



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday October 28, 2015

Special Meeting (in lieu of regular meeting of November 11) 5:00 P.M.
City Manager's Conference Room – City Hall – 300 Forest Avenue, Pacific Grove, CA

SPECIAL MEETING

5:00 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Board Members Blake Matheson and Heidi Zamzow, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs, and Curator of Collections Paul VandeCarr present. City Manager Tom Frutcheby absent. Member of the public Broeck Oder present.

1. APPROVAL OF AGENDA

Blake Matheson moved and John Pearse seconded that the agenda be approved with item 5.B to follow item 3 and noting that the second item 6.C should be 6.D. The motion passed unanimously 4/0.

2. PUBLIC COMMENTS

Broeck Oder was introduced by Board Member Zamzow. He noted that he was present to observe proceedings and expressed interest in the possibility of joining the board.

3. APPROVAL OF BOARD MEETING MINUTES

A. John Pearse moved and Heidi Zamzow seconded that the minutes be approved with correction of a typo and use of the proper name of the "Lovers Point-Julia Platt State Marine Reserve." The motion passed unanimously 4/0.

5.B CARE OF COLLECTION ITEMS AT THE PT. PINOS LIGHTHOUSE

Curator of Collection VandeCarr reported that a meeting regarding the topic had not yet taken place. Council Liaison Huitt stated that he would follow up.

REGULAR AGENDA

4. REPORTS NOT REQUIRING ACTION

A. Correspondence.

Secretary Olver stated that no correspondence had been received.

B. City Council Liaison Comments

Councilman Huitt noted that an item regarding the city's financial commitment to the Museum would be on the agenda of the November 4 meeting of the City Council. It was agreed that Chair Pearse and Secretary Olver would attend along

with any other available members of the Board. Councilman Huitt noted that it might be feasible to have the Board's 2015 report and 2016 plan on the same agenda as background for the discussion.

- C. Museum Director's Monthly Reports for August and September, 2015
Chair Pearse noted that education activity and community partnerships at the Museum continue to increase. Board Member Matheson suggested that attendance numbers for groups hosted by the Museum be included in reported statistics. Executive Director Kihs noted that the Museum Foundation goes beyond its obligations under the Lease and Operating Agreement, specifically by funding facilities improvements. Board Member Matheson suggested that the "hard" dollar value of the Foundation's standards for upkeep of the facility be highlighted in reports. After agreeing that there is an opportunity for community education about what it takes to operate the Museum, the Board accepted the reports by consensus.
- D. City Manager's Report. None.
- E. Board Chair's Report
Chair Pearse noted that management of the collection has improved significantly since the transition to a public/private partnership. He also recommended participation in the Natural History Book Club, open to museum staff, members, and volunteers.

5. UNFINISHED BUSINESS

- A. Exhibit and Business Plans for 2015-2016
The Board commented on the reports and reached consensus on the following observations:
 - 1. It is helpful to the public to distinguish the City Museum Board from the Foundation Museum Board.
 - 2. In the list of partners, "Monterey Bay National Marine Sanctuary Exploration Center" should replace "NOAA" as a clarification.Board Member Matheson educated the board on cultural sensitivity to the name "Digger Pine" and recommended that it be replaced by "Gray Pine" in all references by the city, Museum, and this board. Olver so moved, Matheson seconded, and the motion passed unanimously 4/0.

Board Member Olver moved, and Matheson seconded that a subcommittee of Olver and Zamzow perform a final edit on the following comments and that the result be forwarded to the City Council as the recommendation of the Museum Board regarding the Exhibit and Business Plans:
 - 1. The Board finds the Exhibit Plan compelling and in support of the mission of the Museum.
 - 2. The Board has a high degree of confidence that attendance has increased after a change in methodology for counting attendance.
 - 3. Admission charged is covering the cost of hiring someone to be at the door.
 - 4. The City is getting value, including care of the collection and facility, in excess of the City's financial contribution.
 - 5. The Board recommends that the City Council accept the reports.The motion passed unanimously, 4/0.

6. NEW BUSINESS

- A. Museum Board Report to the City Council 2015
The board approved the report, to be updated by the Secretary to reflect attendance at the October meeting, by consensus.
- B. Museum Board Plan for 2016
Chair Pearse moved and Board Member Matheson seconded approval of the 2015 Report and 2016 plan and that the reports be forwarded to the City Council. The motion passed unanimously, 4/0.
- C. Availability of Museum Board materials to the City Council
Secretary Olver reported that several items that were intended to be forwarded by the Board to the City Council failed to appear on Council agendas in 2015. The Board agreed, by consensus, to submit all those items (including the report for 2014, the plan for 2015, and minutes of meetings not previously on the agenda) as a package for the next possible City Council meeting. Secretary Olver committed to put a process in place that ensures inclusion of forwarded items in the Council agenda in the future.
- D. Agenda Overview for 2016
Chair Pearse noted that the dates of scheduled regular meetings needed to be corrected. The board approved the corrected overview by consensus.

ADJOURNMENT

The meeting adjourned at 6:46 p.m.

Respectfully Submitted, Tama Olver, Secretary