

BOARD DEVELOPMENT COMMITTEE OF THE MUSEUM OF RIVERSIDE BOARD

Minutes

January 24, 2020

La Sierra University, Zapara School of Business, room 103

Board Members Present

Mary Hughes, Board Chair
Peggy Barnhart, Committee Chair
Lovelyn Razzouk, Secretary

City Staff Present

Robyn G. Peterson, Museum Director

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Committee Chair Peggy Barnhart.

2. PUBLIC COMMENT – no public comment.

3. AGENDA REVISION

Peggy Barnhart requested reordering the agenda to discuss nominations before the board orientation binder contents. All present approved.

4. MINUTES

Minutes from the meeting held on June 28, 2019, were presented for approval. Peggy Barnhart requested a correction to identify Mary Hughes as Board Chair and herself as the Committee Chair. The minutes were unanimously approved with that correction.

Motion: Mary Hughes
Second: Lovelyn Razzouk

5. DISCUSSION ITEMS

Nominations for Board officers: Ms. Barnhart noted that Rose Monge was nominated to chair the Board, but that due to other commitments, Ms. Monge declined. She noted that Chuck Wilson nominated himself for Vice-Chair. Mary Hughes nominated Peggy Barnhart as Chair and Lovelyn Razzouk as Vice-Chair. Following a discussion during which it was noted that Mr. Wilson terms out in one year, Ms. Barnhart and Ms. Razzouk agreed to accept the nominations for Chair and Vice-Chair respectively.

Changes to the Board Development Committee: Ms. Barnhart expressed a wish to invite new Board member Luz Negrón to the Board Development Committee, specifically for her skills in volunteer engagement. She further suggested that if she and Ms. Razzouk are elected, she would recommend that Mary Hughes chair the Board Development Committee and that the Committee add “to facilitate Board members’ role in public outreach and advocacy for the Museum” to the duties undertaken by the Board Development Committee. All present approved.

Committee meeting schedule: Dr. Peterson suggested that this Committee would not need to meet again before March and that a quarterly meeting schedule would be sufficient. A March date was not set.

Board orientation materials: Dr. Peterson went through a binder of information about the Museum's history, Board background, staff, volunteer information, the Museum's support organizations, programs, budgets, Brown Act and Sunshine Ordinance information, Museum policies, and other matters that were presented as a basic handbook for Board member reference. Dr. Peterson noted that the orientation binder contents would be available both electronically and printed. Ms. Barnhart asked whether there is a cost to producing the binders. Dr. Peterson noted that the Museum allocates some of its budget to volunteer support, including the cost of providing Board materials. Ms. Barnhart requested a workshop to go through the new orientation binder at a meeting. Dr. Peterson noted that it is not a fixed document and will change regularly. Ms. Hughes asked about the responsibility for updating the binder. Dr. Peterson responded that she and Senior Office Specialist Toni Kinsman would do this. A brief discussion about timing of distribution of the new binders followed, as well as a discussion about current and impending Board vacancies. Discussion of Board engagement and cohesion followed. Ms. Razzouk noted that she did not perceive that the Board itself had a sense of community or obligation to participate. Dr. Peterson offered to add a section in her Board report so that Board members would know of upcoming opportunities to volunteer and take part. Ms. Hughes shared and endorsed a comment she had received from Board member Todd Carpenter regarding Board members participating more actively in Museum marketing efforts and supporting Museum-related Council presentations. Ms. Razzouk also noted that she has not seen all the Museum's facilities.

6. ADJOURNMENT

The meeting was adjourned at 3:56 p.m. The next regular Board Development Committee meeting has not yet been scheduled.