HOUSTON MUSEUM OF NATURAL SCIENCE
Hall of the Americas
Advisory Group

The Houston Museum of Natural Science seeks to gather a group of people who can provide different and important voices to be part of our new Hall of the Americas.

We have identified a few initial goals:

- The Hall of the Americas will focus on people and will include contemporary pieces showing how artists are carrying past long-important traditions into the future.
- The new hall will be forever changing, adapting and ready to make small changes to present new pieces, and to address and share information regarding the latest news and events.
- The belongings and artifacts in the new hall will be accessible online for additional research.

We realize that information changes, as well as the technology that helps us to share that information. We look forward to keeping both up to date; and with your input and advice, we seek to provide the information in a respectful way.

Initially, the focus of the work for the Advisory Group will be the opening of our Hall. Once the new hall is open, we look forward to creating lasting relationships that will help us look at our collection in new and different ways for documentation, care, housing, interpretation, presentation, access.

Commitment details:

- Each Advisory Group member is invited to serve a 2-year term.
- Each member will receive an annual honorarium.
- Each member will be recognized in our hall for their contribution to the project.
- xxxxx will be our first meeting (via Zoom).
  Introduction to the project. Introduction of the Group members. Discussion of objectives. Assignments.
- xxx through xxx, Advisory Group members will review language planned for use in the hall: text panels, labels, etc.
  We estimate each person will review approximately xxx labels and xxx text panels.
- Second meeting (via Zoom). Date to be determined.
- Third meeting (via Zoom). Date to be determined.
- xxxx will be the opening of the Hall. Scheduling opening events is in progress. The Advisory Group members will be invited to opening events, and to an in-person meeting held at the Houston Museum of Natural Science on a day around the opening events. HMNS will cover travel and hotel. Additional information after confirmation of participation.
- For year 2 - group members will be asked to participate in two meetings (via Zoom) to continue our work, and one in-person meeting at HMNS, with travel and hotel covered by the museum.

gt/9.17.21

*the* Houston Museum *of natural science*

HALL OF THE AMERICAS ADVISORY GROUP

Description of Work:

For the new installation to be successful, we need to work with multiple voices, with first person voices, to review and discuss our ideas, to review the information we will put in front of our in-person and on-line visitors. We need the first person voices to represent themselves through the artifacts and belongings in our new hall.

The Advisory Group will meet 3 – 4 times each year via Zoom. During the first meeting the Group will review the Guiding Principles of the renovation, and the planning to date. The members of the group bring different voices and points of view with their expert knowledge and experience. We look forward to their advice, proposed edits, changes, and corrections. We estimate that each member will be asked to review xxx labels with text, and xxx wall text panels. We will set up additional Zoom meetings in coordination with everyone.

We estimate the next meetings to be:

| | |
|---|---|
| Xxxxx | 2:00 – 4:00 PM CST |
| Xxxxx | 2:00 – 4:00 PM CST |
| Xxxxx | 2:00 – 4:00 PM CST |
| Xxxxx | 2:00 – 4:00 PM CST |

As the project moves forward, and the HMNS production staff work on labels and graphics, our schedule for the Zoom meetings might need to be adjusted. We will work with you on identifying alternate dates to the above, if necessary.

During our subsequent Zoom meetings, we will review the progress on the work assignments, but also have discussions about the general information and presentation for the hall, as envisioned currently, and to write down ideas for change-outs and refreshments in the future.

The Hall of the Americas is scheduled to open to the public on xxxx. The museum is working on the details of opening events leading up to that day. We will schedule the in-person meeting of the Advisory Group for some time that week of the opening. The museum will cover economy air travel to Houston, and two nights of hotel in Houston, for each Advisory Group member.

During the second year of your term in the Advisory Group, we look forward to discussions about the overall care and documentation of our permanent collection. We realize some belongings need particular housing and care. We want to learn from each of you, and work on establishing the protocols and guidelines needed to care and maintain the belongings and artifacts entrusted to our museum. We estimate each member might review/assist to review xxxxx text labels for artifacts and belongings in upcoming change-outs and refreshments.

We estimate to have 3 – 4 Zoom meetings throughout the year between xxx - xxx; and one in-person meeting at HMNS around xxxx. The museum will cover economy air travel to Houston, and two nights of hotel in Houston, for each Advisory Group member.

gt/10.14.21

# the Houston Museum of natural science

## HALL OF THE AMERICAS ADVISORY GROUP AGREEMENT

| | |
|---|---|
| Houston Museum of Natural Science | Name |
| 5555 Hermann Park Drive | Address |
| Houston, Texas 77030-1799 | Address |
| Joel Bartsch, President | Email: |
| Tel. 713 639 4660 | Tel. |

This Agreement is made this _____ day of _____, 2021 by and between the Houston Museum of Natural Science ("MUSEUM"), a Texas non-profit corporation, and (PARTICIPANT). MUSEUM and the PARTICIPANT hereby agree as follows:

1. Purpose of Agreement:
   The PARTICIPANT and the MUSEUM will fulfill, in all respects, the terms and conditions of this Agreement:
   A) The PARTICIPANT is invited to be a member of the Advisory Group, to assist the MUSEUM in presenting information, artifacts and belongings in the new Hall of the Americas, in a respectful way. Initially the focus of the work will be on the new Hall of the Americas. Once the Hall is open, the MUSEUM looks forward to creating lasting relationships with the members of the Advisory Group, that will help us look at our collection and belongings in new and different ways.

   B) The PARTICIPANT will complete the work described below for the MUSEUM in exchange for a stipend of $xxxxxUS Dollars per year. This stipend will be paid according to the schedule detailed in Section 3 of this Agreement.

2. Scope of Commitment:
   A) This first year of the Advisory Group, the PARTICIPANT will attend 3 – 4 meetings via Zoom. The PARTICIPANT will attend one in-person meeting of the Advisory Group at the Houston Museum of Natural Science. This first year of the Advisory Group the in-person meeting will be held around the opening of the new Hall of the Americas, scheduled for September 23, 2022. The Advisory Group will likely meet sometime the week of September 19 – September 23, 2022. HMNS will cover the cost of economy air travel and two nights of hotel in Houston.
   B) PARTICIPANT is invited to serve a 2-year term on the Advisory Group.
   C) PARTICIPANT will be recognized in our new Hall of the Americas for their contribution to the project.
   D) It is estimated that for the Hall of the Americas opening on September 23, 2022 each PARTICIPANT will review and assist in editing approximately 10 - 20 object labels and 2 text panels. Provide review and advice on language across the exhibition as needed; advice regarding appropriate opening ceremony events. Assist to identify appropriate participants for opening events as needed.
   E) The second year, the PARTICIPANT will attend 3 - 4 meetings via Zoom, and one in-person meeting at HMNS (HMNS will cover the cost of economy air travel and two nights hotel in Houston). We will work to complete review of information for artifacts as might pertain to a change-out in the hall, and/or regarding housing, documentation, care, access, etc of belongings and artifacts in the permanent collection.

Initials: _____/_____
HMNS/

3. Schedule:

| | |
|---|---|
| Start of Agreement | xxxx |
| First year payment of $xxxxx.00 USD | xxxx |
| Travel and hotel for in-person meeting at HMNS | xxxx |
| Second year payment of $xxxxx.00 USD | xxxx |
| Travel and hotel for in-person meeting at HMNS | xxxx |
| End of term | xxxx |

Payments are to be in the form of a check/bank wire transfer, payable to: _____.
Bank information: _____
_____

4. Independent Contractor:
It is hereby agreed that the PARTICIPANT is acting as an independent contractor, and shall save and hold harmless the MUSEUM from any and all expenses relating to tax withholding requirements, including reasonable attorney's fees, which arise or are incurred as a result of Independent Contractor's services hereunder. The PARTICIPANT shall not have the power or authority to bind or commit the MUSEUM in any manner. The PARTICIPANT shall not be entitled to participate in any insurance or other benefit plans of the MUSEUM.
5. Consent and Assurances:
The PARTICIPANT agrees to these contractual terms and to fully and faithfully perform this obligation thereunder. Further, the PARTICIPANT agrees to hold the MUSEUM, and its agents, representatives, trustees, members, officers, directors and employees harmless from and against any and all claims, actions, damages, losses, liabilities and expenses (including reasonable attorney's fees), relating to the breach of any of the contractual agreements, representations or warranties in this AGREEMENT.
6. Insurance, Risk, Loss and Liability:
The PARTICIPANT assures delivery of the work as assigned and agreed to, the MUSEUM will not be held responsible for claims of physical injury by/to the GROUP MEMBER suffered during their work.
7. Submission to Jurisdiction: This AGREEMENT is governed by the laws of the State of Texas, United States of America.
8. Amendment and Waiver: The total AGREEMENT is outlined in these two (2) pages and can only be changed if both parties agree in writing.
9. Binding Effect: This AGREEMENT shall be binding upon both parties, and their respective successors, executors, administrators and assigns upon the signature of all parties to this AGREEMENT. The PARTICIPANT acknowledges that the MUSEUM in reliance upon this AGREEMENT, is entering and binding AGREEMENT in connection with the work assigned.

In Witness whereof, the Parties have executed this AGREEMENT as of the day and year first above written.

SIGNED _____ DATE _____
Gabriela Truly, Director of Collections
Houston Museum of Natural Science (HMNS)

SIGNED _____ DATE _____