

# Riverside Metropolitan Museum

## MINUTES

SEPTEMBER 13, 2017

2:30PM

MUSEUM CONFERENCE ROOM

<b>MEETING CALLED TO ORDER BY</b>	Alexander Nguyen at 2:35pm
<b>TYPE OF MEETING</b>	Collections Committee
<b>FACILITATOR</b>	Alexander Nguyen
<b>NOTE TAKER</b>	Amanda Frank
<b>ATTENDEES</b>	PRESENT: Alexander Nguyen, Dr. Brenda Buller Focht, Chuck Wilson, Dr. Robert Przeklasa, Lynn Voorheis, Teresa Woodard Belding, Danielle Leland, Amanda Frank, Ann Lovell (guest) ABSENT: Bergis Jules

## Approval of Minutes

**AUGUST 9, 2017 MINUTES**

**AMANDA FRANK**

DISCUSSION	Member Przeklasa recommended the following minor changes: refer to participants as “Member + last name”, specify which member made a comment, use past tense, refer to Rincon as Band of Mission Indians		
Acting Member Nguyen noted he should be referred to as Acting Member.			
Member Przeklasa asked if the action item deadline of 9/05/17 was given at the August meeting, Member Voorheis and Member Frank confirmed this deadline was not actually stated at the meeting and thus should be removed from the minutes.			
CONCLUSIONS	Motion: Approval of the minutes as amended		
Motion made by Chuck Wilson; seconded by Robert Przeklasa; all in favor			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Amend August 9 2017 minutes		Amanda Frank	

## Loans

### HISTORY

**EXTENSION OF LOAN TO LA PLAZA DE CULTURA Y ARTES**

**DR. ROBERT PRZEKLASA**

<b>DISCUSSION</b>	Member Przeklasa explained LA Plaza de Cultura y Artes has requested an extension of this loan because the curator handling the loan left and they thus need extra time. They have also had great reception to this exhibit. Member Przeklasa noted it is a very good exhibit, and added the museum will allow us to view the exhibit if we tell them we are from RMM.
Member Przeklasa noted the objects are metal and thus light damage is not an issue. Also noted building meets our requirements, as seen in their facility report.	

<p>Member Przeklasa recommends extending the loan because: they are in a safe environment, and this is not the ideal time to take the items back because we are the middle of a move.</p>		
<p>Member Wilson asked what is displayed in the exhibit to show the objects are from us. Member Przeklasa noted there is a placard, and Member Wilson asked if we have standard terminology for what we want displayed by the borrowing institution to give us credit for the objects. Member Przeklasa said the standard is at the end of a small label, the label should read “Courtesy of the Riverside Metropolitan Museum.” He added sometimes the institution will also add a small description of RMM. Acting Member Nguyen asked if there are standards such as use of City of Riverside font or the city logo, Member Przeklasa and Member Voorheis replied there are not. Member Frank then read the statement in the loan terms regarding crediting RMM, which simply states label will credit the Riverside Metropolitan Museum, Riverside, CA. Acting Member Nguyen noted borrowing institutions can thus create labels the way they normally would. He then asked if it is typical in the museum world to require such standards aside from a credit line, curators said no.</p>		
<p>Member Buller Focht noted two of the objects from this loan are not listed in Argus as on exhibit. Member Frank said this was an oversight and she has already corrected this.</p>		
<p>Acting Member Nguyen asked if we have a limitation for how long things can be on loan. Member Przeklasa said this is determined on a case by case basis depending on the fragility of the objects. Member Frank read the section on this issue in the Collections Management Policy, which states the loan period can vary and loans can only be extended in unusual circumstances. Member Przeklasa noted our move from the collections facility to be an exceptional circumstance, as well as LA Plaza losing the staff member that was responsible for this loan.</p>		
<div>CONCLUSIONS</div> <p>Motion: Approve the continuation of the loan</p>		
<p><b>Motion made by Chuck Wilson; Seconded by Lynn Voorheis; all in favor</b></p>		
<div>ACTION ITEMS</div>		
	PERSON RESPONSIBLE	DEADLINE

## Other Issues

### RIISING ABOVE ENLARGEMENTS

### DR. ROBERT PRZEKLASA

<b>DISCUSSION</b>	Member Przeklasa noted Dr. Norman Towels was the primary lender for the Rising Above exhibit. When Dr. Towels was at the museum last week to take back his objects, he asked what would be done with the enlargements used for this exhibit, and is interested in taking these enlargements if we do not need them. Member Przeklasa has spoken with other curators about this, and he noted Member Frank mentioned sometimes enlargements and labels are used later by researchers, but Member Przeklasa noted we still have digital copies and could print out additional copies to archive. He added Dr. Towels could likely use them for community expositions. Member Przeklasa said Dr. Towels is also interested in the 6 foot enlargements.
Member Buller Focht asked if the library could use the scans of the comic books.	
Acting Member Nguyen asked if we have digital copies of all of the smaller scans, Member Przeklasa confirmed we do.	
Member Wilson asked how hard it is to reproduce these again with our scans, Member Przeklasa said it would not be hard. Member Wilson asked how hard it would be to put on this exhibit again, Member Przeklasa said he would likely make new printed scans if we did this exhibit again, noted it is not expensive to make these small scans. Member Wilson suggested we could use these in a travelling exhibit next year for black history month to show the museum is still doing something.	
Member Buller Focht asked if the comic book images are from Dr. Towels' collections, Member Przeklasa and Member Leland noted some are Dr. Towels', some are from Member Leland, and some are open source images.	
Acting Member Nguyen asked if all of the objects from the exhibit are from Dr. Towels and other outside sources, Member Przeklasa, Member Woodard Belding, and Member Frank noted there were a few objects	

from our collection most of which were used as exhibit props.		
Member Przeklasa suggested stipulating we could use the enlargements for an exhibit in February, Acting Member Nguyen said we will not be doing any new exhibits.		
Member Przeklasa said the images used for the 6’ enlargements were from open source images, Dr. Towels, and one from the Academy of Motion Pictures Arts and Sciences that required payment.		
Member Przeklasa said in researching precedents for this, in the past someone was upset we gave away enlargements because they were expensive. He added the 6’ enlargements were \$100 each.		
Member Leland noted they would require storage and are of limited Riverside relevance.		
Member Frank asked if enlargements have ever been reused for later exhibits, Member Leland noted the Santa Ana River scans were reused from past exhibits and Member Voorheis noted Harada scans have been reused. Member Woodard Belding suggested these particular scans would not be likely to be reused because they have more limited local relevance.		
Member Voorheis noted this would be a goodwill gesture.		
Member Leland noted we should make sure we document our exhibits in argus , including putting our exhibit labels, images, programming in argus. Member Voorheis noted argus has this capability. Acting Member Nguyen said we will likely have an online presence for all our exhibits so they can live on.		
Acting Member Nguyen asked if Dr. Towels Dr. Towels had a strong desire to have the scans or only casually noted he would take them if we wanted to get rid of them. Member Przeklasa thinks Dr. Towels does have a strong interest in them for his community involvement.		
Member Przeklasa suggested Dr. Towels could make more use of them than we could.		
Member Leland and Member Przeklasa noted Dr. Towels gave a lot of his time to this exhibit. Member Frank stated we are quite indebted to him for this exhibit and this would thus be a goodwill gesture.		
Member Wilson noted he doesn’t have a problem with giving these to Dr. Towels as long as this is seen as a one-time decision rather than a precedent.		
Member Buller Focht suggested Dr. Towels has benefited from this exhibit because the exhibit has increased the monetary value of his objects. Member Przeklasa noted he came through for us in a moment of difficulty because of the concurrent exhibit at RCC.		
Acting Member Nguyen asked how many of the 6’ enlargements there are and how much they cost, Member Przeklasa noted there are 10 at \$100 a piece. Acting Member Nguyen asked what we would normally do with them, Member Przeklasa said we would store them.		
Member Przeklasa said he would lean towards giving them to Dr. Towels as a goodwill gesture and because he can make better use of them than we would. Also noted Dr. Towels would likely let us use them in the future if the need arises, and added Dr. Towels would have storage responsibility.		
Member Leland noted marketing materials were previously given to Kevin, who would select which ones to archive and which ones to dispose of or give away. Acting Member Nguyen noted in the future, we need to make sure there is a system to ensure people know these saved items exist.		
CONCLUSIONS	Motion: Give Dr. Towels this material but do not view this as a precedent.	
Motion made by Chuck Wilson; Seconded by Amanda Frank; all in favor		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Give enlargements/scans to Dr. Towels	Dr. Robert Przeklasa	

## MINUTES PROCEDURES

## AMANDA FRANK

<b>DISCUSSION</b>	Member Frank stated she wanted to clarify the minutes process. Noted she will from now on record the meetings, and this is the first month minutes were brought to collections committee for approval.
Member Frank noted for the past few months she has submitted collections committee minutes to Toni to add to following month's board packet. Member Frank suggested submitting minutes to the board after the minutes are approved by collections committee instead. Member Wilson asked if the board would then be viewing collections committee minutes that are 2 months old, Member Frank confirmed. Member Wilson suggested submitting both documents to each board packet: unapproved minutes from previous month, and amended minutes from 2 months ago. Member Wilson noted the 2 month wait time would not serve the board well, and the unapproved minutes would most likely require only changes to procedural elements.	

Acting Member Nguyen suggested unapproved minutes should not be labeled 'unapproved', but instead should be labeled 'to be approved at the [insert date] committee meeting'.		
Member Wilson suggested indicating the amendments in bold or italics. Acting Member Nguyen suggested using red line editing instead.		
Acting Member Nguyen instructed Member Frank to include the entire collections committee packet from the previous month in the board packet, rather than only the minutes.		
<b>CONCLUSIONS</b> (See below)		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
October board packet will include the September collections committee packet in addition to the amended August minutes and the 'to be approved' draft of the September collections committee minutes. This will be the procedure thus forward.	Amanda Frank	

### **MISCELLANEOUS DISCUSSION**

<b>DISCUSSION</b>	Acting Member Nguyen asked what items we anticipate would be discussed in October. Member Buller Focht said she hopes to discuss the Rincon basket loan and the Rincon beads discussed in the August meeting. Member Woodard Belding would like to discuss the taxidermy at the Nature Center. Member Przeklasa would like to discuss a winnowing machine at Rumsey that is in poor condition, members discussed this briefly.
Member Frank noted she will be on vacation the week the October meeting packet materials are due to her, Member Buller Focht volunteered to stand in for Member Frank in this role for October.	

***Amanda Frank motioned to adjourn, Dr. Robert Przeklasa seconded  
Meeting adjourned 3:12pm***

***Next meeting: Wednesday, 11 October 2017, 2:30pm Museum Conference Room***

# Riverside Metropolitan Museum

MINUTES-TO  
BE APPROVED  
AT 11/08/2017  
MEETING

OCTOBER 11, 2017

2:30PM

MUSEUM CONFERENCE ROOM

MEETING CALLED TO ORDER BY	Alexander Nguyen at 2:36pm
TYPE OF MEETING	Collections Committee
FACILITATOR	Alexander Nguyen
NOTE TAKER	Amanda Langevin
ATTENDEES	PRESENT: Alexander Nguyen, Dr. Brenda Buller Focht, Chuck Wilson, Dr. Robert Przeklasa, Teresa Woodard Belding, Danielle Leland, Amanda Langevin, Ann Lovell (guest) ABSENT: Bergis Jules

## Approval/Review of Minutes

**AUGUST 09, 2017 MINUTES**

**AMANDA LANGEVIN**

DISCUSSION			
CONCLUSIONS	None- minutes were approved as amended at September meeting, thus no further motion was necessary		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**SEPTEMBER 13, 2017 MINUTES**

**AMANDA LANGEVIN**

DISCUSSION	Members discussed the formal name for Rincon Band of Mission Indians.		
Member Wilson suggested Alexander Nguyen be referred to as Acting Director Nguyen in the minutes rather than Acting Member. Alexander Nguyen approved of this suggestion.			
Acting Director Nguyen noted minutes do not require as much detail as provided in the September 2017 minutes.			
CONCLUSIONS	Motion: Move the minutes be accepted		
Motion made by Brenda Buller Focht; seconded by Robert Przeklasa; all in favor			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

## Deaccessions/Transfers

### HISTORY

### ASSESSMENT OF TERMITE-RIDDEN WINNOWING MACHINE

DR. ROBERT PRZEKLASA

DISCUSSION	Dr. Przeklasa noted there are no accession records for this object. He recommended destroying the object as it is in such bad shape. Noted appropriate destruction method would be dismantling it piece by piece.	
Discussed our policy regarding ‘found in collections’ objects.		
Member Wilson suggested finding agricultural museums that might be interested in taking this object. Acting Director Nguyen noted an institution interested in this object might be willing to restore it.		
Members discussed whether or not we are required to assess every any object considered found in collections. Members determined that according to our policy, items found in collections should be treated as a gift and thus brought through the formal accession process. Member Przeklasa also noted that because this object has been in our collection so long, it should be treated as a deaccession even though we do not have formal accession records. He added that we would then need to formally accession it first.		
The fact this object was part of Brendel’s original inventory of these objects (as pointed out by Acting Director Nguyen), plus the fact the information card indicates we purchased it and thus intended to add it to our collection(as pointed out by Ann Lovell), were suggested as additional reasons to accession this object before destroying it.		
Acting Director Nguyen recommended the committee now vote on accessioning and deaccessioning the object, and then create the formal paperwork for the Board.		
Member Przeklasa stated the termite damage is reason to deaccession this object for the protection of the rest of our objects.		
CONCLUSIONS	Motion: Accession the winnowing machine	
Motion made by Chuck Wilson; Seconded by Dr, Robert Przeklasa; all in favor		
Motion: Deaccession the winnowing machine		
Motion made by Dr. Robert Przeklasa; Seconded by Amanda Langevin; all in favor		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare reports to the board for accessioning and deaccessioning the winnowing machine	Dr. Robert Przeklasa	
Present to board in November		
Present to City Council in December		
Find institutions that might be interested in transfer of the object (if none found, will destroy the object)	Dr. Robert Przeklasa	

## Loans

### INCOMING LOAN OF FAMILY MOURNING HEIRLOOMS FOR OCTOBER 13, 2017-OCTOBER 28, 2017 EXHIBIT AND PROGRAMMING AT HERITAGE HOUSE

LYNN VOORHEIS (ABSENT)

<b>DISCUSSION</b>	Member Langevin described the loan as intended for the upcoming Beyond the Black Veil event at the Heritage House, which highlights Victorian mourning practices.
Member Buller Focht noted we have a certificate of insurance indicating our insurance will cover these loan objects.	
Ann Lovell noted the policy and our loan form contain conflicting information about insuring loan objects. Members discussed. Acting Director Nguyen noted for now we will postpone revision of forms as we do not have any upcoming loans for a few months.	

Members discussed what to do as Ms. Stevens was scheduled to drop off the loan the following day for an event beginning in 2 days, there was not enough time to present this to the board and City Council for approval as required in our policies.		
Acting Director Nguyen suggested stating we are using objects for an 'event' rather than a formal loan. Member Woodard Belding noted for insurance purpose we need formal documentation (such as a loan form) in the event of a claim.		
Member Wilson suggested this could present an avenue for getting around our loan policies. Noted we should make it clear this is a one-time occurrence.		
Members noted in the future we need to propose loans several months in advance.		
Other suggestions mentioned: utilizing the loan form in order to obtain Ms. Stevens' signature, cancel the event, hold the event without the loan objects, Ms. Stevens brings her objects each day and takes them home; none determined feasible.		
Member Langevin suggested having Ms. Stevens sign a temporary receipt indicating the objects are in our care. Members discussed this. Acting Director suggested using the same format as the loan form.		
CONCLUSIONS	Ms. Stevens will sign a temporary receipt.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create temporary receipt	Amanda Langevin	
Cindy Stevens will sign temporary receipt upon delivery of objects	Teresa Woodard Belding	

***Chuck Wilson motioned to adjourn, Dr. Robert Przeklasa seconded  
Meeting adjourned 3:56pm***

***Next meeting: Wednesday, 08 November 2017, 2:30pm Museum Conference Room***