



*City of Arts & Innovation*

# Museum Board Memorandum

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

**FROM: MUSEUM DEPARTMENT**

**SUBJECT: DUTIES FOR METROPOLITAN MUSEUM BOARD STANDING AND AD-HOC COMMITTEES AND NOMINATING COMMITTEE NAME CHANGE**

## **ISSUE**

Approve the duties outlined in the following report for the Metropolitan Museum Board standing and ad-hoc committees and approve the name change of the Nominating Committee to the Board Development Committee.

## **RECOMMENDATION**

That the Metropolitan Museum Board

1. Approve the duties outlined in the following report for the Metropolitan Museum Board standing and ad-hoc committees; and
2. Approve the name change of the Nominating Committee to the Board Development Committee.

## **DISCUSSION**

The Metropolitan Museum Board currently has three committees, the Budget and Development Committee, the Nominating Committee, and the Harada House Project Committee.

### **Budget and Development Committee**

The Budget and Development Committee was established as a standing committee on September 8, 2009, chaired by Todd Carpenter. Other committee members include Bergis Jules and Deb Whitney.

Development-related duties include:

- Assist in the development of fundraising policies and recognition procedures.
- Oversee annual development strategies. Help to develop plans and procedures to involve the entire Board in fundraising, including encouraging 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 regional fundraising climate.
- Engage in donor recognition activities.

Budget-related duties include:

- Review the annual and/or biennial operating budget and propose it for Board adoption prior to the start of each fiscal year or biennium.
- Recommend financial management policies that may be unique to the Museum Department.
- Regularly review the Museum's finances during the year, to include all funds.
- Advise on investment strategies for the Museum's endowment funds.

### Nominating Committee

The Nominating Committee was established as a standing committee on June 13, 2018 to be comprised of three board members, chaired by Peggy Barnhart. Other committee members include Lovelyn Razzouk and one additional member to be determined.

Duties include:

- Identify, cultivate, and recommend for Board membership individuals with the qualities necessary for effective leadership.
- Advise on 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.

It is further recommended that, to reflect the range of duties listed above, the Nominating Committee be renamed the Board Development Committee.

### Harada House Project Committee

The Harada House Project Committee was 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 to a maximum of thirty (30) members.

Duties include:

- Advise Museum staff on existing and future conservation and preservation proposals, as well as public engagement strategies and public programs.
- Assist the Museum in implementing best practices for the multi-faceted stewardship of Harada House and its associated collections.

## **FISCAL IMPACT**

There is no fiscal impact associated with approval of the duties outlined in the following report for the Metropolitan Museum Board standing and ad-hoc committees or the approval of the name change of the Nominating Committee to the Board Development Committee.

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