



City of Arts & Innovation

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD **DATE: OCTOBER 25, 2022**
FROM: MUSEUM DEPARTMENT **WARDS: ALL**
**SUBJECT: ALTERNATE MEETING DATE FOR NOVEMBER AND DECEMBER 2023
SCHEDULED MEETINGS AND APPROVE THE ALTERNATE MEETING DATE**

ISSUE:

To discuss an alternate meeting date for November and December 2023 scheduled meetings and approve the alternate meeting date.

RECOMMENDATION:

That the Museum of Riverside Board:

1. Approve the cancellation of the November 22, 2023, meeting due to the Thanksgiving holiday;
2. Approve the cancellation of the December 27, 2023, meeting due to the winter holidays; and
3. Approve a Special Museum Board Meeting at 3:00 p.m. on Wednesday, November 29, 2023, in lieu of the November 22, 2023, and December 27, 2023, meetings.

BACKGROUND:

At its meeting on October 23, 2019, the Museum of Riverside Board discussed its meeting dates. The Standing Rules of the Board formalized on November 19, 2019 established a regular meeting date of the fourth Wednesday of each month.

DISCUSSION:

The fourth Wednesday of the month conflicts annually with Thanksgiving and winter (Christmas/New Year) holidays. In 2023, these dates are November 22 and December 27.

Due to the holidays, the regular November and December meetings were cancelled in 2019, 2020,

2021, and 2022. The Museum Board held a special meeting in December in each of those years. Scheduling a special meeting in December 2023 will allow the Museum Board to continue with Museum business. Regular meetings scheduled for the fourth Wednesday of the month at 3:00 p.m. will resume in January 2024.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director
Approved by: Kris Martinez, Assistant City Manager