



City of Arts & Innovation

Museum Board Memorandum

TO: METROPOLITAN MUSEUM BOARD **DATE: JANUARY 10, 2018**

FROM: MUSEUM DEPARTMENT

**SUBJECT: DETERMINE WHETHER MUSEUM BOARD MEMBER ABSENCES FOR THE
DECEMBER 13, 2017 MUSEUM BOARD MEETING SHOULD BE RECORDED
AS AN EXCUSED OR UNEXCUSED ABSENCE**

ISSUE:

Determine whether the absence of Board member Dawn Gleason on December 13, 2017, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Museum Board motion the absence as excused for Museum Board member Dawn Gleason from the December 13, 2017 Museum Board meeting due to family reasons.

BACKGROUND:

Board member Dawn Gleason contacted Museum staff via email prior to the meeting to communicate that she would be unable to attend the December 13, 2017 Board meeting due to the passing of her sister that morning.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Alexander T. Nguyen, Assistant City Manager/Acting Museum Director