CALL TO ORDER
Present: Chair Elayne Azevedo, Secretary Broeck Oder, Board Member John Pearse, Board Member David Laws; City Council Liaison Robert Huitt; and Mayor Bill Peake, Assistant City Attorney Heidi Quinn, Executive Director Jeanette Kihs. Also present: City Manager Ben Harvey; Museum Director of Exhibits and Education Juan Govea; and Lisa Max, member of community and pending member of Museum Board.

1. APPROVAL OF AGENDA
Agenda approved by consensus.

2. PUBLIC COMMENTS
None.

3. APPROVAL OF MUSEUM BOARD MEETING MINUTES
The Minutes of the 14 May 2019 meeting were approved.

REGULAR AGENDA

4. ITEMS NOT REQUIRING ACTION
   A. Correspondence
      None

   B. City Council Liaison Comments
      Council Member Huitt began by thanking the members of the Board for their service and noting he had several items. First, the status of the Monarch Sanctuary restroom facility is proceeding well, with the path grading completed. The water lines were scheduled to be installed in the third week of August, 2019, so the restroom facility should be in operation “very shortly.” Council Member Huitt also reported that the City has assumed management of the gift shop at the Point Pinos Lighthouse, and a few part-time employees will supplement volunteers. In other City Council matters, Council Member Huitt noted the street improvement work on Congress Avenue was underway, proceeding well, and will be ADA accessible when finished; the project has generated positive public
input to this point. Council Member Huitt next reported the City as met with the Coastal Commission on the Local Coastal Plan, but it is not completely resolved at this time. It is hoped that answers to pending points will be forthcoming soon, and if the LCP is approved, the City will take over permitting in the area in question.

C. Museum Director’s Monthly Reports for April, May, and June, 2019
Museum Director Kihs happily reported that the strong attendance numbers seen in January-February-March, 2019 have continued in April-May-June. Board Chair Azevedo noted the success of the outreach to the Library and other local institutions. Director Kihs noted that most Museum members come to the Museum for specific events, not just to visit, thus attendance figures each day from 10:00 A.M. to 5:00 P.M. largely reflect visits by non-members.

D. City Manager’s Comments
City Manager Harvey reported that he and Director Kihs have noted some vagueness in the City-Museum financial assets listing. City Manager Harvey, Director Kihs, and appropriate others will make a determination in this regard. City manager Harvey also submitted a future agenda item for a plaque featuring a poem on a public bench outside the Monarch Sanctuary. City Manager Harvey noted that at the current time the entire issue of the bench is under consideration, thus this matter may not reach the Museum Board for consideration.

E. Board Chair’s Comments
Chair Azevedo noted this was the Board’s first meeting in the City Council chamber, as well as its first meeting on the first Tuesday of a designated month; this location and time will be utilized going forward.

5. REVIEW OF ITEMS OF PREVIOUS MEETING
None.

6. UNFINISHED BUSINESS
A. Assistant City Attorney Heidi Quinn conducted a review of the new Handbook referenced previously, “Boards, Committees and Commissions Handbook” for the City of Pacific Grove.” Ms. Quinn noted that the new handbook was necessary because the older version was long and sometimes self-contradictory, thus causing misunderstandings. It thus made sense at this time to align all the rules, procedures, etc. in a new handbook.

Ms. Quinn highlighted the distinctions between “Charter Committees,” committees established under the Pacific Grove Municipal Code, and others which do not fall into either of the two noted realms. In the realm of the role of committee members, City Manager Harvey, the City Attorney’s office, and Council Liaison Huitt are the key resources for information and advice. Assistant City Attorney Quinn drew special attention to “Committee Meetings” (p. 11), with emphasis on the prohibition pertaining to “serial meetings” vis-à-vis the Brown Act. She additionally noted that a Museum Board
quorum for a legal meeting is three (3) of the five (5) members; additionally, all City committees are to operate on “Robert’s Rules of Order,” which is an improvement in efficiency and standardization of meetings. Ms. Quinn also especially highlighted “Actions Taken by Committees,” urging all members to review that section in light of duties and other responsibilities thereunto related. Ms. Quinn solicited questions from the Members of the Board, and Member Pearse asked about keeping Members’ terms staggered, and Ms. Quinn noted that this will be attended per pages 5-6. Member Pearse also, based on p. 11, asked if the Board’s agenda is readily available at the Library. Ms. Quinn indicated that may not have been the case heretofore, but that the agenda will definitely be appropriately available at the Library going forward, and City Manager Harvey confirmed it would be so. Member Pearse also, with Ms. Quinn, observed that all Members of the Museum Board must be aware that personal electronic devices can have information that can possibly be seen or reviewed by the public, especially if the material on the computer could well be a public document without the Board Member’s knowledge. Caution and awareness are key.

B. City Manager Harvey referenced the audited financial reports from the Foundation Board to the City, and all items were in agreement.

7. NEW BUSINESS
A. The Business and Fund Development Plan has all partners listed, and while there may be some differences among the types of partnerships, all are considered “partners.”

B. On the Exhibits Plan, Chair Azevedo indicated the combined utilization of arts, literary arts, and “hard-core science” for children and adults

C. Board Member Oder inquired about the status of the Museum’s emergency preparedness and response plan; Director Kihs noted that there is a plan but that it is currently “being revised.” The November meeting will see further consideration.

D. The next meeting of the Museum Board will be Tuesday, November 5, 2019, in the City Council Chamber.

ADJOURNMENT: 5:45 P.M.