

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD DATE: OCTOBER 27, 2021

FROM: MUSEUM DEPARTMENT WARDS: ALL

SUBJECT: ALTERNATE NOVEMBER AND DECEMBER MEETING DATES AND

ESTABLISH ALTERNATE MEETING DATES

ISSUE:

To discuss an alternate November and December meeting dates for regularly scheduled meetings and establish alternate meeting dates.

RECOMMENDATION:

That the Museum of Riverside Board:

- 1. Approve the cancellation of the November 24, 2021 regular meeting due to the Thanksgiving holiday;
- 2. Approve the cancellation of the December 22, 2021 regular meeting due to the Christmas holiday; and
- 3. Approve a Special Meeting at 3 p.m. on Wednesday, December 8, 2021 in lieu of the November 24, 2021 and December 22, 2021 meetings.

BACKGROUND:

At its meeting on October 23, 2019, the Museum of Riverside Board discussed meeting dates. The Standing Rules of the Board formalized on November 19, 2019 established a regular meeting date of the fourth Wednesday of each month.

DISCUSSION:

The fourth Wednesday of the month conflicts annually with Thanksgiving and Christmas holidays. In calendar year 2021, these dates are November 24 (the day before Thanksgiving) and December 22.

Due to lack of quorum over the holidays in 2019 and 2020, the regular November and December meetings were cancelled. The Museum Board held a special meeting in December in each of those years. Scheduling a Special Meeting in December 2021 will allow the Museum Board to continue with Museum business. Regular meetings scheduled for the fourth Wednesday of the month at 3 p.m. will resume in January 2022.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director Approved by: Kris Martinez, Interim Assistant City Manager