



**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**  
**July 23, 2024 • 6:00 PM**

**CALL TO ORDER**

**6:00 PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- Kueng
- Caughman
- Gerstheimer
- Weems
- Garcia
- Porada/City Council Member

**MUSEUM ASSOCIATES LIAISON**

- Sherwood-James

**STAFF PRESENT**

- Kuchek, Museum Arts & Culture Director
- Lambert, Facilities and Visitor Experience Coordinator
- Padilla, Administrative Assistant

**MINUTES**

**MOTION TO APPROVE MINUTES FOR June 25, 2024**

**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 PORADA**

**STAFF REPORTS**

1. Directors Report
2. Fiscal Year 2024-25 Budget

**OLD BUSINESS**

**NEW BUSINESS**

**MUSEUM ASSOCIATES/LIAISON COMMENTS**

**MUSEUM BOARD OF TRUSTEES COMMENTS**

**FUTURE AGENDA ITEMS**

**NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)**

Next meeting:  
Tuesday, August 27, 2024 at 6:00 PM

**ADJOURNMENT**

**6:00 PM**

**MOTION TO ADJOURN**  /



*Agenda Report*  
July 23, 2024

**SECTION: STAFF REPORT**

**Prepared By:** Marissa Kucheck

**Action:** Report & File

**Staff Member Presenting:**

Marissa Kucheck

**Approved By:** Marissa Kucheck

**SUBJECT**

Director's Report

**AGENDA REPORT SUMMARY**

**Collections:**

The Collections team completed 92% of the Museum's ASO, this included inventorying 50% of the offsite storage: 64 boxes of irons, the Biane artifact collection, 51 pieces of art, 14 large items on pallets, and 30 textile boxes and starting inventory in the main storage area, completing 35 boxes. In total 1689 items were inventoried during the 23/24 financial year. With the help of the front desk attendants over 100 donor files were scanned and are being uploaded onto the Museum's collections management database. Loan renewals for the *Built on Water* exhibition have been completed, our lenders were more than happy to renew them.

**Education:**

**Public Programs:** On June 29th, as part of Studio Saturday programming the Education Division hosted artist, Sumi Foley in a fabric art workshop. Sumi hosted two sessions where guests made their artwork using repurposed fabric to create new images. Sumi received special congressional recognition for her event. The two sessions welcomed over 16 community members. Our next Studio Saturday, July 13 session will be hosted by our museum assistants in partnership with exhibiting artist, Caylin Yorba-Ruiz. Together they will practice mindful art and breathing exercises. Participants were led through a guided breathing experience in the *Art of Healing* exhibit and our California Native Plant Garden. In the end, individuals learned how to make their very own zine using inspiration from Caylin's work and the mindful exercises they learned in the galleries.

**Outreach:** Museum Assistants and attendants participated in the Library's "Funtopia" programming where staff hosted an art-making session using tissue paper as a medium.

**Other:** In late June the education team completed training on Visual Thinking Strategies and close looking with museum assistants and a museum associate, focusing on the *Art of Healing* exhibit to prepare for summer tour requests.

**Exhibits:**

In June we opened our biannual joint exhibit with the Chaffey Community Museum of Art: *The Art of Healing: Holistic Expressions*. Both museums held well-attended VIP and community receptions. The VIP reception was followed by a tour of the *Art of Healing* exhibitions, and the community reception included an artist-led workshop by exhibiting artist, Flora Kao. Upcoming artist-led *Holistic Expressions* programs include a spoken word poetry and sound bath workshop by Micah Tasaka and exhibiting artist Amabelle Aguiluz on Saturday, August 31st, and a Healing Circle workshop by Denise Silva on Saturday, September 7th.

The exhibits team has also been working on planning for our annual Dia de los Muertos exhibition, which will be held in Gallery 4. This exhibition will focus on how the yearly practice of celebrating the Day of the Dead is a healing action for those coping with the loss of a loved one.

**Other:**

On Wednesday, July 10, 2024 the department held an annual staff retreat at the Autry Museum. Staff reviewed the strategic plan, accomplishments from the past fiscal year and goals for the next year. The education division presented their plan for this year's ASO to revamp our school tour and group visits program. The afternoon was spent on activities focused on team building and communication skills with external consultant Priya Sodha and concluded with a tour of two exhibits by the Autry's Director of Education.

Attendance data for fiscal year 2023-2024 will also be shared. This year attendance increased by more than 30%.



*Agenda Report*  
July 23, 2024

**SECTION: STAFF REPORT**

**Prepared By:** Marissa Kucheck

**Action:** Report & File

**Staff Member Presenting:**

Marissa Kucheck

**Approved By:** Marissa Kucheck

**SUBJECT**

Review of 2024-2025 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. 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 Galleries 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 2024-25 is to overhaul the Museum's school tour and group visit program. This ASO will include development and piloting of a new tour training course, strategic outreach to create new partnerships and updating the tour menu of options to allow for maximum visitation.

### **Budget Process Timeline**

The City of Ontario budget process generally follows this timeline.

#### **Early Spring**

- Agencies are provided operating targets for each Department & Agency
- Targets reflect City Council goals and direction from City Manager.
- Operating expenses include materials, special event costs, artist fees, consultants to lead arts workshops, translation services, professional development, etc.
- Personnel costs calculated by finance and separated from the Department's operational budget.

#### **Spring**

- Department creates a recommended operating budget based on existing or new programs and annual goals and priorities
- Department suggests personnel changes if applicable. There were no changes in personnel this year.
- Department submits budget to Agency. Agency compiles budgets for all departments and facilitates meetings with the City Manager's Office.
- Financial Service compiles the final City budget for City Council consideration.

#### **June**

- 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): Museum, Arts & Culture, Library, Recreation and Housing. The CLC budget is as follows:

	Adopted Budgets
FY 2020-2021	\$13,974,687
FY 2021-2022	\$17,166,097
FY 2022-23	\$20,325,802
FY 2023-24	\$39,726,219
FY 2024-25	\$37,114,298

**Museum, Arts & Culture Budget Overview.** This is a breakdown of the entire Museum, Arts & Culture budget for FY2024-25.

Category	Amount
Overall Budget	\$2,383,329
Salaries & Benefits	\$1,425,236
Administration	\$247,301



<b>Education</b>	<b>\$50,375</b>
<b>Exhibits</b>	<b>\$55,875</b>
<b>Collections</b>	<b>\$14,875</b>

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