	11500	45250
<u>SCHOOL</u>						
SUPPLIES	1106	1789	1800	1400	1000	1800
PROMOTION	1171	1270	1800	1200	1200	1800
MISC. & REFUNDS	1155	2228	1200	1200	1200	2000
CHILDREN'S PROG.	267	612	((((
SPEC. EVENTS	861	634	(4500	(3000	(3000	(4500
TOTAL	4562	6533	9300	6800	6400	10100
<u>ADMINISTRATION AND MISC.</u>						
OFF. SUP. & PRG.	1520	1135	1500	1100	1100	1500
OFF. EQUIP	37	124	550	100	300	550
REL. & TEL.	1848	2181	2350	2200	2200	2350
MEMBERSHIP	732	1197	2500	1200	1200	2500
TRAVEL & LOCAL EXP.	1917	2889	2700	2700	2700	3000
DUES & SUBSIP.	324	382	500	400	400	500
AUDIT & BKKPG.	1800	1800	1800	1800	1800	1800
MISC.	650	712	750	610	400	750
INT. ON LOAN	372	376	375	390	400	400
+ TOTAL	9200	10796	13025	10500	10500	13350
TOTAL EXPENSE	128569	138318	162625	125000	127100	187460
OPERATING LOSS	(67027)	(64557)	(111475)	(68400)	(68400)	(130210)
A/S FUND ALLOC. REQ.	67029	64681	111475	68400	68400	103210
NET PROFIT/LOSS	2	124	-	-	-	-
RETIREMENT PROGRAM	-	-	-	-	-	5000

SAINT PAUL ART CENTER

30 EAST TENTH STREET

SAINT PAUL, MINNESOTA 55101

MALCOLM E. LEIN
DIRECTOR

JUN 19 REC'D

Mr. Alvin Boese
3 M Company
St. Paul, Minnesota

Dear Mr. Boese:

The year-end meeting of the Board of Trustees will be held on Monday, 26 June, 1967. Donors to the Permanent Collection since our move into the new building will be our honored guests at the preview of an exhibition of selected acquisitions of the past three years. Luncheon and the meeting will follow, and all members of the Art Center's Board of Directors are invited to attend in lieu of their regular June meeting.

Because of the significant additions made to our Permanent Collection and Endowment Fund this meeting will be of great importance and special interest. We urge you to attend. A reservation card is enclosed for your convenience.

Sincerely,

Walter N. Trener

Walter N. Trener
Chairman / Board of Trustees

Frank Marzitelli
Frank Marzitelli
President

Date: Monday, 26 June, 1967
Exhibition Preview: Saint Paul Art Center Galleries / 12:00 Noon
Luncheon: Member's Lounge / 12:30 pm / \$3.50
(Please enclose payment with your reservation)

6/26
Sent
#50
OK
to Linda
Schuda



Acquisitions III

An exhibition selected from works added to the permanent collection during the past three years. It is dedicated to the very generous donors to the collection and the endowment fund who made possible the remarkable growth and progress of the Saint Paul Art Center during this period. / Walter N. Trenerry, Chairman, The Board of Trustees

Donors / 1 July 1964 - 30 June 1967

Unless otherwise noted, donors are from Saint Paul, Minnesota

The American Institute of Architects Auxiliary
The Honorable Elmer L. Andersen
Anonymous donors
Arthur Armstrong, Atascadero, California
Mrs. C. Meredith Bend
Miss Pauline Benton, Carmel, California
Mrs. Bernard Blum
William W. Brill, New York City
Mr. and Mrs. Phillip A. Bruno, New York City
Mr. and Mrs. Francis D. Butler
Mr. and Mrs. Patrick Butler
The Patrick Butler Foundation
Mr. and Mrs. Leo Capser
Mrs. A. H. Cathcart
The Collector's Guild, Ltd., New York City
Miss Amelia Cutler bequest
Design Consultants, Inc.
Mrs. H. Gaylord Dillingham
Mrs. Arthur Dodge
Enrico Donati, New York City
Mrs. Richard R. Donnelly, Winnetka, Illinois
Mr. and Mrs. W. John Driscoll
The Duke Foundation
Mrs. George Edgerton
Mr. and Mrs. Thomas Farr Ellerbe
Mr. and Mrs. E. S. Fletcher
Roy S. Friedman, Chicago, Illinois
Milton W. Griggs bequest
Clement Haupers
Mr. and Mrs. Albert H. Heller, Jr.
Jerome Hill, New York City; Cassis, France
Mr. and Mrs. Louis W. Hill, Jr.

Miss Alice Hugy
Miss Perrie Jones
Mrs. Theodore Koch
Mr. and Mrs. Malcolm E. Lein
Mrs. Benjamin Lippincott, Minneapolis; Washington, D.C.; Cape Cod, Massachusetts
Miss Margaret MacLaren
Paul Manship bequest
The McKnight Family endowment
Mrs. Dwight Minnich, Minneapolis
Mrs. E. J. Moles, Jr., White Bear Lake
Mr. and Mrs. John M. Musser
Masayuki Nagare, Aji-Mura, Japan
Samuel Nooger, North Saint Paul
Friends of John G. Ordway
Miss Katharine Ordway, New York City; Weston, Connecticut
Mr. and Mrs. Robert Edward Peters, Saint Paul; Scottsdale, Arizona
Miss Peggy Pulliam, New York City
Dr. and Mrs. Frank Quattlebaum
Dr. Walter W. Ramsey
Mrs. Robert Richards
Dr. Harold Rothschild bequest
The Saint Paul Foundation — Anna E. R. Furness Fund
The Saint Paul Foundation — Laura Furness Fund
The Saint Paul Public Library
The Saint Paul Science Museum
Mr. and Mrs. Robert Sarnoff, New York City
Mrs. Arthur Savage

Mr. and Mrs. Carl Schuneman, East Sandwich, Massachusetts
Florence and Sam Shapiro and Morris Beck Family, Minneapolis
Mr. and Mrs. Roger B. Shepard
The Staempfli Gallery, New York City
Bert H. Storland
Donald Taylor
The Misses Mildred and Adele Thomson
Mr. and Mrs. Walter Trenerry
Allen Tucker Memorial, New York City
Miss Helen van der Hagen
Mrs. Charles Ward
Donald Weesner, Minneapolis
Edward H. Weiss, Chicago, Illinois
Mr. and Mrs. Robert W. White, New York City
Miss Ute Wiewecke, Singen/Hohentwiel, Germany
Mr. and Mrs. Alexis Zalstem-Zalesky, New Milford, Connecticut
THE FOLLOWING GIFTS TO THE SAINT PAUL ART CENTER ENDOWMENT FUND IN PREVIOUS YEARS PROVIDE INCOME IN PERPETUITY FOR PERMANENT COLLECTION AND LIBRARY PURCHASES:
Anonymous
The Helen Bunn Fund
The Mrs. Donald Culver Fund
The Adele Lanpher Fund
The George F. Lindsay Fund
The Memorial Fund
The Cornelia Morgan Fund

Saint Paul Art Center / Thirty East Tenth Street / Saint Paul, Minnesota

SAINT PAUL ART CENTER

30 EAST TENTH STREET

SAINT PAUL, MINNESOTA 55101

MALCOLM E. LEIN
DIRECTOR

MEMORANDUM

TO: Mr. Alvin Boese
Mr. Richard Muellerleile
Mrs. John Musser

FROM: John Schorger

SUBJECT: Nominating Committee

The Nominating Committee Meeting has been re-scheduled for TUESDAY, 20 AUGUST, 1968, 4:00 P.M. in the Trustees Room of the Saint Paul Art Center.

No further postponements will be made.

8/14/68



SAINT PAUL ART CENTER

30 EAST TENTH STREET

SAINT PAUL, MINNESOTA 55101.

MALCOLM E. LEIN
DIRECTOR

MEMORANDUM

TO: Mr. Alvin Boese ✓
Mr. Richard Muellerleile
Mrs. John Musser

FROM: John Schorger

SUBJECT: Nominating Committee

The Nominating Committee Meeting originally scheduled for Thursday, 15 August 1968 at 4:00 PM in the Trustees Room of the Saint Paul Art Center has been canceled.

8/13/68



SAINT PAUL ART CENTER

30 EAST TENTH STREET

SAINT PAUL, MINNESOTA 55101

SAINT PAUL ART CENTER MONTHLY FINANCIAL REPORT

MALCOLM E. LEIN
DIRECTOR

<u>MUSEUM</u>	Actual thru	Adj. to Alloc.	Actual thru.	% Used	Remaining
<u>EXPENSE</u>	<u>1/31/68</u>	<u>1968-69</u>	<u>1/31/69</u>	<u>1/31/69</u>	<u>1/31/69</u>
Museum Direct Expense	14098	25200	21181	84	4019
Museum Salaries	17581	34300	17425	51	16875
Share of Admin. Salaries	11928	23170	13243	57	9927
Share of Admin. & Misc.	3220	6650	4734	71	1916
Share of Retire. & Bene.	<u>2220</u>	<u>8400</u>	<u>4039</u>	<u>48</u>	<u>4361</u>
MUSEUM NET EXPENSE	49047	97720	60622		37098
<u>INCOME</u>					
Art & Catalog Sales	1728	1000	151	15	849
Exh. Entry Fees	-	2000	1896	95	104
Refunds	-	600	502	84	98
Tour Fees	1200	1200	-	-	1200
Spc. Evts. & Misc.	1163	2200	1185	54	1015
Share of Membership	<u>1977</u>	<u>4000</u>	<u>2335</u>	<u>58</u>	<u>1665</u>
MUSEUM NET INCOME	6068	11000	6069	55	4931
SPECIAL PROJECT GRANTS	2772	5500	1996	36	3504
MUSEUM INCOME TOTAL	8840	16500	8065	49	8435
MUSEUM NET COST	40207	81220	52557	65	28663
<u>SCHOOL</u>					
<u>EXPENSE</u>					
School Direct Expense	3556	5000	2950	59	2050
School Salaries	20262	39400	18708	48	20692
Share of Admin. Sal.	5964	9930	5675	57	4255
Share of Admin. & Misc.	1600	2850	2367	83	483
Share of Benefits & Misc.	<u>1110</u>	<u>3600</u>	<u>2020</u>	<u>56</u>	<u>1580</u>
SCHOOL EXPENSE TOTAL	32492	60780	31720	52	29060
<u>INCOME</u>					
School Tuition	18747	42500	22867	54	19633
School Store	27	400	288	72	112
Special Evts. & Misc.	581	1100	592	54	508
Share of Membership	<u>988</u>	<u>2000</u>	<u>1167</u>	<u>58</u>	<u>833</u>
SCHOOL INCOME TOTAL	20343	46000	24914	54	21086
SCHOOL NET COST	12149	14780	6806	46	7974
<u>TOTAL ART CENTER COST</u>	52356	96000	59363	62	36637
ARTS AND SCIENCE ALLOCATION	45770	96000	56000	58	40000
NET PROFIT / LOSS	(6586)		(3363)		
<u>Unreimbursed Special Expense</u>					
Perm. Coll. Audit	(1855)	Survey	(426)		
	(8441)		(2937)		



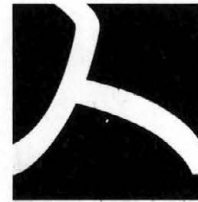
MEMORANDUM

TO: The Federal Courts Building Study Committee and
Others Concerned

FROM: Frank Marzitelli

DATE: 13 January 1969

1. Reference is made to discussions at the Saint Paul Art Center Board Meeting on 9 January 1969 in regard to the old Federal Courts Building. The following will summarize the situation at this time:
 - a. The City of Saint Paul has not submitted a proposal to the GSA for use of the building for "health or educational purposes", the two areas for which the law allows the title - free transfer.
 - b. The Baillon Real Estate Company has negotiated an agreement which has been tentatively approved by the GSA to trade the old Federal Courts Building for parking facilities.
 - c. There is serious question that the building can be successfully operated for commercial use. If it cannot, it must be concluded that the building will be ultimately destroyed.
 - d. There is believed to be time to review the entire matter and to take action which would assure saving the building.
 - e. The Saint Paul Art Center Board directed that a study committee be appointed, that Congressman Karth be so advised and that he be requested to take such action as necessary to postpone approval of the proposal by the Baillon Real Estate Company.
2. It appears to be the consensus that the primary concern is to assure preservation of the old Federal Courts Building. Occupancy by the Saint Paul Art Center, although of secondary importance, is one possibility which would meet the "use for educational purposes" requirement. It would, at the same time, solve serious space problems faced by the Art Center, the Science Museum and other Arts and Science organizations.
3. Since time is critical, it is requested that the Committee submit recommendations to the Board for necessary action at its meeting on Thursday, 13 February 1969. It is requested that the Committee consider the following points together with any additional related matters:
 - a. The merits of the building which justify its preservation.
 - b. The feasibility of commercial use of the building.
 - c. The feasibility of "health or educational" use if commercial use is considered incompatible with its assured preservation.
 - d. The possibility of "condominium" ownership in which both "educational" and "commercial" purposes could be served.
 - e. Action to insure that the entire metropolitan area is made aware of the situation in regard to the building so that the opportunity to save it is not lost.



M E M O R A N D U M

TO: All Trustees and Directors
FROM: Frank D. Marzitelli, President
SUBJECT: Joint Meeting / 11 September 1969

There will be a Joint Meeting of the Board of Directors and the Board of Trustees in the Board Room of the Member's Lounge of the Arts and Science Center, 30 East Tenth Street, Saint Paul, Minnesota at 12:00 Noon on Thursday, 11 September 1969.

Luncheon will be served. A reply card is enclosed for your convenience.

In connection with the "accreditation program" of the American Association of Museums (AAM report dated 4 August 1969), a specific definition of a Museum was adopted for the guidance of all concerned. The statement below incorporates that definition. The Executive Committee recommends that action be taken at the September meeting to incorporate this statement in the new By-Laws:

"The general purpose of this corporation shall be to operate a Museum as an organized and permanent non-profit institution, essentially educational or aesthetic in purpose, with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

It is hoped you can attend this meeting.

SAINT PAUL ART CENTER
30 East Tenth Street
Saint Paul, Minnesota

I WILL / WILL NOT attend meeting on _____

Luncheon reservation YES / NO.

Signature



U.S. POSTAGE

SAINT PAUL ART CENTER
30 E. 10th St.
SAINT PAUL, MINNESOTA 55101



SAINT PAUL COUNCIL OF ARTS AND SCIENCES

CEDAR AT TENTH STREETS • SAINT PAUL, MINNESOTA 55101 • TELEPHONE (612) 227-8241

October 20, 1969

Dear Board Member:

It is my pleasure to invite you and your wife to a specially designed behind the scenes performance by the Children's Theatre Company of the Minneapolis Institute of Arts in the Crawford Livingston Theatre Tuesday evening, October 28th. This program sponsored jointly by the Minneapolis Society of Fine Arts and the Saint Paul Council of Arts and Sciences reinforces the metropolitan cooperation in the arts and brings into focus the quality of the Children's Theatre. This unique theatre company provides exceptional performance attuned to contemporary use and has received remarkable praise from critics across the nation. No words can describe their excellence or their contribution to youth in the Twin Cities - you must see this performance to fully appreciate their talent.

There will be a small dinner prior to the performance to which the trustees of the Minneapolis Institute of Arts have been invited. An optional cocktail hour will precede the dinner at 5:30. Tickets are \$5.50 per person and reservations should be made by Thursday, October 23 by telephone to Mrs. Val Hallgren at 227-8241. Reservations are limited to 175 people. Those of you who have attended Children's Theatre plays will find this evening most informative and enjoyable and for those who have not attended any plays, this will be a most rewarding evening.

Sincerely yours,

William L. West
President

WLW:vh

P.S. I would like to personally urge that all board members attend.

PARTICIPATING MEMBERS:

Saint Paul Art Center • The Science Museum • St. Paul Philharmonic Society • The Schubert Club • St. Paul Opera Association