

Riverside Metropolitan Museum

MINUTES

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, Lynn Voorheis

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 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)

DISCUSSION	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