



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday March 23 13, 2016

5:00 P.M.

City Manager's Conference Room – City Hall – 300 Forest Avenue, Pacific Grove, CA

SPECIAL MEETING

5:07 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Vice Chair Heidi Zamzow, Board Members Karen Hewitt and Broeck Oder, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs present. Interim City Manager Ben Harvey absent.

1. APPROVAL OF AGENDA

The agenda was approved by consensus.

2. PUBLIC COMMENTS

There were no members of the public present.

3. APPROVAL OF BOARD MEETING MINUTES

A. Heidi Zamzow moved approval of the October 28 minutes and the motion passed 3/0. Hewitt and Oder abstained as they were not yet board members. The January 13 minutes were incomplete as distributed and will be resubmitted at our next board meeting.

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 reported that Acting City Manager Ben Harvey was out of town and unavailable to attend our meeting, though very interested in the museum. He further reported that interviews for city manager were going well and candidates frequently cite our world-class museum as an asset to Pacific Grove and an attraction of the job.

C. Museum Director's Monthly Reports for December and January, 2016

In response to a question about a repair that had not been completed, Executive Director Kihs reported that progress on repairs is good, if sometimes slow. She clarified that the report of loan jade returned was related to carvings owned by the

Gem and Mineral Society. She said that she would provide the number, as well as number of attendees, for birthday parties. The reports were accepted by consensus.

D. City Manager's Report. None.

E. Board Chair's Report

Chair Pearse noted he had nothing to report.

5. UNFINISHED BUSINESS

A. Museum Tour for Interim City Manager

Councilman Huitt indicated that Interim City Manager Harvey was very impressed with the facility, especially his opportunity to see the treasures in the basement. Huitt noted significant improvement in organization and care since his last opportunity to tour, which was some time ago. He also noted the need to do more to use items from the basement to educate and attract people to the museum. He will urge other members of the city council to arrange tours of the museum and collection.

B. Audited Financial Statements 2014-2015

John Pearse noted the significance of receiving a clean audit. Member Zamzow moved acceptance of the report and the motion passed unanimously, 5/0. Secretary Olver will transmit the document to the city council with a note about the significance of a clean audit and a recommendation that the council accept the report.

6. NEW BUSINESS

A. Approval of slate of officers for 2016

Heidi Zamzow moved that the slate of officers be: John Pearse, Chair; Heidi Zamzow, Vice Chair; Tama Olver, Secretary. Tama Olver seconded the motion and it passed unanimously 5/0.

Councilman Huitt left the meeting at 6 p.m. to attend a candidate forum.

B. Election of officers for 2016

The board agreed that approval of the slate of officers was sufficient to elect them.

C. Annual Compilation of Statistics from Museum Director Monthly Reports

The board expressed appreciation to Executive Director Kihs for compiling the information and agreed that future reporting would focus on a smaller number of key statistics to be reported on a fiscal year basis (July 1 to June 30). Board members suggested the following be included: Web site and social media activity (including Facebook followers), attendance (with breakout for Science Saturdays and PG residents separately), number of volunteers and the hours they serve, and participation in education programs.

Board member Olver noted that historical data showed a peak number of visitors in April, thought to be occurring because of the annual wildflower show. Data for 2015 did not show this peak and it might be worthwhile to understand why.

ADJOURNMENT

The meeting adjourned at 6:28 p.m.

Respectfully Submitted, Tama Olver, Secretary