

City of Pacific Grove

Museum Board Minutes

November 12, 2014, Regular Board Meeting

Present: Board Members Stephanie Atigh, Blake Matheson, John Pearse (Chair)

Chair Pearse called the meeting to order at 5:00 p.m. in the City Manager's Conference Room

1. Agenda Approval. With the one agenda change to advance Agenda Item 6C, the agenda was approved by unanimous vote upon motion by Atigh, second by Matheson.

2. Public Comment. None

3. Approval of Board Minutes. Upon motion of Atigh, second by Matheson, the minutes of the September 10, 2014, regular meeting and October 14, 2014, special meeting were approved unanimously.

6C. New Business. Annie Holdren announced a Museum members-only event planned for February 21, 2015, which will feature some of the Museum's West Coast Native American basket collection. This event is one night only.

Jeanette Kihs (pronounced Keys) introduced herself. She has been the Development Director since July and will be the Interim Director as of November 15.

4 A. Correspondence. None

4B. City Council Liaison. None

4C. Museum Director's Monthly Report. Chairman Pearse noted that the Board should have been given the chance to review the construction drawings for the Monarch Gallery. City Manager Frutchey agreed and apologized for the oversight.

4D. City Manager's Report. None

4E. Board Chair's Report. Pearse shared his thoughts that the Museum was thriving. The Owls Night Out event was successful with large attendance and increased attention to the exhibits. The Science Saturday was a very positive day for the Pacific Grove community. The Museum is expanding its science advisory committee, and Pearse will be joining that committee.

Jeannette Kihs noted that the bird displays will eventually move to the mezzanine, but they are expected to remain in their current location for quite awhile yet.

5A. Unfinished Business: Monarch Overwintering Research Project Frutchey reported that Ann Wasser did a good job presenting this project to the City Council. The Council had some questions but ultimately approved the proposal.

6A. New Business 2014 Report to the City Council. The Board considered the 2014 Report prepared by Secretary Olver. With the amendments to remove the days shown on the 2014 schedule of Board meeting and to add the Board's approval of the Monarch Butterfly Research (Item Number 6 under Decisions and Actions), the motion made by Atigh, seconded by Matheson, was approved unanimously.

Council Member Huitt commended Secretary Olver for her work in preparing this excellent report. This report may be used as a template for other City Boards and Commissions to use.

6B. 2015 Plan. Motion to approve the proposed 2015 Plan was approved unanimously upon motion by Atigh, second by Matheson.

The meeting was adjourned at 5:45 p.m.

Next Regular Board meeting: January 14, 2015.



2014 Report to the City Council Museum Board

Summary

Overall during 2014, the Museum Board fulfilled its responsibilities as approved by the city council on September 7, 2011:

- 1) Ensure the Museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city council and city manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

The Board respectfully requests that there be recruitment in 2015 to ensure, as much as possible, a full five-member board throughout the year.

Details

The following goals for 2014 were approved by the City Council on March 5, 2014:

- 1) Meet bi-monthly beginning in January.
- 2) Support negotiations between the City and Museum for changes in the Lease and Operating Agreement as needed. If an amended agreement is developed, make a recommendation concerning approval of that agreement to the City Council.
- 3) Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding the content of those reports.
- 4) Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
- 5) Conduct a 5-year review of the effectiveness of the Lease and Operating Agreement.

The Board met the goals as summarized below:

- 1) Board meeting schedule and attendance:

Member	Feb	Mar	Apr	May	Jul	Sep	Oct	Nov
S Atigh	x	x	x	x	x	x	x	x
B Matheson, Vice Chair	x	x		x	x		x	x
T Olver, Secretary	x	x	x	x	x	x	x	
J Pearse, Chair	x	x	x		x	x		x

The regular January meeting was moved to February. Special meetings were held in April to consider the Lease and Operating Agreement and in October to consider a proposal for monarch butterfly research.

2) Decisions and actions in support of the Board's responsibilities and goals:

1. Accession/Deaccession to/from the collection. On February 12, the Board approved a recommendation to the City Council that an Edwardian hat with Bird of Paradise be accessioned to the Museum's collection and a painted stone be deaccessioned. After public discussion and a supporting presentation from Museum staff, the recommendation was approved on March 19.
2. Museum performance metrics. On March 19, the Board made a presentation to the City Council based on a summary of performance metrics through 2013.
3. Revised Lease and Operating Agreement. The Board met its goal for conducting a 5-year review of the Agreement through participation in development of a major revision. Discussion of the revised agreement took place on February 12 and again at a special meeting on April 14. A number of changes suggested by the Board were incorporated in the final agreement, which was approved by the City Council on May 7 (first reading) and May 21 (second reading). A notable change is the right of the Museum to collect an admission fee from people residing outside Monterey County.
4. Collection Care. On July 9, the Board heard a report from the Curator of Collections about proposed changes in care of collection items stored in a safe at the Museum.
5. Review of Reports Provided by the Museum. In support of its responsibility to review reports provided by the Museum, the Board reviewed and accepted monthly Director's Reports, the 2014-2015 Business Plan, and 2014-2015 Facilities/Exhibitions Plan. The Board recommended that the City Council accept the Business and Facilities/Exhibitions plans. The Council did so on October 17. Note that the annual plans were submitted by the Museum later than expected because changes in the Lease and Operating Agreement that affected those plans were pending.
6. Proposal for Monarch Butterfly Research. At a special meeting held on October 14, the board approved a proposal for research on monarchs during the 2014-2015 overwintering season.

Respectfully submitted,

Stephanie Atigh
Blake Matheson
Tama Olver
John Pearse, Chair



Plan for 2015 Museum Board

The current responsibilities of the Museum Board were approved by the City Council on September 7, 2011:

- 1) Ensure the museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city council and city manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

The Museum Board plans to fulfill those responsibilities as follows:

1. Meet bi-monthly.
2. Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding the content of those reports.
3. Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
4. Give a summary report to the City Council based on performance metrics of the Museum through 2014.
5. Develop high-level guidelines for stewardship of the Museum collection based on AMA standards.
6. Tour the Museum collection in order to assess its condition. Because a public meeting at the location of the collection is impractical, the goal will be achieved through a sub-committee of two members or through multiple tours conducted individually or in groups of two.

With the exception of the tour of the collection, these activities will take place at public meetings in order to fulfill the Board's responsibility as an information conduit with the public.

Respectfully submitted,

Stephanie Atigh
Blake Matheson
Tama Olver
John Pearse, Chair

2015 Museum Board Plans Focus for bi-monthly agendas

In addition to standing agenda items, the following general agenda objectives are proposed in order to meet commitments in the Board's plan for 2015.

March 11

- Welcome new board members
- Approve slate of 2015 board officers and hold election
- Review annual statistics from Directors reports and decide key points for presentation to the City Council, including any matters requiring their attention

May 13

- Focus on AAM collection management procedures and development of high-level guidelines for stewardship
- Review the City's annual Facilities Plan

July 8

- Review Museum's annual business and exhibits plans; forward to the City Council with comments as needed *
- Focus on objectives and logistics for inspection of the collection

September 9

- Decide what follow up action is required from tour of the collection
- Review audited financial statements from the Museum Foundation *

November 11

- Approve 2015 report and 2016 plan for submittal to the City Council

* The report will be reviewed as planned only if it is submitted early, before the latest date required by the Lease and Operating Agreement. Otherwise, it will be considered at the following regular meeting.