



# Museum Board Memorandum

*City of Arts & Innovation*

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**TO: METROPOLITAN MUSEUM BOARD**                      **DATE: JULY 10, 2019**

**FROM: MUSEUM DEPARTMENT**

**SUBJECT: POSSIBLE CHANGE IN MEETING DATE, TIME AND LOCATION TO COMPLY WITH NEW REQUIREMENT TO LIVE-STREAM MUSEUM BOARD MEETINGS**

**ISSUE:**

Consider and provide input on a possible change in the Museum Board meeting date, time and location to comply with a new requirement to live-stream Museum Board meetings.

**RECOMMENDATION:**

That the Museum Board consider and provide input on a possible change in the Museum Board date, time and location to comply with a new requirement to live-stream Museum Board meetings.

**BACKGROUND:**

The City Manager’s Office is requiring that all board and commission meetings be video recorded and live streamed in the interest of greater public transparency. Many boards and commissions make this possible by holding their meetings in the City Council Chambers where equipment is permanently installed for video recording and live streaming. However, the Museum Board (Board) does not hold meetings in the City Council Chambers and therefore would require the Communications Division of the City Manager’s Office to set-up and remove the equipment necessary to video record and live stream the meetings.

The Board may continue to hold meetings at the Museum until the renovation begins, however, offsite meetings can be costly because of the required set-up and removal of the equipment necessary to video record and live-stream the meetings. Additionally, since most meetings are held after normal working hours, overtime is utilized making it even more costly. The cost is also dependent upon the location, day of the meeting, and time of day of the meeting. All costs associated with these services will be paid for by the Museum Department.

**DISCUSSION:**

**Possible Meeting Locations:**

The Board has the option to either move the meetings to the City Council Chambers, the Mayor’s

Ceremonial Room or continue to meet at the Main Museum downtown location until the renovation begins. During renovation, the Board will need to move the meetings to the Mayor’s Ceremonial Room or to the City Council Chambers.

**Location Information:**

The City Council Chambers has 11 seats at the dais. When the increase in size of the Museum Board to 11 members is finalized, the dais will only accommodate the Board Members. The Museum Director, Deputy City Attorney, representatives from the Riverside Museum Associates and Harada House Foundation, or other invited guests will not have seats at the dais. The Main Museum conference room can accommodate all Board members, invited guests, and staff. Likewise, the Mayor’s Ceremonial Room can accommodate all Board members, invited guests, and staff.

**Costs associated with locations and meeting times:**

The current Museum Board meetings are held at the Main Museum on the current meeting schedule of 4:00 p.m. on the second Wednesday of the month. If the meeting time remains the same, the Museum Department will be charged overtime for live streaming and removal of equipment that occurs after 5:00 p.m. The Board has the option to change the meeting time but maintain the meeting location at the Main Museum to reduce overtime charges.

If the Board chooses to move the meeting location to the City Council Chambers, the meeting day and/or time will need to change due to conflicts with other meetings, however, there will be significant cost savings. Furthermore, if the Board meeting dates and times are changed so that they take place consecutively with other board and commission meetings, then two (2) or more boards and/or commissions can share set-up and removal costs equating to a greater cost savings to the Museum Department.

The Fiscal Impact section shows the costs associated with the meeting options described above. The chart below does *not* factor in savings that may occur from shared costs with other boards or commissions. Costs will be incurred regardless of whether or not the Board decides to change the meeting time, date and/or location.

On June 12, 2019, the Museum Board reviewed this issue and requested additional information about the availability of the Mayor’s Ceremonial Room (MCR) on the seventh floor of City Hall. The present report reissues the original options, and adds information about the Mayor’s Ceremonial Room for all times that both the MCR and the live-streaming technical crew are available.

**FISCAL IMPACT:**

The fiscal impact of this report will be determined by the Board’s decision regarding a meeting location, date, and time as presented in the following table:

Option #	Day of month	Time	Meeting location	Estimated annual cost
1	2 <sup>nd</sup> Wednesday of the month	4:00 p.m.	Museum	\$4,316.88
2	4 <sup>th</sup> Wednesday of the month	2:00 p.m.	Museum	\$2,790.00
3	4 <sup>th</sup> Wednesday of the month	3:00 p.m.	Museum	\$3,068.64
4	1 <sup>st</sup> Thursday of the month	2:00 p.m.	Museum	\$2,790.00
5	1 <sup>st</sup> Thursday of the month	3:00 p.m.	Museum	\$3,068.84

6	4 <sup>th</sup> Thursday of the month	2:00 p.m.	Museum	\$2,790.00
7	4 <sup>th</sup> Wednesday of the month	4:00 p.m.	Council Chambers	\$1,497.60
8	4 <sup>th</sup> Wednesday of the month	2:00 p.m.	Council Chambers	\$1,395.00
9	4 <sup>th</sup> Wednesday of the month	3:00 p.m.	Council Chambers	\$1,395.00
10	1 <sup>st</sup> Thursday of the month	2:00 p.m.	Council Chambers	\$1,395.00
11	1 <sup>st</sup> Thursday of the month	3:00 p.m.	Council Chambers	\$1,395.00
12	4 <sup>th</sup> Thursday of the month	2:00 p.m.	Council Chambers	\$1,395.00
13	4 <sup>th</sup> Thursday of the month	3:00 p.m.	Council Chambers	\$1,395.00
14	2 <sup>nd</sup> Wednesday of the month	4:00 p.m.*	MCR	\$2,908.00
17	1 <sup>st</sup> Thursday of the month	2:00 p.m.**	MCR	\$2,093.00
18	1 <sup>st</sup> Thursday of the month	3:00 p.m.**	MCR	\$2,232.00
18	4 <sup>th</sup> Thursday of the month	3:00 p.m.°	MCR	\$2,232.00

\* As of the writing of this report, the room is not available on the second Wednesday in September and October of 2019 and in January of 2020.

\*\* As of the writing of this report, the room is not available November or December 2019, and December 2020

° As of the writing of this report, the room is not available in August or November of 2019 and February, May, August, and November 2020.

Note that any meetings scheduled during the fourth week of a month will be impacted by the holidays in November and December. It will be necessary to allocate funding in the Museum's approved FY19-20 budget for the cost of live-streaming the Board meetings.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director  
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
 Approved by: Lea Deesing, Assistant City Manager