



CITY OF ONTARIO
ONTARIO MUSEUM OF HISTORY AND ART
BOARD OF TRUSTEES MEETING AGENDA
FAYE DASTRUP HAMILL HISTORIC COUNCIL CHAMBERS
225 S. EUCLID AVE. • ONTARIO, CA
October 25, 2022 • 6:00 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

Click or tap here to enter text.

ROLL CALL

- Kueng
- Caughman
- Gerstheimer
- Weems
- del Turco
- Dorst-Porada/City Council Member

MUSEUM ASSOCIATES LIAISON

- Sherwood-James

STAFF PRESENT

- McAlary, Executive Director of Community Life & Culture Agency
- Kuchek, Museum Arts & Culture Director
- Boganey, Museum Arts & Culture Manager
- Costello, Senior Administrative Assistant

MINUTES

MOTION TO APPROVE MINUTES FOR August 23, 2022

PUBLIC COMMENTS

6:30 PM

The Public Comment portion of the Board of Trustees meeting is limited to 15 minutes total, with each speaker allowed a maximum of 3 minutes. Additional speakers are allowed 3 minutes each at the end of the meeting. Prior to consideration of old or new business agenda items, speakers will be allowed a maximum of 3 minutes each to comment on that specific item. Under provisions of the Brown Act, the Board of Trustees is prohibited from taking action on oral requests.

CITY COUNCIL LIAISON DORST-PORADA

STAFF REPORTS

1. Director's Report – Marissa Kuchek
2. Budget Presentation – Marissa Kuchek
3. 2022 Impact Report and 2023 Strategic Plan Update – Marissa Kuchek

OLD BUSINESS

Click or tap here to enter text.

NEW BUSINESS

MUSEUM ASSOCIATES/LIAISON COMMENTS

Click or tap here to enter text.

MUSEUM BOARD OF TRUSTEES COMMENTS

Click or tap here to enter text.

FUTURE AGENDA ITEMS

1. Built on Water Update

NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)

Next meeting:

Tuesday, November 22, 2022 at 6:00 PM

ADJOURNMENT

6:00 PM

MOTION TO ADJOURN /



Agenda Report
October 25, 2022

SECTION: STAFF REPORT

Prepared By: Marissa Kuchek

Action: Report & File

Staff Member Presenting:

Marissa Kuchek

Approved By: Marissa Kuchek

SUBJECT

Director's Report

AGENDA REPORT SUMMARY

Education:

The Education team continued the tradition of hosting workshops for community members to be a part of the current Día de Los Muertos exhibit: *Cempasúchil: Instruments of the Wind* which opened on October 6th. The team partnered with the City Libraries (Ovitt Family Library & Lewis Family Branch Library) and Recreation Centers (Senior Center, De Anza Teen Center and Dorothy A. Quesada). The Museum hosted two workshops that welcomed 50 participants onsite and 15 participants at the Senior Center. Production of the 300 wooden windchime parts was sponsored by Datamancer an Ontario-based laser cutting studio.

In honor of Latino heritage month, the Museum hosted a virtual talk with Dartmouth College Professor Dr. Matt Garcia, focused on the topic of how Latino/Latinx culture has shaped the Inland Empire. Born in Upland, California and a third-generation Californian, Dr. Garcia is a historian of agriculture,

Other:

- The annual Ontario Festival of the Arts was held on Saturday, October 15 from 10am-5pm. We had almost 50 artists participating in the event, a photobooth, and numerous food vendors, beer and wine. Approximately 1200 attended.
- The Museum Associates approved an MOU to formalize their partnership with the Museum at their last board meeting on September 7th. This document was included with our accreditation self-study.
- The Accreditation self-study was submitted on September 15th.
- The department hired a Museum, Arts & Culture Manager who started on October 12th.
- The Museum's hours will be updated as follows starting December 1st: Thurs/Fri 12-4pm, Sat/Sun 11am-5pm.



Agenda Report
October 25, 2022

SECTION: STAFF REPORT

Prepared By: Marissa Kuchek

Action: Report & File

Staff Member Presenting:

Marissa Kuchek

Approved By: Marissa Kuchek

SUBJECT

Review of 2022-2023 Museum Budget

AGENDA REPORT SUMMARY

City Council Goals. When preparing the annual budget, the museum follows the City Council goals to encourage, provide, or support enhanced recreational, educational, culture and health-related City programs, policies and activities; to operate in a business-like manner by being good stewards of tax payer money; and to pursue the City's goals and objectives by partnering with other government agencies.

The Ontario Plan is a policy framework that informs how we select our priorities and do budgeting. The Museum mainly fulfills goal SR-5, by providing cultural experiences that enrich the lives of Ontario's residents, workers and visitors. The department also oversees the Arts & Culture Committee, which brings together stakeholders such as local businesses, other cultural non-profits and other

agencies (i.e. community development, planning). Museum staff also coordinate with other departments within the agency as part of community events such as the community open house, KinderGo, and Trunk or Treat. The Museum prioritizes and promotes local history through its Gem of the Foothills exhibit and educates the public on local heritage through docent-led tours and public programs such as the *In the Vault* series and lecture programs led by local historians. The department also supports and elevates the work of Ontario artists by showing their work in our North Wing Gallery through various exhibits throughout the year and related public programs.

Agency Strategic Objectives (ASOs). Each city department develops Agency Strategic Objectives (ASOs) that act as yearly goals and are part of the decision-making process for budgets. The museum's primary ASO for 2022-23 is to establish a public art program. This ASO will include the development of a new public art committee, completion of pending public art projects, development of a plan for a downtown public art program and a management system for existing public art works in the City.

Other ASOs include the continuation of development of the *Built on Water* exhibit; Accreditation with the American Association of Museums, moving collections to an offsite storage facility and revitalization of the docent program.

Budget Process Timeline. Because the City of Ontario implemented a new financial system on July 1, 2023, the budget process was truncated and funding remained mostly static. The entire budget process was completed by mid-spring instead of June.

Late Winter

- Agencies were provided operating targets for each Department & Agency
- Targets reflect City Council goals and direction from City Manager.
- Operating expenses include materials, databases, equipment, etc.
- Personnel costs calculated by finance and separate from the library's operational budget.

Early Spring

- Museum created recommended operating budget; the overall budget remained the same, other than the addition of Arts & Culture to the department
- There was one personnel change: Museum, Arts & Culture Manager was added.

- Museum submitted budget to Agency. Agency compiled budgets for all departments.

Late Spring

- City Council reviewed and approved budget.

Museum Board of Trustees role. The Museum Board can play a role in the annual budget process by giving feedback to the Museum, Arts & Culture Director via board meetings and personal communication about programs and services. The Director takes this feedback, as well as feedback from other community members and stakeholders, and works with staff to develop programs and services that are funded through the budget process. The Museum, Arts & Culture Director annually reports on the budget to the Museum Board after its approval by City Council.

The Museum board serves in advisory capacity and is not involved in authorizing the Museum budget. Specific requests for expenditures should be submitted via City Council.

Community Life and Culture (CLC). Museum, Arts & Culture is one of four departments under the Community Life and Culture agency (CLC). The CLC budget is as follows:

	Adopted Budgets
FY 2019-2020	\$13,527,550
FY 2020-2021	\$13,974,687
FY 2021-2022	\$17,166,097
FY 2022-23	\$20,325,802

Museum, Arts & Culture Budget Overview. This is a breakdown of the entire Museum, Arts & Culture budget for 2022-23.

Category	Amount
Overall Budget	\$1,968,516

Salaries & Benefits	\$1,109,142
Administration (includes training, memberships, office supplies, contractors)	\$85,150
Arts & Culture	\$75,800
Education	\$87,000
Exhibits	\$100,200
Collections	\$41,000

**Note that the remainder of budget funds include maintenance, liability insurance, telecommunications, information services, etc.*



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Staff Member Presenting:

Marissa Kucheck

Approved By: Marissa Kucheck

SUBJECT

Fiscal Year 2022 Impact Report and Fiscal Year 2023 Strategic Plan Update

AGENDA REPORT SUMMARY

Impact Report:

The Impact report summarizes the Museum's activities and achievements over fiscal year 2021-2022 (July 1, 2021 – June 30, 2022). During this time the Museum installed five exhibits, welcomed over 5000 visitors, created five new programs/events, and completed key steps towards attaining Museum Accreditation. In conjunction with these achievements, the Museum's graphic design specialist created a double-sided flyer that can be shared with stakeholders and potential partners at outreach events.

Strategic Plan Update:

The most recent Museum strategic plan was developed in 2015 and updated in 2020. In 2015 the group crafted an extensive document with action items for the following five years. The Strategic Directions that they identified were: Presenting a Dynamic Experience, Engaging our Diverse Communities and Enhancing our Physical Environment. On an annual basis the plan is revisited by the Director with the

goal of developing a one-year action plan to address specific areas. These strategic directions remain in our current plan, which was updated and adopted in June of 2020. This update focused on adding two key areas to the strategic directions: developing additional resources and achieving museum accreditation.

At the April board meeting the new Director of Museum, Arts & Culture reviewed the current plan with the board and focused on areas that needed the board's attention and feedback such as: clarifying specific goals and defining measurable outcomes, drawing attention to audience growth and museum visitation over the last two year and facilitating a SWOT (strengths, weaknesses, opportunities, threats) in relation to a key goal of increasing community engagement.

At this meeting the Director will present the one-year action plan for the current year. SMART goals will be identified for each strategic direction, that hone in on the original goals that were created in the original plan. The final slide also presents the departments Agency Strategic Objective, which is outside the scope of the original strategic plan and relates to the new branch of Arts & Culture within the department.