

**Denise Lugo**

**Time Sheet Invoice -Hour Inventory Sheet**

**1. Museum On-site Working Sessions**

January 29,	3 Hours
February 15,	<u>2 Hours</u>
	<b>5 Hours</b>

\*working session with Ms. Gabriel on site:

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**2. Research work and ground work**

a. Museum Ad. Board development

January	2 Hours
February	<u>6 hours</u>

Research at USC Library Museum Studies Graduate Library (*USC has the best and most up to date Museology research materials in California*)

This is standard Research: Since every museum has unique Characteristic and inherently mission and goals. No single are set of standard by-laws, core values and mission concepts be utilized by all museums.

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**3. Writing/Preparation and Creation of Board Infrastructure Plan Document I**

Researched materials, Xeroxed and Compilation in the creation of Document Draft I content:

- Bylaw-laws required dense analytical contextual interpretation and adoption of several research bylaws museum types. (*Since it is the governing authority who has ultimate fiduciary responsibility for the museum's assets, and is legally accountable for their stewardship, the governing authority's recognition and support of the museum in perpetuity must be legally binding. Documents the governing authority's commitment to protect and advance the purpose of the museum; Establishes a perpetual relationship and responsibility;*)
- Utilized borrowed confidential museum Board of Trustee Manuals and bylaws. Incorporated several research infrastructure documents for SMHSM's document format.
- Researched other institutional Government Grants Request Documents.
- Personally interviewed and had conference with other Museum Directors in Los Angeles in Administrative, Infrastructure and Board Development for a clear sense of mission and organization, governing authority, staff, financial resources and future budgets.
- Once the Document was formulated – the input and creation of the document test- took the most time

## Time Sheet Invoice -Hour Inventory Sheet con Pg 2

Feb. 16	6 hours
19	5 hours
20	4 hours
21	4 hours
22	5 hours
23	10 hours
24	8 hours
25	8 hours

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### 4. Writing/Preparation and Creation of Board Infrastructure Plan Document II

Research Purpose of Infrastructure, short and Long Range Plan. Worked SMHSM's sense of mission, core values, concept structure and Board Fund Development work. And started an Institutional Background Document Draft. Note the Research materials for this portion of Document II were organized at USC.

26	4hours
27	7
28	5
29	8

### 5. Washington DC Research, Contact and Institutional Support ground work

#### 1. Smithsonian AAM Research and Contact

- Meet with Smithsonian colleague on possible future partnership and museum support especially for planned Latino Exhibition. 2 HOURS

#### 2. AAM Research:

Looked into possible Board support and development programs at AAM. Note:

1. **Museum Institutional Assessment Program (MAP)** program once the Board and infrastructure is in place- the next step is-
2. **AAM's Accreditation Program** the most import criteria for quality assurance of public accountability in the USA. 2 HOURS

<b>TOTATAL HOURS</b>	<b>87 Hours</b>
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