



MEETING MINUTES  
CITY OF PACIFIC GROVE  
MUSEUM BOARD

REGULAR MEETING

Tuesday, May 8, 2018 at 5:00 p.m.

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

5:03 p.m.

**CALL TO ORDER**

Present: Chair John Pearse, Secretary Broeck Oder, Board Member Elayne Azevedo, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs. Also present: Collection and Exhibits Manager Nate King, former Board Member Heidi Zamzow, and prospective Board Member Matthew Crawford.

**1. APPROVAL OF AGENDA**

Agenda approved by consensus.

**2. PUBLIC COMMENTS**

None

**3. APPROVAL OF MUSEUM BOARD MEETING MINUTES**

The draft of the Minutes for February 13, 2018 was amended as follows: "Goven" was changed to "Govea"; "liason" was changed to "liaison".

The Minutes were approved as amended.

**REGULAR AGENDA**

**4. REPORTS NOT REQUIRING ACTION**

A. Correspondence

None

B. City Council Liaison Comments

Council member Robert Huitt highlighted the May 5, 2018 "Walk of Remembrance" in honor of early Chinese-American settlers of Pacific Grove, which began at the Museum included an estimated seventy (70) people taking part. Council member Huitt noted that the City Council appreciates what an effort and a success this event was, noting that the

interactive discussion was very good. Council member Huitt also noted that those in the march were well-received at their destination, the Hopkins Marine Station.

**C. Museum Director's Monthly Reports for January, February, and March, 2018**

Director Kihs noted that approximately 3,000 people attended the Museum in each of the first three months, which is a good start for 2018. Board Chair John Pearse endorsed the Director's comments, noting how much is going on at the Museum. Director Kihs and Collections and Exhibits Manager King concurred, noting that many Museum volunteers actually serve more hours than are recorded because a good number of the volunteers simply show up, even beyond their committed hours.

**D. City Manager's Report**

City Manager Harvey had informed Board Chair Pearse earlier today that he could not attend today's meetings due to the press of other responsibilities.

**E. Board Chair's Report**

Board Chair Pearse indicated there was nothing additional to add.

**5. OLD BUSINESS**

**Review of Action Items of Previous Meeting**

--Council member Huitt asked the Board to ensure that the City Council receives a copy of the 2018 calendar of events.

--Board Chair Pearse noted that the Board is still two members short of its official five members.

**6. UNFINISHED BUSINESS**

The Museum Board procedures update and reformatting agenda was postponed in light of City Manager Harvey's absence. Nonetheless, Council member Huitt noted that the City's lawyer Heidi Quinn is working on this, but significant coordination with the City Council and other boards is needed; a handbook relevant to all city boards is in the works and will be "very comprehensive," with a target date currently set for the City Council's August meeting.

**7. NEW BUSINESS**

A. Audited Financials for 2016-2017 (postponed from February meeting). Director Kihs noted the audited public financial statement is very thorough; it is not posted on the Museum webpage because it tends to clutter up the site, but the statement is available on other sites such as GuideStar. Council member Huitt said he would check to see if the City Council wanted all the financial report sheets or if the meeting minutes would be sufficient. He noted the Council could always ask for more details, if desired.

Councilmember Huitt also noted that the responsibility for reviewing all such statements rests with the Museum Board and the City Council relies on the Board doing so. The Board accepted the Audited Financials for 2016-2017.

B. Business and Fund Development Plan. Director Kihs presented the plan and noted the plan is looking good. She added that Hopkins Marine Station also is a partner in this realm along with 12 other organizations. She suggested that the Board may want to deal with this document as per the financial report. The Board accepted the plan.

C. Collections and Exhibits Manager King presented the Exhibitions and Programs Plan for 2018-2019. Board Chair Pearse noted that the Museum's 135<sup>th</sup> anniversary is this year. Many in the Community are anticipating this event eagerly and looking forward to seeing plans for celebrating the occasion. Director Kihs noted that five individuals and institutions have been selected as honorees due to their significance to the Museum. She mentioned that Board Chair Pearse is one of the honorees, which he had not known previously, but it was not possible to keep it confidential beyond this point. (Board Chair Pearse received immediate congratulations from all present.) The Board accepted the plan

D. On the "Request to sample Grizzly specimens for stable isotope analysis," Collections and Exhibits Manager King reported that the purpose of the request is to assist experts trying to reconstitute what the diet(s) of grizzly bears before they went extinct. It will be "invasive sampling," but of a very minor nature and critically important for the work. The Museum Board members granted unanimous consent for the items to be analyzed.

D. Museum Board Report to City Council for 2017. Board Chair Pearse's draft was unanimously approved for submission to the Council.

E. On the maintenance of "Sandy," the iconic whale sculpture, which has been in front of the Museum for several decades, Councilman Huitt was noted that "Sandy" will have to be moved and/or picked up for the necessary maintenance to be done. Not surprisingly, this will likely cost a fair amount of money. It is the goal of all involved to enhance "Sandy's" safety as an attraction while simultaneously not altering this work of art. Meeting both of these goals will present challenges, but these must be met due to "Sandy's" status as a symbol of both the Museum and the City as a whole. Board member Azevedo has been working closely with City Manager Harvey on this project.

**ADJOURNMENT: 5:53 p.m.**