

METROPOLITAN MUSEUM BOARD MINUTES

November 30, 2017

Special Meeting

Riverside Metropolitan Museum

3580 Mission Inn Avenue ~ Riverside, CA 92501

Board Members Present

Elio Palacios, Jr., Chair
Mary Hughes, Vice Chair
Todd Carpenter
Bergis Jules
Chuck Wilson

City Staff Present

Alex Nguyen, Asst. City Mgr/Acting Museum Director
Ann Lovell, Senior Administrative Analyst
Brenda Focht, Museum Curator
Toni Kinsman, Senior Office Specialist
Lauren Sanchez, Deputy City Attorney

Absent

Rose Monge
Dawn Gleason
Holly Evans

CALL TO ORDER

The meeting was called to order at 4:03pm.

PUBLIC COMMENT

1. Luz Negron- distributed an invitation to the Riverside Museum Associate's Multicultural Council's Annual Day of Inclusion on Sunday December 17, 2017 from 1-4pm at the Black Box.

PRESENTATIONS

2. Board Chair Report

Chair Palacios reported that he is excited to meet the new Museum Director.

3. Riverside Museum Associates (RMA)

Peggy Barnhart reported that due to the Beyond the Black Veil event at the Heritage House, the October attendance and donation income has tripled based on the past year's data. A February themed event is in discussion. The RMA Treasurer, Robin Whittington has resigned and the RMA is seeking a replacement.

DIRECTOR REPORT FOR ONGOING ITEMS OR MINOR ANNOUNCEMENTS

4. Museum Director recruitment: Interviews have concluded and an offer has been made to a candidate. Once the employment contract has been signed, an announcement/press release will be issued. Robyn Peterson has been selected as the new Museum Director; she will start December 20, 2017.

5. Arts and Culture Division will move back under the Community and Economic Development Department effective November 01, 2017. Arts and Culture staff will physically move offices to City Hall in 2018 once the Festival of Lights has ended.

6. Museum Saturday Docent Program Update- of the 77 interested candidates, 53 were forwarded on to the application/Live Scan step. (44 were interviewed and 9 were not interviewed, but forwarded to the application/Live Scan step due to prior experience with Museum staff/Museum). Of the 53 contacted for the application/Live Scan step, 43 volunteers have completed the Municipal Volunteer Application. Pending Live Scan approval, they will be eligible to attend the trainings. 12 will not be proceeding with the process (6 did not complete the Municipal Volunteer Application and 6 declined to continue with the docent program.) Candidates were contacted 3 times to remind them to complete the Municipal Volunteer Application– emails were sent on 10/6/17, 10/13/17 and 10/26/17.

As of 11/15/17, twenty of forty-one candidates had not cleared the City’s required Live Scan background check. The deadline for Live Scans to be conducted is 12/1/17. Once all the Live Scan checks have cleared, we will proceed with the training. The Museum will send out the new training schedule by mid- December 2017. An email was sent on 11/15/17 postponing scheduled trainings for 2017. We expect to conduct the trainings in January, 2018.

7. Improved exterior lighting around the Main Museum building will be added to improve security. The work is expected to be completed in November. The exterior lighting has been completed.

8. The response letter (attached to agenda) from the American Alliance of Museums, regarding our progress report for re-accreditation, was received on November 7, 2017. The letter gave an extension of the deadline from December 2017 to April 25, 2018 for updates on the progress towards activities.

DISCUSSION AND ACTION CALENDAR

9. Approval of Minutes- October 11, 2017

The minutes were approved as written.

Motion: C. Wilson

Second: B. Jules

Ayes: All

10. Utilize Measure Z Contingency Fund of \$2M and \$1.3M of Measure Z Allocation for Riverside Metropolitan Museum, to Construct a City Archive in the New Main Library

City Clerk, Colleen Nicol and General Services Director, Carl Carey presented the report. The archives space will be planned and built within the new Library. The current plan is for 4,000 square feet (2 story structure- 2,000 ft per level). The detailed planning will include community meetings and discussion with archival professionals.

A motion was made by the Museum Board to recommend that City Council utilize Measure Z contingency fund of \$2M and \$1.3M of Measure Z allocation for Riverside Metropolitan Museum, for a total of \$3.3M, to construct a City Archive in the new Main Library.

Motion: M. Hughes

Second: T. Carpenter

Abstain: C. Wilson

Ayes: M. Hughes, T. Carpenter, B. Jules & E. Palacios

11. Update on Riverside Metropolitan Museum (RMM) 2018 Exhibition "Uncovering Ancient Mexico: The Mystery of Tlatilco" in Partnership with Riverside Art Museum (RAM)

There was no quorum at the November RAM Board of Directors meeting so the vote will be postponed to December for approval of the MOU between RAM and RMM. The opening reception of the Tlatilco is schedule for February 2, 2018 from 6-8pm. A 9foot, 2 inch tall replica of a pretty lady figurine has been created out of recycled tomato paste cans. The replica will be moved around the City library locations to promote the exhibition.

A motion was made to receive and file the Tlatilco exhibit update.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

12. Loan of Harada Family Objects from the Riverside Metropolitan Museum (RMM) Collection to the Riverside Art Museum (RAM) to Complement RAM's February 2018 Wendy Maruyama Exhibits "E.O. 9066" and "The Tag Project"

The loan was motioned for approval.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

13. Reaccreditation Effort Regarding Moving Collections out of the Museum Basement

The report was received and filed. The museum will organize and cull collections in the Rumsey storage facility as part of the inventory process. An inventory update will be presented in December or January.

14. Harada House Documentation Plan

Work is still in progress to remove and inspect the interior of the Harada House. An update will be presented at the next Board meeting.

15. Annual Designation of Nominating Committee and Election of Officers for Chairperson and Vice-Chair for 2018

No nominations occurred. Deputy City Attorney Lauren Sanchez stated the Standing Rules require a Committee Chair and a minimum of 2 additional Board members to form the committee. This item will be continued to the December agenda.

16. Extension of Loan to La Plaza de Cultura y Artes

The loan was approved for extension to September 2018.

Motion: C. Wilson

Second: B. Jules

Ayes: All

17. Loan of Tlatilco Objects from the Riverside Metropolitan Museum (RMM) Collection to the Riverside Art Museum (RAM) for the RMM 2018 Exhibition "UNCOVERING ANCIENT MEXICO: THE MYSTERY OF TLATILCO" at RAM

A motion was made to approve the loan to RAM.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

18. Approve Loan of Tlatilco Objects from the Los Angeles County Museum of Art, for the Riverside Metropolitan Museum 2018 Exhibition “UNCOVERING ANCIENT MEXICO: THE MYSTERY OF TLATILCO” at the Riverside Art Museum

A motion was made to approve the loan from LACMA for Tlatilco.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

19. Approve Loan of Tlatilco Objects from the National Museum of the American Indian, Smithsonian Institution for the Riverside Metropolitan Museum 2018 Exhibition “UNCOVERING ANCIENT MEXICO: THE MYSTERY OF TLATILCO” at the Riverside Art Museum

A motion was made to approve the loan from NMAI for Tlatilco.

Motion: C. Wilson

Second: B. Jules

Ayes: All

20. Accession of Winnowing Machine

This item was purchased as part of a collection in 1969 but never formally accessioned, only the inventory card was present.

The accession of the winnowing machine was approved.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

21. Deaccession of Winnowing Machine

Due to the poor condition and pest infestation of the winnowing machine, the item will be deaccessioned from the Museum collections and properly disposed of.

A motion was made to approve the deaccession of the winnowing machine.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

COMMITTEE REPORTS *(written reports are requested for each Committee update)*

22. Harada House Project Committee

The September and October 2017 Minutes were attached. Harada House Project Committee Chair C. Wilson reported that during the September meeting it was requested to use the Robinson House as a center for interpretation as early as March 2018. The October minutes address concerns with having a preservation architect, no current caretaker, a request for a future full time permanent caretaker on site. The Harada House Foundation has been formed with an EIN, but the application for the tax exempt status is not completed and ready for submission.

23. FY 2017/18 Monthly Budget Update

The Museum is currently on target or under budget in most areas. The monthly report will not be submitted monthly, instead updates on the Budget process will be distributed to the Museum Board.

24. RMM Exhibitions Committee- B. Focht met with D. Gleason and M. Hughes.

25. RMM Collections Committee- B. Jules confirmed that he is an official member of the Collections Committee. The next meeting will be held in January 2018.

BOARD MEMBER COMMUNICATIONS

26. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board Members

27. Items for future Riverside Metropolitan Museum Board consideration as requested by Board members. C. Wilson emailed three items for discussion at the December Museum Board meeting and asked for other related items regarding Harada House and Robinson House.

28. Adjournment- the meeting adjourned at 5:48pm.

*The next regular Metropolitan Museum Board meeting is scheduled for
Wednesday December 13, 2017 at 4:00pm in the Museum 2nd floor conference room*