

# PACIFIC GROVE MUSEUM OF NATURAL HISTORY

## Museum Board Meeting Minutes

February 13, 2008

PRESENT: David Shonman (Chair), Geva Arcanin, Sharon Blaziek, John Pearse, Larry Telles

ABSENT: None

STAFF: Jim Colangelo, Bob Snyder, Polly Fry

GUESTS: Vern Yadon, Vicki Knostman, Dan Davis

Chairman Shonman called the meeting to order at 3:30 p.m.

### I. APPROVAL OF AGENDA

*Shonman made a suggestion to switch New Business Items B and C. Blaziek/Arcanin moved to reverse the order of items. The motion passed unanimously.*

### II APPROVAL OF MINUTES:

Regular Museum Board Meeting Minutes of January 15, 2008: The Members discussed the Minutes and have several slight revisions, these revisions will be updated and revisions will be submitted to the Board and Deputy City Clerk. *Pearse/Blaziek moved to approve the minutes of the Regular Meeting as revised. The Motion passed unanimously.*

Special Museum Board Meeting Minutes of January 23, 2007: *Pearse/Telles moved to approve the minutes of the Special Meeting as written. The motion passed unanimously.*

### III. CORRESPONDENCE - None

### IV ORAL COMMUNICATIONS/Public Comments

Vern Yadon advised the Board that he had received a request for information from a citizen regarding Red Eagle. It was decided this may not be the appropriate time and that the citizen would be contacted relaying this information.

Vicki Knostman advised the Board that Ro Vaccaro's sister had donated her butterfly hat and license plate to the Museum and that she would be willing to loan her coat when appropriate, perhaps next year when the Friends of the Monarchs have their Butterfly Exhibit. There was further discussion regarding taking in such personal items from

friends and family members, as the Museum becomes responsible for such items. The City Manager suggested that the Board review the Museum Policy and bring back suggestions to the Board at a later date.

David Shonman advised the Board that on Saturday, Feb 2, the Museum's fish tank pump and lights were not working. Some volunteers and Ambassadors discussed placing an extension cord across the floor to bring power to the aquarium. Shonman was concerned that this could have created a tripping hazard for Museum visitors. An employee from Public Works later arrived and safely solved the problem. Shonman stressed the need for caution during this period when the Museum is without professional staff.

### **ORAL COMMUNICATIONS/Board Comments**

David Shonman advised that Geva Arcanin had sent a copy of Rosenberg's Rules of Order to the Board Members. There was a brief discussion and all Members agreed to use them in place of Robert's Rules of Order. Shonman also reported that several members of the Board had attended the Ethics Training covering many items including the Brown Act and warned the Board to be very careful with comments and e-mails as not to be in violation of this Act.

Geva Arcanin again asked that the Board review the Ethics Policy and sign off when reviewed.

David Shonman proposed that a Special Meeting could be scheduled for February 27, 2008 at 3:30 in the Museum Conference Room; Shonman advised that Members consider one or two topics which could be discussed in detail, for example the Status of the Museum Improvement Fund, Relations between the Museum and the Pt. Pinos Lighthouse and the Museum's Strategic Plan.

Sharon Blaziek advised that the Agenda did not include a Liaison Report Sub Committee Section. Shonman will include on next Agenda.

### **V. STAFF REPORTS**

David Shonman introduced Robert "Bob" Snyder, Museum Manager. Snyder gave a brief background and summarized his background. He also advised that he, Vern Yadon, Jim Covell, and Geva looked at the current specimens/collections along with UC Davis Curator Emeritus Dr. Ron Cole. Overall everything was in good shape, although there was insufficient documentation for many of the specimens/collections. It was suggested that City purchase a hydrothermograph for the collections.

Snyder reported that the Monterey Bay Aquarium provided information regarding the guests who come to the Museum. It was noted that guests tend to donate money when an Ambassador has the time to talk with the guests one on one. Snyder suggested that the Association put together a regular docent program.

Snyder reported that the PG Fire Department conducted their annual fire and life safety inspection – the only item of interest was that the Museum contact the fire alarm company to conduct an inspection of the fire / sprinkler alarm system – this was scheduled.

Snyder also mentioned that Eddy Stein – Travel Host Magazine – would like to do an article on the Museum, this item was referred to Bernie (Museum Association – Administrative Assistant).

Snyder will meet with City Manager regarding a Part Time Collections Manager.

## **VI. LIAISON REPORTS**

Blaziek submitted a Volunteer Liaison Report (see attached).

## **VII. SUBCOMMITTEE REPORTS**

- A. Buildings & Grounds – A Special Meeting will be scheduled to discuss the Pt. Pinos Lighthouse/Museum affiliation – Lighthouse staff will be invited to attend.
- B. Exhibits – Pearse attended a Museum Association meeting and noted they are very active and supportive of the Museum.
- C. Education – (no businesses was reported)
- D. Finance - There was a discussion regarding \$90,000 for Museum positions (this does not include Museum Interim Manager's salary). The Board stated that they need a Part Time Collections Manager and this recruitment can not wait until FY 08/09. Snyder will speak with the City Manager.

There was a brief discussion regarding the merging of Boards possibly with the Library, the Board does not support this action.

There was a discussion regarding the timing for submitting for grants; the Museum Association may be able to assist with grant writing.

The Board discussed other possible revenue sources. The Audubon Society and Sustainable PG both use the Museum for meetings and need to do some fundraising for the Museum

- E. Personnel (no business was reported)
- F. AAM Reaccreditation Report – Arcanin thanked everyone for their support and commitment. Telles opposed the reaccreditation, suggesting it may be more beneficial to wait until the City is more solvent.

- G. Governing Documents – Snyder read the Mission of the Association – asked that everyone take the time to review this document.

**VIII. OLD BUSINESS - None**

**IX. NEW BUSINESS**

- a. **Museum Interim Manager** (Snyder) Introduction to new Museum Interim Manager and Review of Duties and Responsibilities.

Shonman introduced Robert “Bob” Snyder.

*[\*NOTE: Snyder’s presentation combined information from Agenda Items IXa (“Museum Interim Manager”) and Ixc (“Strategic Planning”)]*

Snyder gave a brief background on himself. Snyder’s duties include daily operations, opening and closing the Museum, handling the daily deposit and keeping the City Manager up to date on Museum activities. He will also focus on the Museum’s long-range planning and funding - all this with 6 months to complete it.

Snyder has met with Strategic Planner Steve Dennis and the Aquarium’s Managing Director Jim Hekkers. Dennis has been meeting with Museum stakeholders and listening to their vision of what the Museum will look like in 10 years. On March 1 there will be a meeting attended by members of the Museum Board, Museum Association, City Council, and interested citizens to begin developing a Strategic Plan.

- c. **Strategic Planning** (Hekkers) – Review and Discussion of Proposed Strategic Planning Process

*[\*NOTE: this item was covered above]*

- b. **Board Restructure** (Telles) – Review and discussion of proposed Modification of Museum Board Structure.

This item was tabled to the next meeting.

- d. **Transition Team** (Arcanin) – Consider establishment of a Team, composed of two Board members, to work closely with Interim Manager during transition.

This item was tabled.

At the end of New Business, Shonman proposed, and the Board agreed, that a Special Meeting be scheduled for Wednesday, February 27, 2008 at 3:30 in the Museum Conference Room to discuss two issues in detail:

- 1) Strategic Planning (in preparation for the March 1 meeting); and
- 2) Telles's Board Restructuring proposal.

**X. ADJOURNMENT**

There being no further business for the Board, Chairman Shonman adjourned the meeting at 5:40 p.m.

**Respectfully submitted,**

**Paula D. Fry  
Management Analyst**