

Ontario Museum of History & Art Board of Trustees
Meeting Minutes
July 26, 2022

CALL TO ORDER

President Chris Kueng called the Museum Board of Trustees meeting to order at 6:06 PM

PLEDGE OF ALLEGIANCE

Led by President Kueng

ROLL CALL

PRESENT:	President	Chris Kueng
	Board Members:	Rick Caughman
		Shannon Gerstheimer
	Museum Associate Liaison	Leslie Sherwood-James
	Council Liaison	Debra Dorst-Porada
	Museum, Arts & Culture Director	Marissa Kuchek
	Museum, Curator of Collections	Michelle Sifuentes
	Executive Director	Helen McAlary
	Senior Administrative Assistant	Nelva Costello
ABSENT:	Board member	Randy del Turco
	Board member	Jerry Weems

APPROVAL OF MINUTES

There was a correction to page 3 of Meeting Minutes of May 24, 2022 which were approved by a 3-0 vote with a motion from Board Member Rick Caughman and second by Board Member Shannon Gerstheimer. June 28, 2022 were approved by a 3-0 vote with a motion from Board Member Rick Caughman and second by Board Member Shannon Gerstheimer.

PUBLIC COMMENT

None

CITY COUNCIL LIAISON DEBRA DORST-PORADA

Council Liaison Porada shared that the Sales Tax Measure will be on the November ballot where the City of Ontario will be asking for a 1% sales tax for which we have a list of infrastructure items that the City needs.

County of San Bernardino wants to take on an initiative to secede from the State of California, that would mean more local control.

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She also informed that Districts are coming to the City of Ontario and maps are still being decided. Liaison Porada also wants to promote Festival of Arts which will be held on October 15, 2022.

Liaison Porada has been trying to form a partnership with Homeowners Associations (HOA's), because it would benefit the City as they do a lot for the community within their respective condo complexes such as, tree trimming, house color coordination. She has been working with Park Place; however she is not having any luck with Grand Park HOA members.

STAFF REPORTS

Director's Report

Education:

Director Marissa Kuchek reported that on Thursday, June 30th the museum hosted an adult paint night, led by teaching artist Jessica Cruz with 18 participants. On July 14th, we hosted our first family paint night in the courtyard of the museum with 27 participants. The Museum Associates sponsored refreshments for both paint night events. The Museum introduced drop-in weekend tours this in June as a pilot for the summer and have held three tours so far and are also looking forward to working on identifying promotional opportunities for these tours.

For the weekend of July 23-24th, the Museum is looking forward to bringing back the drop-in art cart activities where visitors independently create their own art. This summer activities are inspired by the *Creating a New Legacy* exhibit. Artist Cellibacello will be joining on July 23rd to offer a demo of her collage journal making.

Director Kuchek also shared several positive testimonials from the surveys collected from members of the public that attended events such as *Dia de los Ninos* on June 18 and *Adult Paint Night* on June 30th.

President Kueng asked if there was any way to share those testimonials on the website for marketing purposes and Director responded that was a great idea and would include these in the annual report and the website and on social media in upcoming paint night.

Exhibits:

Director Kuchek also shared the ongoing work on *Built on Water*, the exhibits team is currently working on two upcoming exhibits: our annual Dia show: *Cempasúchil: Instruments of the Wind* (October 6 – November 27, 2022) and *We the People* (February 2 – April 30, 2022). *Cempasúchil* (sem-pa-su-chee) asks artists to focus on the Aztec origins of the holiday. Some of our goals for this year's exhibit are to continue to expand the number of artists who can be shown in our space, to increase community partnerships, and to incorporate activities that celebrate traditions from different regions. *We the*

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People will focus on how the phrase “we the people” (which is from the preamble of the constitution) has evolved from inception until today.

Other:

We are working with our Innovation, Performance and Audit (IPA) team to perform an audit of the Museum Associates (MA’s) and make recommendation for a formal Memorandum of Understanding (MOU) document, which will strengthen the partnership between the Museum and the MA’s. This document will be shared at the next meeting and will be submitted in conjunction with our accreditation self-study.

Earlier this month we submitted the final narrative content, image and artifact lists for *Built on Water* to Picnic Design. This final narrative will be edited down (as we are over the word count) and if the Board is interested Director Kuchek offered to send it. Later this month the gallery will be measured for fabrication of the exhibit furniture. Due to construction delays, the targeted soft opening date for the exhibit is April 6, 2023, with a VIP opening reception in late April.

Director Kuchek also shared that the Museum is currently recruiting for a Museum, Arts and Culture Manager as well Graphic and Marketing Specialist, an Assistant Curator in Education, three part time Museum Assistants all of which are expected to be filled later this year.

Collections Plan

Museum Curator, Michelle Sifuentes presented the Collections Plan. For the past five (5) months the Museum has worked on and developed a Collections Plan to help better guide the development of the Museum’s permanent collections. This is not a core document, but an additional document required to apply for Accreditation. The Accreditation Committee will look to see if the Museum has this document. It is the vision of the Museum, of how the collection will be shaped in the future.

Curator Sifuentes introduced some of the members of the team involved in preparing the plan that were present as she proceeded to share what the plan was and how it was created and reviewed:

A Collection Plan is a guideline for thoughtful and systematic collections growth for a museum. It is based on an examination of the objects a museum has, identifies existing collecting gaps, and identifies deaccession candidates. A plan articulates how the objects should serve a museum’s mission by meeting the needs of its members, the community, and visitors, creating an intellectual framework and vision for collecting in the future. Museum Collections staff did an assessment of the Museum’s current holdings to identify the collections strengths and weaknesses. Staff along with a Working Group, made up of City

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Council and Community Members laid the foundation to create the following plan. Once drafted, the Collections Plan was shared with the Collections Committee and Museum staff for input and feedback.

The goal of the plan is to help the Museum oversee the long-term development and refinement of the mission of the Museum's collection. The Museum has been in existence 40 years and has collected anything and everything and this plan will help determine what to keep and or not and going forward what to collect per our mission.

Board member Caughman asked if Museum staff had been to the Ontario International Airport as they have an extensive collection with historic assets which are displayed and if we are talking about acquisitions there may be a way to acquire historical items. Council member Porada informed all that the Airport is an entity onto itself that cannot be included as part of the City of Ontario's Museum collection.

Museum Curator, Michelle Sifuentes further informed the Board that the Collections Plan for the also included a plan for how to grow the arts, including in the visual, performing, public, photographic and documentary mediums within a five-year timeline.

The five-year plan will include clean up, assessment; organizing, inventory/photographing, transferring into a better database.

The Plan will be reviewed/evaluated to see what is working, what is not every five years for major projects and every two years small revisions will be made as needed.

Board member Gerstheimer asked since this is a living document which the is Board approving, if in the future, if any changes are made, she wants to request or clarify if the Board will be asked or advised first? Curator Sifuentes replied that yes, any major changes to the document "The Collections Plan" needs to be approved by the Board.

(A complete copy of the Collection Plan is available on City's Website where the Museum Board of Trustees Agenda is located)

The Collections Plan was approved by 3-0 Board with a motion from Board member Caughman and second from Board Member Gerstheimer.

OLD BUSINESS

None.

NEW BUSINESS

None.

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MUSEUM ASSOCIATES COMMENTS

Museum Associate Liaison, Leslie Sherwood-James commented that she enjoyed the Collections Plan presentation and seeing the strengths and weaknesses and thanked staff for the report. Liaison James shared that the Museum Associates would be working at the Summer Concerts being held at Ontario Town Square on Wednesday, July 27, 2022.

MUSEUM BOARD OF TRUSTEES COMMENTS

Board member Caughman thanked Curator Sifuentes on The Collections Plan document, said it was well thought out not too much, not too little, just smart.

Board member Gerstheimer also thanked Curator Sifuentes and said the Plan represents a tremendous amount of work, was very clear, transparent and written with integrity.

President Kueng echoed the others in that he said "great job" in preparing a beautiful document.

FUTURE AGENDA ITEMS:

Follow up on Strategic Plan

Annual Report

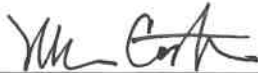
NEXT MEETING

Tuesday August 23, 2022 at 6:00pm in Historic Council Chambers

ADJOURNMENT

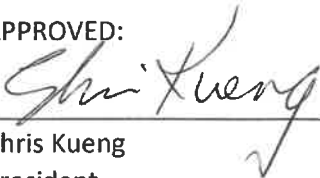
Motion to adjourn the Board of Trustees Meeting was made by Board Member with a second by Board Member Gerstheimer with a 3-0 vote. The meeting was adjourned at 7:10 PM.

Submitted:



Nelva Costello
Senior Administrative Assistant

APPROVED:



Chris Kueng
President