



# Museum of Riverside Board Memorandum

*City of Arts & Innovation*

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**TO: MUSEUM OF RIVERSIDE BOARD** **DATE: FEBRUARY 24, 2021**

**FROM: MUSEUM DEPARTMENT**

**SUBJECT: DIRECTOR'S UPDATE REGARDING ADVISORY TEAMS, COVID-19 IMPACTS, BUDGET UPDATES, HISTORIC HOUSES, STAFFING, COLLECTIONS, PROGRAMS, MARKETING AND COMMUNICATIONS, AND VOLUNTEER AND SUPPORT OPPORTUNITIES**

**ISSUE:**

Receive and file Director's Update regarding advisory teams, COVID-19 impacts, budget updates, historic houses, staffing, collections, programs, marketing and communications, and volunteer and support opportunities.

**RECOMMENDATION:**

That the Museum of Riverside Board receive and file Director's Update regarding advisory teams, COVID-19 impacts, budget updates, historic houses, staffing, collections, programs, marketing and communications, and volunteer and support opportunities.

**DISCUSSION:**

**Advisory Teams**

The following activity occurred in the staff-level advisory teams. These teams meet on varying schedules, aiming to achieve the intervals reported at the October 2020 Board meeting. Note that delays caused by COVID-19 have suspended some activities within the scope of the advisory teams. This has affected the Design Team in particular.

- Collections Committee – Content for Board consideration resulting from the meeting on January 27, 2021, will be included on the March Board meeting agenda.
- Harada House Project Team – The team received a 2020 year-end fundraising report and update on the architects' selection process for Robinson House and Harada House at the Friday, February 5, 2021 meeting.
- Branding and Marketing Team – A review of Ms. Jones completed first drafts of deliverables were reviewed by the team and by the City's Marketing Department at the February 2021 team meeting. A presentation to the Board is expected at a spring meeting.

- Design Team – Did not meet. Activity suspended until planning with renovation architects can resume.
- Program Team – Did not meet. Activity suspended until regular programming can resume.

### COVID-19 Impacts

There has been no change since the last report in the manner in which COVID-19 is affecting the operation of the Museum. A date has not been set for reopening of Heritage House, although it is anticipated that all Museum sites will remain closed through the current fiscal year. This effectively means that Heritage House will not reopen before Fall 2021.

### Budget Updates

The following indicates the Museum's year-to-date through the second quarter of the fiscal year:

Expenditure Category	Original Appropriation	Appropriation Adjustments	Total Appropriation	Encumbered	Expenditures through December 31, 2020
Personnel	\$1,358,480	(\$107,325)	\$1,251,155	\$0	\$553,198
Non-personnel	\$452,506	\$134,037	\$586,543	\$122,546	\$178,660
Grants and Capital Projects	\$0	\$26,670	\$26,670	\$5,809	\$0
Special Programs	\$94,670	\$69,460	\$164,130	\$4,821	\$1,160
Capital Purchases	\$0	\$142,855	\$142,855	\$38,571	\$104,284
Charges from others	\$222,556	\$0	\$222,556	\$0	\$109,515
Museum Debt	\$40,390	\$0	\$40,390	\$0	\$0
<b>Total</b>	<b>\$2,168,602</b>	<b>\$265,697</b>	<b>\$2,434,299</b>	<b>\$171,747</b>	<b>\$946,817</b>

A single-year, budget is in development for fiscal year 2021-2022. A budget presentation will be included on the March Board agenda.

### Historic Houses

The Request for Proposals (RFP) for architectural services for Phase I of the Harada House rehabilitation approaches completion. Additional time was required to develop a virtual job walk platform in compliance with local COVID-19 restrictions. The virtual job walk provides video footage of the facility as an alternative to an in-person job.

The \$6.5 million fundraising campaign for Harada House made progress in December, ending the year at 13.52% of the goal. This includes the "Save America's Treasures" grant. Lead donors continue to be listed on the Harada House Foundation's "Impact" page: [www.haradahousefoundation.org](http://www.haradahousefoundation.org).

Two recent, well-attended webinars continued to spread awareness of the Harada story. On January 21, 2021, Lisa Masengale, Curator of Historic Structures, examined the Harada family story in more biographical terms. This webinar, offered in collaboration with the Harada House Foundation and Inlandia Institute, was attended by at 93 unique viewers. On January 26, 2021, Robyn Peterson interviewed Mark Rawitsch, author of *The House on Lemon Street*, in a webinar series coordinated by the California Preservation Foundation. The January 2021 webinar was viewed by at least 120 individuals from across the country. Recordings of all recent Harada-related webinars are available on YouTube:

California Preservation Foundation webinar with Robyn Peterson interviewing Mark Rawitsch on January 26<sup>th</sup>:

[https://www.youtube.com/watch?v=COrcZ\\_n4Y6o](https://www.youtube.com/watch?v=COrcZ_n4Y6o)

“Harada House: A Family’s Story” with Lisa Masengale on January 21<sup>st</sup>:

<https://youtu.be/CSD0D0ZxUaw>

“Learning from the Harada Story” with a distinguished panel of legal, law enforcement, and cultural experts on November 12<sup>th</sup>, 2020:

<https://youtu.be/OBhsk31VuhU>

The RFP for the Robinson House project nears completion. Additional time was required to develop a virtual job walk platform in compliance with local COVID-19 restrictions.

### Staffing

Limited recruitment of interns has resumed, with three UCR interns from the public history department either already at work on projects with staff or soon to be.

The Board will continue to receive insight into Museum operations through the staff introduction series with a presentation by Ann Lovell, Manager of Operations. The organizational chart has not changed since it was presented to the Board at January meeting. The chart is also included in Board member information binders.

### Collections

Staff continue to make progress on multi-year efforts, which include collection rehousing, spot inventories, object cataloging, digitization of records. Some objects are under review for continuing fit to mission. We continue to advance toward completion of the customization of TMS Collections, the new software for the collections. As of January 2021, staff no longer have access to Argus, the previous software system, but can view data in TMS Collections. Data clean-up will be a long process.

The Museum received its first inquiry from a tribal entity, the Tolowa of Northern California, in connection with State Legislation AB-275. The legislation is associated with the California Native American Graves Protection and Repatriation Act (CalNAGPRA) and is focused on Native American cultural preservation. Few obligations in connection with this legislation were expected however, a close reading of the bill indicates that it lies with tribal groups to identify objects affiliated with them and that museums may not assume that the identifications in their records are accurate.

### Exhibitions and Programs

In the course of developing the 2021-2022 budget, staff have planned a single onsite temporary exhibition for Heritage House. The exhibition will be coordinated under Brenda Focht’s leadership and center on garments from Catharine Bettner’s era. Up to three micro-exhibitions for community sites are anticipated to be completed in fiscal year 2021/22, in addition to the ongoing series of digital programs. The Museum expects to release a new batch of digital programs in late February 2021. Social media remains the platform for release of digital museum content.

### Marketing and Communications

The rebrand designer has completed the first draft of deliverables, which will be examined by the rebranding advisory team. Upon approval, the brand package will then be introduced to the Board and the Museum’s support groups. Overhaul of the website has been awaiting finalization of this rebrand package.

Volunteer and Support Opportunities

Volunteer opportunities remain limited due to local Health Department guidelines that restrict gatherings. As a result, opportunities are limited to garden work at Heritage House or assistance in collections storage.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by:	Robyn G. Peterson, Ph.D., Museum Director
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