MUSEUM OF RIVERSIDE BOARD MINUTES
July 10, 2019
3580 Mission Inn Avenue, Riverside, CA 92501

Board Members Present	**City Staff Present**
Mary Hughes, Chair	Lea Deesing, Assistant City Manager
Todd Carpenter, Vice Chair	Robyn G. Peterson, Museum Director
Peggy Barnhart	Ann Lovell, Manager of Operations
Karen Peterson	Doug Long, Curator of Natural History
Rose Monge	Toni Kinsman, Senior Office Specialist
Chuck Wilson	

Absent
Dawn Gleason
Lovelyn Razzouk
Micah Tokuda

CALL TO ORDER
The meeting was called to order at 4:00 p.m.

1. PUBLIC COMMENT – no public comment.

PRESENTATIONS
2. Board Chair Report – Board Chair Hughes had no updates.

3. Riverside Museum Associates (RMA)
RMA President Robin Whittington reported that the Heritage House fountain has been deep-cleaned, and that Heritage House is closed for the summer and will re-open September 6th. Many new programs for Heritage House are being planned, including croquet with the Mayor and a fall tea fundraiser.

4. Harada House Foundation (HHF)
Chuck Wilson reported that the HHF has met with one architectural firm (including stakeholders), and a stakeholder meeting with the second firm has been scheduled for July 25th. Reports from both firms are due mid-August 2019.

5. Director's update regarding strategic planning, main museum renovation and expansion, historic houses, staffing, collections, exhibitions and programs, community engagement, and marketing communications.
In addition to the written report, Robyn Peterson distributed an updated renovation timeline for the Museum department. As part of the Phase I Museum renovation and expansion plan, there will be a meeting with the architect tomorrow for design review. Interviews have concluded for the Collections Registrar position with an offer of employment accepted. The Museum will be able to make the announcement of its selection when the hiring process is complete. The new fiscal year has begun, with many projects happening over the next 12 months. One of the

biggest unknown costs for the year will be data migration to new collections software. Fifteen attendees were present at the Cultural Directors' Consortium meeting, allowing for further opportunity for collaboration among local institutions. Planning has begun for the September 21st Croquet with the Mayor event at Heritage House. Options for the new Museum of Riverside logo are still in the design phase.

DISCUSSION AND ACTION CALENDAR

6. Approval of minutes for the meeting held on June 12, 2019

The minutes were approved as written.
Motion: Board Member Wilson
Second: Board Member Barnhart
Ayes: All

7. Determine whether the Board member absence from the June 12, 2019 meeting should be recorded as an excused or unexcused

The absence of Todd Carpenter was approved as excused due to work.
Motion: Board Member Barnhart
Second: Board Member Wilson
Ayes: All

8. Code of Ethics and Conduct Annual Review

The Museum Board did not have any recommended updates to the current Code of Ethics and Conduct - RMC 2.78.
Motion: Board Member Wilson
Second: Board Member Carpenter
Abstain: Board Member Monge
Ayes: Board members Hughes, Carpenter, Barnhart, Wilson, and Peterson

9. Collections Activity report for FY2018-2019

This report was received and filed. One correction was made to remove the billiard table and furnishings from the deaccession list as that recommendation has not yet been presented to the Board.

10. Discuss a possible change of Museum Board date and time to comply with a new requirement to live-stream Museum Board meetings

A motion to move the regular Museum Board meetings to the 4th Wednesday of each month at 3:00 p.m. in the Museum conference room was approved.
Motion: Board Member Barnhart
Second: Board Member Wilson
Ayes: All

11. Revisions to the Standing Rules for the Metropolitan Museum Board, and approve or reject a recommendation to City Council to adopt an ordinance amending Chapter 2.12 of the Riverside Municipal Code as to the name of the museum, the duties of the Metropolitan Museum Board, and the number of members on the Board.

The Metropolitan Museum Board approved and recommended the following:

1. Upon City Council approval of the amendments to the Riverside Municipal Code pertaining to the Museum Board, approved proposed revisions including edit to section 6A Meetings (include new day/time - 4th Wednesdays at 3:00 p.m.) of the Standing Rules of the Metropolitan Museum Board, including those that are part of Riverside Municipal Code chapter 2.12 or the City Charter.
2. Recommend to City Council to adopt an ordinance amending Riverside Municipal Code chapter 2.12 as to the name of the museum, name of the advisory board for the museum, the duties of the Metropolitan Museum Board, and the number of members on the Board.

Motion: Board Member Wilson
Second: Board Member Barnhart
Ayes: All

COMMITTEE REPORTS (*written reports are requested for each Committee update*)

12. Museum Budget Committee - no report. An update with the new fiscal year budget was requested.

13. Board Development Committee - no report. A meeting was held June 28th and minutes will be in the August Board agenda packet.

BOARD MEMBER COMMUNICATIONS

14. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board members – no report.

15. Items for future Riverside Metropolitan Museum Board consideration as requested by Board members – no report.

The meeting was adjourned at 4:52 p.m.

The next regular Metropolitan Museum Board meeting (new time/date) is scheduled for Wednesday, August 28, 2019 at 3:00 p.m. in the Museum conference room.