



City of Arts & Innovation

Museum Board Development Committee

**TO: MUSEUM BOARD
DEVELOPMENT COMMITTEE**

DATE: JANUARY 24, 2020

FROM: MUSEUM DEPARTMENT

SUBJECT: MUSEUM OF RIVERSIDE BOARD ORIENTATION HANDBOOK TABLE OF CONTENTS

ISSUE:

Discuss and recommend further enhancements to the Museum of Riverside Board Orientation Handbook Table of Contents

RECOMMENDATION:

That the Museum of Riverside Board Development Committee discuss and recommend further enhancements to Museum of Riverside Board Orientation Handbook Table of Contents.

BACKGROUND:

During the June 26, 2019 Museum of Riverside Board Development Committee meeting, Committee member Peggy Barnhart initiated a discussion of an enhanced handbook for members of the Board of the Museum of Riverside. Mrs. Barnhart presented updates, including the newly formatted board contact information sheet, attendance record, and information relating to the Riverside Museum Associates.

Museum Director, Robyn G. Peterson, presented an update on the draft table of contents for the same handbook, including noting that the eventual handbook would be available both electronically in PDF form and printed for those who prefer hard copies. Dr. Peterson noted that an update to the Museum of Riverside's museum-specific Code of Ethics and Conduct is slated. Revisions to the portions of the Standing Rules that are part of the Riverside Municipal Code were approved by City Council on November 5, 2019.

This printed handbook (3-ring binder format) is given to all incoming Museum of Riverside Board members as part of their Museum Department orientation.

DISCUSSION:

The current Table of Contents for the Museum of Riverside Board Handbook includes:

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| Tab 1 | ▪ ROSTERS: Museum Board, RMA Board, Museum Org Chart, Committee List |
| Tab 2 | ▪ Museum Site Locations |
| Tab 3 | ▪ Riverside Municipal Code 2.12 (duties & objectives) |
| Tab 4 | ▪ Boards & Commissions Code of Ethics ▪ CA Brown Act brochure ▪ AAM Code of Ethics |
| Tab 5 | ▪ Standing Rules of the RMM Board |
| Tab 6 | ▪ City of Riverside Sunshine Ordinance |
| Tab 7 | ▪ City Harassment Free Workplace Policy |
| Tab 8 | ▪ City Attendance Policy |
| Tab 9 | ▪ Harada House Structural Assessment |
| Tab 10 | ▪ Museum Management Consultants- Museum Organization Assessment & Benchmark Study |
| Tab 11 | ▪ Museum Collections Management Policy |
| Tab 12 | ▪ Museum Mission Statement |

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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