

# METROPOLITAN MUSEUM BOARD MINUTES

July 12, 2017

## Riverside Metropolitan Museum

3580 Mission Inn Avenue ~ Riverside, CA 92501

(revised 8-9-17)

### Board Members Present

Elio Palacios, Jr., Chair  
Mary Hughes, Vice Chair  
Todd Carpenter  
Holly Evans  
Dawn Gleason  
Bergis Jules  
Rose Monge  
Chuck Wilson (left 5:39pm)

### City Staff Present

Alexander Nguyen, Asst. City Mgr/Acting Museum Director  
Toni Kinsman, Senior Office Specialist  
Brenda Focht, Museum Curator  
Carl Carey, General Services Director

### CALL TO ORDER

The meeting was called to order at 4:04pm.

### APPROVAL OF MINUTES

**Item 1. Minutes- June 14, 2017-** The minutes were approved as written.

Motion: C. Wilson

Second: H. Evans

Ayes: All

### BOARD CHAIR REPORT

Board Chair Palacios announced that the City Council voted to approve the shutter plan.

### REPORT ON MUSEUM OPERATIONS

Acting Director Nguyen reported that the Museum received a response the day prior from the American Alliance of Museums (AAM) to its April reaccreditation progress report (posted on the Museum website for public viewing). This letter will be on the August Board meeting agenda.

### DISCUSSION/ACTION ITEMS

#### **Item 2. Code of Ethics and Conduct Annual Review**

No recommendations were submitted for the City Clerk. A motion was made to approve the document as presented.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

#### **Item 3. Riverside Metropolitan Museum Board and Harada House Project Committee Attendance**

This agenda item was requested by Board Chair Palacios. Corrections by B. Focht to edit the following on the submitted report: 1) start date of Acting Director Nguyen as November 2016 and 2) attendance by Carol McDoniel at the January 2017 meeting. It was questioned why some of the individuals listed on the Harada House Project Committee are not regular attendees to meetings. B. Focht clarified that those members are only called upon when their expertise in a given area is requested and not expected to attend the monthly meetings.

A motion was made to acknowledge receipt of the information.

Motion: C. Wilson

Second: D. Gleason

Ayes: All

**Item 4. Scope of Services for National Historic Landmark Harada House Structural Engineering Assessment**

The Museum is currently on step 2 of the engineering assessment. General Services Director, Carl Carey was present and reported that the goal is to only open the necessary areas of the Harada House to determine why the structure is settling in uneven patterns with unknown framing additions and unforeseen conditions. The southwest wall has settled the most at 3- 4 inches. Siding from all sides will be removed for assessment. These areas will be re-covered to reduce exposure to the elements. Step 4 will go to the Museum Board with an estimated timeline of May 2018.

**Item 5. Organizational Changes at Riverside Metropolitan Museum**

The revised Museum organizational chart presented in the report was suggested by the Museum Management Consultants (MMC). The HR department will start the process for establishing the Operations Manager position. The other two positions will wait for the new Director to appoint. The Operations Manager will fill the HR Administrative Services Manager job description.

A motion was made to approve the Museum organization chart as presented.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

**Item 6. Appointment of Riverside Metropolitan Museum Board Liaison to Attend Riverside Museum Associates General Board Meetings**

A motion was made to appoint the Vice Chair position (currently filled by M. Hughes) as the RMA Board liaison with ability to appoint any Museum Board member as alternate as needed.

Motion: C. Wilson

Second: R. Monge

Ayes: All

**COMMITTEE REPORTS** *(written reports are requested to be distributed for each Committee update)*

**Item 7. Naming Museum Spaces Sub-Committee**

C. Wilson and M. Hughes presented their update on Museum naming space. M. Hughes suggested that the monetary amounts be removed and replaced with “to be determined” once the gallery spaces are finalized in design.

A motion was made to create a Museum naming policy once the new Museum Director is on Board.

Motion: C. Wilson

Second: B. Jules

Ayes: All

**Item 8. RMM Board Harada House Project Committee**

Committee Chair C. Wilson reported that non-profit paperwork for the “Friends of the Harada House” has been submitted. The primary goal of the Committee is fundraising. The next meeting will be July 21<sup>st</sup> at 10am. 2018 marks the 100 year anniversary of the Harada Family court case. The City of Riverside will be paying for the initial assessment of the Harada House structure. All other costs will be fundraised. The following are listed as the initial Board members for the “Friends of the Harada House”:

President- Chuck Wilson

Vice President- Dave Barnhart

Secretary- Lauren Bricker

Treasurer- Nancy Takano

**Item 9. Budget/ Development Committee**

Todd Carpenter will hold a meeting with Ann Lovell, Senior Administrative Analyst next month. The Board requested monthly budget reports.

**Item 10. RMM Collections Committee-** no meeting was held. B. Focht verbally reported that two loan requests for basketry exhibits have been received. B. Focht will submit a written staff report for a future meeting agenda. B. Jules was appointed to join the Collections Committee as Museum Board representative.

**Item 11. RMM Exhibitions Committee-** no meeting was held. B. Focht will submit a written staff report for a future Board meeting agenda. D. Gleason was appointed to join the Exhibitions Committee as Museum Board representative.

**Item 12. Riverside Museum Associates (RMA) -** President Peggy Barnhart reported the annual Victorian Ice Cream Social at Heritage House attendance at 2,000 guests. The RMA Executive Committee will discuss the July 11<sup>th</sup> City Council decision for shuttering and how it affects docent/volunteer activities. If the Main Museum would be open, it would require a new volunteer base. It was requested that there be an August agenda item regarding the RMA Volunteer Docent program as related to the July 11<sup>th</sup> Council suggestion. The RMA will have a workshop in August for brainstorming volunteer ideas.

**BOARD MEMBER COMMUNICATIONS**

**Item 13. Public Comment Period**

Steve Lech- willing to help coordinate volunteers for Museum to remain open & requested a list of duties and what areas volunteer assistance is needed.

**Item 14. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board Members-** M. Hughes attended a tour of the Missouri History Museum with Acting Director Nguyen and RMA President Barnhart. A report was requested for findings from the visit. Acting Director Nguyen will also forward the documents from the Missouri administrative team once received.

**Item 15. Items for future Riverside Metropolitan Museum Board consideration as requested by Board members.**

The following items were requested as August Museum Board agenda items:

- Volunteer report for closure
- B. Focht- written staff reports on Collections & Exhibitions Committees
- Acting Director Nguyen- Missouri History Museum staff report

**Item 16. Adjournment-** the meeting adjourned at 6:16pm.