



City of Arts & Innovation

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD **DATE: SEPTEMBER 28, 2022**

FROM: MUSEUM DEPARTMENT **WARDS: ALL**

SUBJECT: CONSIDER WHETHER BOARD MEMBER TODD CARPENTER ABSENCE FROM THE AUGUST 24, 2022, MUSEUM BOARD MEETING IS EXCUSED OR UNEXCUSED

ISSUE:

Determine whether the absence of Board member Todd Carpenter on August 24, 2022, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Museum of Riverside Board determine the absence of Board member Todd Carpenter from the August 24, 2022, meeting be unexcused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23437, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes whether the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

DISCUSSION:

Board member Todd Carpenter emailed Museum Senior Office Specialist Toni Kinsman August 19, 2022 with his intention to attend virtually. No notice was given otherwise for the absence.

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