

## **METROPOLITAN MUSEUM BOARD MINUTES**

**December 13, 2017**

### **Riverside Metropolitan Museum**

3580 Mission Inn Avenue ~ Riverside, CA 92501

#### **Board Members Present**

Elio Palacios, Jr., Chair  
Mary Hughes, Vice Chair  
Todd Carpenter (arrived 4:09pm)  
Bergis Jules (arrived 4:08pm)  
Chuck Wilson  
Holly Evans  
Rose Monge

#### **City Staff Present**

Alex Nguyen, Asst. City Mgr/Acting Museum Director  
Ann Lovell, Manager of Operations  
Brenda Focht, Museum Curator  
Toni Kinsman, Senior Office Specialist  
Lauren Sanchez, Deputy City Attorney  
Chris Sauve, Building Services

#### **Absent**

Dawn Gleason

#### **CALL TO ORDER**

The meeting was called to order at 4:00pm.

**PUBLIC COMMENT**- no public comment

#### **PRESENTATIONS**

##### **2. Board Chair Report**

Chair Palacios reported that he will be co-hosting the Riverside Museum Associates Multicultural Council Annual Day of Inclusion on Sunday December 17<sup>th</sup> at the Fox Box from 1-4pm.

##### **3. Riverside Museum Associates (RMA)**

Peggy Barnhart reported the Annual Victorian Christmas Open House at Heritage House hosted approximately 2,000 attendees and 1,300 visitors through the Heritage House. The date of the Annual Ice Cream Social has been changed to May 20, 2018 due to the heat. Plans for a Heritage House Valentine's celebration is still in the works. The RMA is still in search of a qualified volunteer treasurer. The next RMA Board meeting will be on December 14<sup>th</sup> at 3pm in the City Hall Mayor's Ceremonial Room. The Mayor gave a re-affirmation for the Annual Day of Inclusion at the December 12<sup>th</sup> City Council meeting.

#### **DIRECTOR REPORT FOR ONGOING ITEMS OR MINOR ANNOUNCEMENTS**

##### **4. Harada House**

What's been done:

1. Removed siding from South and East walls
2. Replaced siding with plywood
3. Installed blocking for stability at all plywood joints (blocking installed between studs – behind plywood)
4. Installed blocking at all header locations (headers are horizontal framing members that are above windows and doors)

5. Installed metal straps at header locations to strengthen wall

Extensive termite damage at multiple locations found as a result of opening up South wall and East wall:

1. Rim joist of 2nd floor
2. Area between 1st floor ceiling and 2nd floor
3. Beam in basement that supports front (west) wall of house – required immediate repair per structural engineer’s recommendations
4. Studs of 2nd floor walls on east elevation, southeast corner of building – required removal and immediate repair per structural engineer’s recommendations
5. Floor joist at southeast corner of east elevation
6. Evidence of termite damage along front (west) wall of house at porch – extent unknown because porch and west wall has not been opened up yet

Also, evidence of extensive dry rot at multiple locations on sill plate and floor joists at foundation, including but not limited to entire length of East Wall.

The removal of the siding has revealed construction elements that may be typical of the time period that the Harada House was built and are not consistent with current construction practices. The structural engineer will address these issues.

Images of the Harada House findings were included in the agenda. Chris Sauve from Building Services and Ann Lovell gave an update on the project. Acting Director Nguyen reported that the original scope of work included opening up two sides of the Harada House for the structural report but due to the current findings for the South and East walls, a decision was made to proceed with opening the additional two walls as well. Acting Director Nguyen will appear to City Council on December 19<sup>th</sup> to request retroactive spending approval to increase the project budget to allow the existing contractor to continue the job in progress for the North and West walls of Harada House. The Harada House was tented in 2013 but the post tenting regimen was not followed. Peggy Barnhart stated that the RMA has a Harada House specific fund that can be used at the Museum Director’s discretion. Currently at Harada House, the drywood termites are dead but there is an active subterranean termite infestation.

**DISCUSSION AND ACTION CALENDAR**

**5. Approval of Minutes- November 30, 2017**

The minutes were approved with the edit of Black Box to Fox Box for the location name of the Annual Day of Inclusion.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

**6. Determine Whether Museum Board Member Absences for the November 30, 2017 Special Board Meeting Should be Recorded as an Excused or Unexcused Absence.**

A motion was made to excuse the November 30, 2017 absences of Holly Evans and Rose Monge due to personal reasons.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

A motion was made to excuse the November 30, 2017 absence of Dawn Gleason due to business/ work.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

### **7. Topics for Future Board Reports**

This item was requested by Board member Chuck Wilson but clarification will be discussed at the upcoming Harada House Project Committee for what items to create a staff report.

### **8. Annual Designation of Nominating Committee and Election of Officers for Chairperson and Vice-Chair for 2018**

Bergis Jules and Elio Palacios nominated themselves to serve on the Nominating Committee with one more vacancy remaining. There must be 3 Museum Board members to form the Nominating Committee. This item will be added to the January 10, 2018 Museum Board meeting agenda. The officer positions will begin March 1, 2018.

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

#### **9. FY2018-2020 Monthly Budget Calendar**

The City's FY18/20 Biennial Budget Development Schedule was distributed and reviewed. The Museum will be submitting capital improvement requests for the upcoming budget. Museum staff will bring the current budget to the January Board meeting. The Museum deadline for submission of the 18/20 budget is January 31<sup>st</sup>. It was encouraged for Museum Board members to attend the public engagement meetings for budget creation.

#### **10. Harada House Project Committee**

The next meeting will be held December 15, 2017.

#### **11. RMM Exhibitions Committee**

No Committee meeting was held. B. Focht reported that the Riverside Art Museum Board of Directors approved the MOU for the upcoming Tlatilco exhibit.

#### **12. RMM Collections Committee-** a December meeting was not held.

### **BOARD MEMBER COMMUNICATIONS**

#### **13. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board Members-** no reports at this time.

#### **14. Items for future Riverside Metropolitan Museum Board consideration as requested by Board members.** An update on the Saturday Docent Program will be presented in January.

#### **15. Adjournment-** the meeting adjourned at 4:41pm.

*The next regular Metropolitan Museum Board meeting is scheduled for  
Wednesday January 10, 2018 at 4:00pm in the Museum 2<sup>nd</sup> floor conference room*