



Museum Board Memorandum

City of Arts & Innovation

TO: METROPOLITAN MUSEUM BOARD DATE: JULY 11, 2018

FROM: MUSEUM DEPARTMENT

SUBJECT: DISCUSS REORGANIZATION AND ASSIGNMENTS FOR METROPOLITAN MUSEUM BOARD STANDING AND AD-HOC COMMITTEES

ISSUE

Discussion of the Metropolitan Museum Board standing and ad-hoc committees.

RECOMMENDATIONS

That the Metropolitan Museum Board discuss its standing and ad-hoc committees and recommend committee composition and duties.

DISCUSSION

The Metropolitan Museum Board currently has three committees with the following duties:

1. Budget and Development Committee

Established as a standing committee on September 8, 2009, chaired by Todd Carpenter. Other committee members to be determined.

Examples of typical development committee duties include:

- Assist in the development of policies and solicitation and recognition procedures.
- Oversee annual development strategies. Help to develop plans and procedures to involve the entire Board in fundraising, including developing an expectation of financial contributions from all Board members.
- Assist in identifying sponsors and donors, and soliciting their support.
- Serve as a source of information about the local or national fundraising climate.
- Engage in donor and member fulfillment and recognition activities.
- Evaluate fundraising programs and strategies.

Examples of typical finance/budget committee duties include:

- Review and approves the annual and/or biennial operating budget and proposes it for Board adoption before the beginning of each fiscal year.
- Recommend Board adoption of financial management policies for the Museum that may be unique among City financial policies.
- Regularly review the Museum's finances during the year.

- Establish, review, and implement investment strategies for the Museum's endowment funds.

2. Nominating Committee

Established as a standing committee on June 13, 2018 to comprise three board members, with its chair and membership to be determined.

Examples of typical Nominating Committee duties include:

- Identify, cultivate, and recommend for Board membership individuals with the qualities necessary for effective leadership.
- Oversee the planning and execution of new Board member orientation and recommend committee assignments based on strengths and interests.
- Provide opportunities for Board members to improve understanding of their roles and of Museum operations through workshops and similar methods.
- Nominate a slate of officers for Board approval that is focused on skilled leaders in cultural stewardship.
- Monitor the Board rotation policy and ensure its proper implementation.
- Carry out periodic self-evaluations of the Board.

3. Harada House Project Committee

Established as an ad-hoc committee on August 11, 2015, chaired by Chuck Wilson. Other Board members include Todd Carpenter, Mary Hughes, and Rose Monge, as well as twenty (20) other community members. The committee was originally established to have a maximum of twenty (20) members, but it was approved on September 15, 2015 to expand this to thirty (30) members.

The duties of this committee include:

- Advise Museum staff on existing and future conservation / preservation, public engagement, and fundraising projects.
- Assist the Museum to implement best practices for the multi-faceted stewardship of Harada House.
- Advise on essential and creative strategies for preserving and interpreting the NHL Harada House site and its collections.
- Assist to ensure the financial sustainability of the site through proactive fundraising initiatives.

FISCAL IMPACT

There is no fiscal impact associated with this report.

Prepared by: Mary Hughes, Metropolitan Museum Board Chair
Submitted by: Robyn G. Peterson, Ph.D., Museum Director
Approved by: Lea Deesing, Assistant City Manager