

City of Ontario  
Ontario Museum of History & Art  
Board of Trustees  
Virtual Meeting - Zoom  
June 9, 2020, 4:00 PM

**Minutes**

1. Call Meeting to Order: President Chris Kueng called the meeting to order.
2. Pledge of Allegiance.
3. Roll Call: Board members present were Chris Kueng, Rick Caughman, and Ada Lopez. City Council Liaison Debra Dorst-Porada, MA Liaison Leslie Sherwood-James, Museum Director John Worden, Curator of Collections Michelle Sifuentes, Curator of Exhibition Leslie Matamoros.  
  
Absent: Joe Caskey and Randy del Turco  
  
Additional: City Manager, Scott Ochoa and CLC Executive Director, Helen McAlary
4. Approval of Minutes
  - Minutes of May 26, 2020 were approved on a motion by Rick Caughman and seconded by Ada Lopez.
5. Public Comment – None
6. City Council Liaison – None
7. Staff Report – Director’s Report  
The high winds on Monday caused a tree to fall at the Museum, the roof suffered minor damage. The Director just finished the latest round of interviews for the Curator of Education position. The Museum has started the hiring process for the Assistant Curator position. Progress is being made with the Built on Water exhibit and Carlson Gallery will be turned into an educational space. In addition, we are working on securing an area on City property for offsite collections storage space. The staff will start returning the Sam Maloof items soon.
8. Old Business – Virtual Platform
  - H. McAlary & J. Worden met with the Communications Dept. to discuss options regarding the Museum’s website. The process for improvement can happen in 3 phases. Phase One would have no cost to it and it would be what we can do now. Phase Two would be rearranging the Arts & Culture website to give more priority to the Museum, there is a cost to this phase. Phase Three would take place down the road and it would be for creation of a whole new website for the Museum. The staff

would be responsible for all updates, this would have the most cost to it and every additional feature would add to the development cost.

- The development of a website does fit within a 5-year Strategic Plan, the Board needs to figure out what are the first priorities and the Museum will investigate outside funding.
- The Museum is going to develop simple survey materials to see what they community wants.
- R. Caughman is going to design a sample landing page for the Board to look over as a low-cost alternative that could be considered for near-future implementation. He will present the concept at the next board meeting.

9. New Business: Strategic Planning Discussion Question - How can we be more meaningful and involved with the community?

- Discussion took place on who makes up the community, including but not limited to: Artists, General Public, Ontario Residents, Minorities, Businesses, and Partners.
- Suggested to make a list of what are important accomplishments we are striving for and share with our share holders and get their input. Or, have two focus groups one for the community and one for the business community.
- Recommended that the discussion question become a plank in our Strategic Planning, and we can constantly discover ways to answers the question.
- There is some pre-planning that is needed and need to look at different approaches to involve community input. C. Kueng & J. Worden will meet to discuss, if anyone thinks of anything let C. Kueng know and he will compile the information
- A. Lopez suggested getting the community involved with an Instagram art contest.

10. Museum Associates/Liaison Comments –

- Thank you to those who have sent answers to the case study questions. Will resend the email to those who didn't receive it.

11. Museum Board of Trustees Comments

- Ada Lopez – Surprised about the cost of the website, it does seem high. Knows someone who could possibly help. Thought it would be good to do something fun with the community since the Museum is closed. Maybe do something like the Eye on Ontario exhibit to give teenagers something to do.
- Rick Caughman – Nice idea that Ada came up with to engage the community. Thanked staff for taking the time to investigate the website question.
- Chris Kueng – Likes how the group can have discussions, shares ideas and appreciates how everyone listens to each other, it is what makes this Board great. Thanked John & Helen for meeting with the Communications Dept. to see what we can do.

12. Future Agenda Items – Continue discussion regarding how we can reach out to our stakeholders (community, partners, teachers and residents) At the next meeting, Board Member R. Caughman will present a concept of the web landing site.

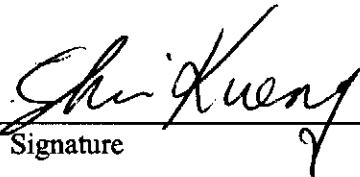
13. Next Meeting:

The regular board meeting that is scheduled on Tuesday, June 23, 2020 will need to be changed. It was decided to hold the meeting on the following day, Wednesday, June 24, 2020 at 5 PM.

J. Worden will poll the board to see how they feel about starting up in person meetings. The next meeting will be a Zoom meeting and the June 30<sup>th</sup> meeting may be in person depending on the poll results.

- Next Board Meeting: June 24, 2020 5PM - Zoom
- Special Board Meeting: June 30, 2020 4PM

14. Motion to Adjourn by Rick Caughman, seconded by Ada Lopez, 5:43 PM.

 6-24-2020  
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Signature