



City of Arts & Innovation

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD DATE: OCTOBER 28, 2020

FROM: MUSEUM OF RIVERSIDE

SUBJECT: PROPOSED BOARD COMMITTEE AND ADVISORY TEAM MEETING AND REPORTING SCHEDULE

ISSUE:

To discuss and approve or revise a proposed schedule of meetings of Board committees and staff advisory teams, including regular reporting to the Board.

RECOMMENDATION:

That the Museum of Riverside Board discuss and approve a proposed schedule of meetings of Board committees and staff advisory teams, including regular reporting to the Board.

BACKGROUND:

The Museum of Riverside Board (Board) currently has two committees identified as standing committees and no *ad hoc* committees. The standing committees are the Board Development Committee, which undertakes officer nominations and supports board member recruitment and engagement initiatives, and the Budget and Development Committee, which is charged with review of Museum budgets, development of fundraising policies, and identification of sponsor and donor prospects. Meetings of standing committees require advance publication and live-streaming of virtual meetings in order to comply with the Brown Act and Sunshine Ordinance.

At the staff level, the following advisory teams are current:

- Collections Committee
- Harada House Project Team
- Advisory Branding and Marketing Team
- Advisory Design Team
- Advisory Program Team

On August 26, 2020, the Board ensured that each committee and advisory team had Board member representation, and a Board member was identified to report to the Board for each committee or team. A regular schedule of meetings was requested.

DISCUSSION:

In the charts that follow, schedules of meetings are proposed for discussion and approval:

Board committees are proposed to meet at least twice annually, followed by reporting to the Board, allowing for availability of financial reports and publication time between meetings.

Board member Mary Hughes chairs and reports for the Board Development Committee, and Board member Todd Carpenter chairs and reports for the Budget and Development Committee.

	Board Development Committee	Budget and Development Committee
January	Committee meets to review officer nominations	
February		
March	Report to Board with slate of officers for election	Committee meets to review budget draft to date
April		
May		Report to Board on proposed biennial budget OR refresh the Board on second year biennial budget
June		
July	Committee meets to review opportunities for Board engagement	
August		
September	Report to Board on Board engagement and Museum advocacy	Committee meets to discuss anticipated FYE report
October		
November		Report to Board on prior year's FYE budget
December		

Board members on the staff advisory teams who have agreed to report to the Board are:

Chuck Wilson reports for the Collections Committee.

Rose Monge reports for the Harada House Project Team.

Lovelyn Razzouk reports for the Advisory Branding and Marketing Team.

Todd Carpenter reports for the Advisory Design Team.

Lovelyn Razzouk reports for the Advisory Program Team.

Meetings of the advisory teams are cancelled when there are insufficient agenda items. Note that the Advisory Design Team, in particular, will have little occasion to meet until planning for the downtown renovation and expansion resumes. Board liaisons are nevertheless encouraged to speak with each team's staff chair for up-to-date information relevant to their team(s). Lisa Masengale is chair of the Harada House Project Team, and Robyn Peterson is chair of the other four teams.

	Collections Committee	Harada House Project Team	Advisory Branding and Marketing Team	Advisory Design Team	Advisory Program Team
January	4 th Wednesday		3 rd Thursday		
February	4 th Wednesday	Meets 1st Friday		3 rd Thursday	
March	4 th Wednesday				3 rd Thursday
April	4 th Wednesday	Meets 1st Friday	3 rd Thursday		

May	4 th Wednesday			3 rd Thursday	
June	4 th Wednesday	Meets 1st Friday			3 rd Thursday
July	4 th Wednesday		3 rd Thursday		
August	4 th Wednesday	Meets 1st Friday		3 rd Thursday	
September	4 th Wednesday				3 rd Thursday
October	4 th Wednesday	Meets 1st Friday	3 rd Thursday		
November	4 th Wednesday			3 rd Thursday	
December		Meets 1st Friday			3 rd Thursday

Apart from the Collections Committee, which usually must meet in person to examine physical objects, the advisory teams have not met since the start of the pandemic closures in March 2020. Staff will explore options for all teams to resume meeting following the virtual meeting format of the Board meetings.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Robyn G. Peterson, Ph.D., Museum Director
Reviewed by:	Mary Hughes, Board Development Committee Chair
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Moises Lopez, Deputy City Manager