Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: **MUSEUM OF RIVERSIDE BOARD** **DATE: SEPTEMBER 27, 2023**

FROM: **MUSEUM DEPARTMENT** **WARDS: ALL**

SUBJECT: **RECORD THE ABSENCE OF BOARD MEMBER RAZZOUK FROM THE JULY 26, 2023, MUSEUM BOARD MEETING AS EXCUSED**

ISSUE:

Record the absence of Board Member Lovelyn Razzouk from the July 26, 2023, regular Board meeting as excused.

RECOMMENDATION:

That the Museum of Riverside Board record the absence of Board Member Lovelyn Razzouk from the July 26, 2023, regular meeting as excused.

BACKGROUND:

Pursuant to the Rules of Order and Procedure (Meeting Rules) Resolution No. 23976 (updated April 11, 2023), Board/ Commission 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 shall declare the office vacant.

DISCUSSION:

Board Member Razzouk was not in attendance at the July 26th Museum of Riverside Board meeting. Mrs. Razzouk gave notice via email to Museum staff that she would be unable to attend the meeting due to vacation.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director