

METROPOLITAN MUSEUM BOARD MINUTES
January 10, 2018
Riverside Metropolitan Museum
3580 Mission Inn Avenue, Riverside, CA 92501

Board Members Present

Elio Palacios, Jr., Chair
Mary Hughes, Vice-Chair
Todd Carpenter
Holly Evans
Dawn Gleason
Bergis Jules
Rose Monge
Chuck Wilson

City Staff Present

Robyn G. Peterson, Museum Director
Alex Nguyen, Assistant City Manager
Ann Lovell, Manager of Operations
Toni Kinsman, Senior Office Specialist
Lauren Sanchez, Deputy City Attorney

CALL TO ORDER

The meeting was called to order at 4:00 p.m.

1. PUBLIC COMMENT

Dr. Darleen DeMason - spoke regarding item 8 on the cancelled Museum Docent program.

Luz Negron - spoke regarding item 8 on the cancelled Museum Docent program.

Connie Ransom - spoke regarding item 4 to welcome the new Museum Director.

PRESENTATIONS

2. Board Chair Report

Chair Palacios welcomed Robyn G. Peterson as the new Museum Director.

3. Riverside Museum Associates (RMA)

Peggy Barnhart reported that the Annual Dinner and election of officers will occur in May 2018. The Board position of Treasurer is still vacant.

DIRECTOR'S REPORT FOR ONGOING ITEMS OR MINOR ANNOUNCEMENTS

4. Introduction of new Museum Director Robyn G. Peterson

Assistant City Manager Nguyen introduced Robyn G. Peterson. Dr. Peterson reported that she has met with most of the Museum Board members and will work toward improving Museum operations on every level with no current set timeline.

DISCUSSION AND ACTION CALENDAR

5. Approval of Minutes for the meeting held on December 13, 2017

The minutes were unanimously approved as written.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

6. Determine Whether Museum Board Member Absences from the December 13, 2017 Board Meeting Should be Recorded as an Excused or Unexcused Absence.

A motion to excuse the December 13, 2017 absence of Dawn Gleason due to personal reasons was unanimously approved.

Motion: C. Wilson
Second: B. Jules
Ayes: All

7. Annual Election of Officers for Chair and Vice-Chair for 2018

Discussions held via email concluded that the agenda item will carry over to the next Board meeting for additional nominations. Any current nominations will be presented to the Museum staff to create an agenda report.

A motion to hold the official vote on the new Museum Board Chair and Vice-Chair at the March 2018 meeting was unanimously approved.

Motion: C. Wilson
Second: D. Gleason
Ayes: All

8. Update on Proposed Museum Volunteer Docent Program

Assistant City Manager Alex Nguyen spoke about the submitted report on the cancellation of the Museum Volunteer Docent Program. Selected Museum staff met with the RMA to develop the docent program, selected the busiest day to open (Saturdays), and determined the minimum number of volunteers necessary to conduct a viable program (40-60). Interested candidates were required to be interviewed, and complete the online Municipal Volunteer Program application and Live Scan by set deadlines. The training was scheduled but postponed to attempt to recruit the minimum number. The minimum was not met, and an email was sent to the interested candidates cancelling the program and encouraging those interested to join the RMA and become active at Heritage House.

It was requested to consider opening one day per month with the existing interested group of approximately 30 candidates.

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

9. Update on the RMM Proposed Two-Year Budget for FY2018-2020

The Museum report with graphics for the proposed budget was included with the agenda. The two FYs 2018-2019 and 2019-2020 will comprise the second biennial budget developed by the City. The Museum has staff vacancies that will remain vacant to meet city budget reduction requirements. The positions will remain active in the Museum's organizational chart during the closure so they can be filled when the Museum re-opens.

10. RMM Collections Committee

Minutes of October 2017 and November 2017 meetings were included in the agenda packet.

11. Harada House Project Committee (HHPC)

December 2017 minutes were included in the agenda packet. At the December 13, 2017 Museum Board meeting, agenda item #7 was to bring forth items requested by the Harada House Project Committee.

C. Wilson relayed the following requests / motions from the December HHPC minutes

1. Robinson House as a conference facility for 18-20 people (structural changes to accommodate conference room) and have ADA access.
2. Bring back a fulltime caretaker (temporarily on site and then a separate facility on the Harada / Robinson property for the future).
3. City to identify an experienced licensed Architect of Record by March 30, 2018 to oversee the entire Harada House project.
4. RMM FY18/19 and FY19/20 budget should include a line item for Robinson projects, such as structural modifications, HVAC, and ADA requirements.

5. Founding donors who made gifts to purchase Robinson House at the \$10,000 level or above should be recognized through signage.

12. RMM Exhibitions Committee

No Committee meeting was held. The RMM Tlatilco exhibition opening at the Riverside Art Museum will be Friday February 2, 2018.

13. Collections Committee

No December 2017 meeting was held. The January 2018 minutes will be included in the next Board agenda.

BOARD MEMBER COMMUNICATIONS

14. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board Members

No reports at this time.

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

Museum docent program and HHPC Robinson House requests. With the arrival of Dr. Peterson, all Board agenda items must be submitted to Museum staff 21 days prior to each Board meeting for creation of reports, research, and approvals to comply with the City of Riverside Sunshine Ordinance.

16. Adjournment

The meeting was adjourned at 5:00 p.m.

The next regular Metropolitan Museum Board meeting is scheduled for Wednesday, February 14, 2018 at 4:00 p.m. in the Museum's 2nd floor conference room.