



*City of Arts & Innovation*

# Museum Board Memorandum

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**TO: METROPOLITAN MUSEUM BOARD** **DATE: May 10, 2016**  
**FROM: SARAH S. MUNDY, DIRECTOR** **WARD: ALL**  
**SUBJECT: UPDATE ON MUSEUM OUTREACH MATERIALS FOR BOARD USE**

## **RECCOMENDATION:**

It is recommended that the Museum Board receive and file this update on outreach materials for Board use.

## **BACKGROUND:**

At the March 8, 2016 Metropolitan Museum Board meeting, it was requested to have outreach materials available for the Museum Board members to conduct outreach in their respective wards and for promotional use. It was decided that a PowerPoint would be the best option.

On April 19, 2016 the Board requested a status update for the project at the next (May) Board meeting.

Museum staff is developing a primary PowerPoint presentation and subordinate materials for the Museum Board members for use during community outreach. The materials will need to be updated on a quarterly bases to reflect the department advances in programing, exhibits and education. The first PowerPoint will be distributed electronically by the June 2016 Board meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Sarah S. Mundy, Director