

PACIFIC GROVE MUSEUM OF NATURAL HISTORY**Museum Board Special Meeting****MINUTES**

July 16, 2008

PRESENT: David Shonman (Chair); Geva Arcanin; Sharon Blaziek; John Pearse;
Judy Wills

ABSENT: none

STAFF: Bob Snyder

GUESTS: Dan Davis, Nancy McDowell, Vern Yadon

- I. APPROVAL OF AGENDA:** The Agenda was approved.
- II. APPROVAL OF MINUTES:** The Minutes for the June 11, 2008 meeting were approved.
- III. CORRESPONDENCE:** none
- IV. PUBLIC COMMENTS:** Councilmember Dan Davis thanked the members for all their hard work over the past difficult months.
- V. BOARD COMMENTS:**

Chairman Shonman welcomed new Board member Judy Wills. He expressed a desire to update the information packet for new members; member Arcanin mentioned that the documents are still incomplete and recommended that the finished packet be distributed to all members. Shonman mentioned that he met with City Attorney David Laredo to discuss how the Board can best follow appropriate rules. The Board appears to be doing OK, but needs to modify a few of its procedures, especially in areas of public input and distribution of written materials. Minutes are not mandatory, but “action” minutes are recommended. Board members should be mindful of Brown Act constraints when attending public meetings and events. City Attorney Laredo saw no conflict in having two Board members be part of the Transition Team, since they are working on a “staff report” for the Museum Manager – as long as these members are free to vote their conscience during Museum Board meetings.

VI. MUSEUM MANAGER REPORT:

Manager Bob Snyder reported that the City is close to hiring a new Museum Manager, who will start within 2-3 weeks. There will be a reception for the new Manager, put on by the Museum association. By the end of Summer, he expects that the City will hire a half-time Education Coordinator and a half-time Administration Assistant. In addition, the 20/week Curator position could also be extended to half-time. The Packard Foundation has given the Museum a grant for \$230,000, with an option for an additional \$235,000 grant for the following year. This is in addition to \$120,000 budgeted by the City for the current year. Work continues on the Strategic/Business Plan, and it should be in-place sometime next year. The Museum (thanks to Geva) has responded to the AAM. A renovation plan has started that will culminate in a “green” Museum; a meeting with an architect will be held within a week. The Museum Host program is succeeding. A science lab with microscopes will be set up next week, and a science-related curriculum will be developed by Dr. Dave Greenfield and Frank Penner.

Chairman Shonman asked for details about the new budget – Manager Snyder replied that the Museum Manager position will be paid from City funds while the other two positions will be paid from Packard Foundation funds.

Motion: Board member Pearse made a motion, seconded by member Arcanin, and unanimously approved, to thank Bob Snyder for all of his work for the Museum.

VII. OLD BUSINESS:**a. Progress Report on Strategic Planning**

Member Arcanin reported that a preliminary version of the Transition Team’s Strategic Plan Goals and Mission Statement had been presented to the City Council (June 4), and a copy of Council Resolution 08-027 will be sent to Museum Board members. The proposed Business Plan had been sent to the Packard Foundation, as part of the grant request. Chairman Shonman reminded the Board that the motion that had been passed before the City Council meeting requested that information about the Strategic Plan/Business Plan be presented to the Board for review in a timely manner; member Blaziek stated that the Transition Team must keep the Board in the “information loop.”

Councilmember Davis recommended that the Business Plan be presented to the Museum Board by the new Manager, and the forwarded to the City Council.

b. Reaccreditation

Member Arcanin reported that the Museum had purchased five digital recording hygrothermographs. There is a need to re-assess all exhibits. Member Wills volunteered to contact Jim Covell re surveying & re-evaluating the new exhibits.

c. Council Policy 200-5

Chairman Shonman mentioned that members Pearse and Blaziek were studying Council Policy 200-5, but that the Board had agreed at its last meeting that substantive action should wait until a new Manager is in place and until there is more progress on the Strategic Plan.

Member Arcanin stated that Item F of 200-5 requires the “City Manager, Museum Director, and Museum Board to prepare a Building Master Plan for Council review and approval.”

Motion: Board member Arcanin made a motion, seconded by member Pearse, that the Board encourage the new Manager to develop a new Master Plan for the Museum.

VIII. OLD BUSINESS:

a. Museum Board Organization and Operation

Chairman Shonman recommended that the Board discuss this issue at a later date.

b. Coalition on the Public Understanding of Science (COPUS)

Member Pearse discussed COPUS and recommended that it would be beneficial if the Museum could become a COPUS center for our area.

c. Scientist Friends of the Museum

Member Pearse presented a brief description of the Scientist Friends group and reported on ways that it has helped the Museum. Shonman discussed the benefits of expanding the group beyond marine scientists, and stated that he could see the value of the Museum eventually having a “technical advisory group, consisting of both scientists and educators.

IX. ADJOURNMENT

There being no further business for the Board, the meeting was adjourned.

Respectfully submitted,

David Shonman
Chairman
Pacific Grove Museum of Natural History Board