



*City of Arts & Innovation*

# Museum of Riverside Board Memorandum

---

**TO:** MUSEUM OF RIVERSIDE BOARD **DATE:** FEBRUARY 4, 2026  
**FROM:** MUSEUM DEPARTMENT **WARDS:** ALL  
**SUBJECT:** DISCUSS AND APPROVE ANNUAL MUSEUM OF RIVERSIDE BOARD WORK  
PLAN FOR ITS OWN OPERATION

**ISSUE:**

To discuss and approve an annual Museum of Riverside Board work plan for its own operation.

**RECOMMENDATION:**

That the Museum of Riverside Board discusses and approves an annual Museum of Riverside Board work plan for its own operation.

**BACKGROUND:**

Following direction from the City Manager's office, City of Riverside Boards and Commissions develop annual workplans.

**DISCUSSION:**

Regular recurring business is conducted by the Museum of Riverside Board, which includes receiving trainings and updates from other City departments (for example, the City Attorney) and determining the path of certain Museum-specific activities, such as reviewing and approving accession and deaccession recommendations. Recurring business that is current as of the date of this report is aligned in the attached work plan.

Outcome of March 2025-February 2026 Work Plan objectives:

Work Plan Objective	Outcome
Providing feedback on progress updates of Museum of Riverside Strategic Plan	Complete - Museum of Riverside Board received strategic plan updates at the May 2025, August 2025, October 2025, and February 2026 meetings.
Volunteering to support Museum of Riverside programs and events	Complete – Museum of Riverside Board members receive information about opportunities to support

	Museum of Riverside events at every meeting. Board members supported recurring and one-time events during this reporting period.
Approving accessions and deaccessions to Museum collections	Complete – Museum of Riverside Board voted to recommend accessions/deaccessions to City Council at the March, July, August, and October meetings.
Receiving training on the Brown Act, also known as California's Open Meeting Law	City Clerk provides Brown Act training annually.
Selecting date and time for special meeting due to winter holidays	Complete – Board voted unanimously in at the October 2025 meeting to cancel the November 2025 and December 2025 meetings and not to hold a special meeting due to winter holidays.
Reviewing the City's Code of Ethics and Conduct	Complete – received presentation from Ethics Committee at July 2025 meeting
Electing Museum of Riverside Board officers	Scheduled for February 2026 Board meeting
Reviewing the Museum Department's budget	Complete – The FY25-26 budget was presented to the Museum Board at the May 2025 meeting.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Museum Director

Attachment: Museum Board work plan