



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

REGULAR MEETING

Wednesday, July 13, 2016 at 5:00 p.m.

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

5:00 p.m.

CALL TO ORDER

Present: Chair John Pearse, Vice Chair Heidi Zamzow, Secretary Karen Hewitt, Board Member Broeck Oder, City Manager Ben Harvey, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs

Guests: Collections Curator Paul Van de Carr, Museum Foundation Board Member Jim Covell

1. APPROVAL OF AGENDA

Jeanette Kihs asked to have a summary of the Museum's Strategic Plan provided to the board by Foundation Board Member Jim Covell. Agenda was approved by consensus.

2. ELECTION OF SECRETARY

Karen Hewitt volunteered to serve as Board Secretary. Heidi Zamzow moved to elect Hewitt as Secretary. Passed unanimously.

3. APPROVAL OF BOARD MEETING MINUTES

Minutes approved. Noted that the dates in the headers on page 2 need to be changed on both the agenda and the minutes.

4. PUBLIC COMMENTS

Jim Covell was invited to give his summary of the Strategic Planning Process in his capacity as a member of the Museum Foundation's Board of Directors: The Strategic Plan for the museum has been built upon previous Strategic Plan, but with more emphasis on people. Goal is to build a new generation of users of the museum. Not only visitors, but also people that feel they have ownership – it is their place. Get much higher level of audience engagement—higher frequency and depth of engagement. Also has provisions for financial viability, maintaining the collection and facility, and education programs are a big component. A lot of energy around the process. More focus on audience experiences with the museum and engaging the community at a much deeper level than in the past. It is a 5-year plan, but trying to predict the future 5 years out is hard. The plan gives the museum some things to work with over the next 2-3 years. Trend with Strategic Plans is to roll plans forward: Wrap work plans around the first year or two and then form plans for the next phase. The main goal for this new plan is trying to get more voices engaged in the museum. How to make audiences/community see it as “our” museum? The plan is exciting. There is a lot to it. Next couple of years will be very busy. Goal is to get more people to use the museum in myriad ways and to try new ways to engage our community.

In response to question by Board Chair Pearse as to whether the Strategic Plan will be presented to the City Council, Foundation Board Member Covell clarified that it is currently circulating to various stakeholders to get buy-in. Executive Director Kihs stated the Foundation Board is expected to ratify the Strategic Plan at the end of July, after which it will be sent to the City Manager, and she expects to post it on the museum website as a publicly accessible document. City Manager Harvey will share the Strategic Plan with the Museum Board before forwarding it to the City Council.

At the next Museum Board meeting in 2 months, the Museum Board may invite Kihs and Foundation Board to give a more formal presentation about the Strategic Plan. City Manager Ben Harvey offered use of Council Chambers for a powerpoint presentation.

REGULAR AGENDA

4. REPORTS NOT REQUIRING ACTION

A. Correspondence

No correspondence received.

B. City Council Liaison Comments

Robert Huitt called the Mayor and the replacement member for the Museum Board will be on the agenda of the next City Council meeting.

C. Museum Director's Monthly Reports

Reports for April 2016 and May 2016 accepted by consensus.

D. City Manager's Report

Ben Harvey will be visiting the Monarch Sanctuary with Dan Gho of Public Works to see what can be done by way of improvements to make the visitor experience better: restrooms, signage, parking. He will come back to the museum with ideas and the museum will also inform him of plans in place for signage and docent interactions with visitors.

E. Board Chair's Report

No report

5. UNFINISHED BUSINESS

A. Report on Care of the Collection

Paul Van de Carr, Collections Curator, reported on the completion of the Museum's 5-year rotating inventory of the collection. As part of the inventory, the database is updated with notes on conservation status, photos, location. Full report will be posted on the Museum's website.

Additional discussion concerned need to deaccession Point Pinos Lighthouse collection from the Museum holdings. The Lease Agreement with the City of Pacific Grove has the Museum responsible for Lighthouse objects, but Museum staff does not oversee the handling and care of objects on display at the Lighthouse – the Heritage Society volunteers do that. Council Liaison Huitt wondered if a policy or organizational level

change is needed to address these concerns. Board Chair Pearse proposed that Heritage Society representatives might be invited to a future meeting for a discussion. City Manager Harvey noted that there may be a possible need for city-led training for volunteers since there are some questions about whether there is oversight of volunteers doing planting and gardening work in the Sanctuary, as well as Heritage Society volunteers at Lighthouse, etc.

B. Annual Facility Maintenance Plan

Final version of the plan needs to be provided by City Manager Harvey to Museum Board.

6. NEW BUSINESS

A. Annual Exhibits Plan, FY 2016

Board members mentioned the constant improvements being made with the emphasis on community exhibits. Board Chair Pearse noted that 2017 will be the centennial of the city owning the Museum. Some celebration should be planned around that.

B. Annual Business Plan, FY 2016

Comments regarding Museum Partners: what constitutes a partnership? Executive Director Kihs noted that she will be meeting with each of the organizations to renew agreements or establish agreements with partners. Hopkins should be listed as a partner.

ADJOURNMENT

Meeting adjourned at 6:15pm

Respectfully Submitted, Karen Hewitt, Secretary