Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: **MUSEUM OF RIVERSIDE BOARD** **DATE: SEPTEMBER 27, 2023**

FROM: **MUSEUM DEPARTMENT** **WARDS: ALL**

SUBJECT: **RECORD THE ABSENCE OF BOARD MEMBER CARPENTER FROM THE JULY 26, 2023, MUSEUM BOARD MEETING AS EXCUSED**

ISSUE:

Record the absence of Board Member Todd Carpenter from the July 26, 2023, regular Board meeting as excused.

RECOMMENDATION:

That the Museum of Riverside Board record the absence of Board Member Todd Carpenter from the July 26, 2023, regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

DISCUSSION:

Board Member Carpenter was not in attendance at the July 26th Museum of Riverside Board meeting. Mr. Carpenter provided notice the day of the meeting citing he was unable to attend due to illness.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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