



City of Arts & Innovation

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD DATE: SEPTEMBER 24, 2025

FROM: MUSEUM DEPARTMENT WARDS: ALL

SUBJECT: ALTERNATE MEETING DATE FOR NOVEMBER AND DECEMBER 2025
SCHEDULED MEETINGS AND APPROVE THE ALTERNATE MEETING DATE

ISSUE:

To discuss an alternate meeting date for November and December 2025 scheduled meetings and approve the alternate meeting date.

RECOMMENDATION:

That the Museum of Riverside Board

1. Approves cancellation of the November 26, 2025, meeting due to the Thanksgiving holiday;
2. Approves cancellation of the December 24, 2025, meeting due to the winter holidays; and
3. Approves a Special Museum Board Meeting at 3:00 p.m. on Wednesday, December 3, 2025, in lieu of the November 26, 2025, and December 24, 2025, 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 2025, these dates are November 26 and December 24.

Due to the holidays, the regular November and December meetings were cancelled in 2019, 2020, 2021, 2022, 2023, and 2024. The Museum Board held a special meeting in December in each of those years. Scheduling a special meeting in December 2025 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 2026.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Robyn G. Peterson, Museum Director
Reviewed by:	Ann Lovell, Manager of Operations