



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
August 24, 2021 • 6:00 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

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
 Cleary, Interim Museum Director
 Sifuentes, Curator of Collections
 Matamoros, Curator of Exhibitions
 Valle-Mancilla, Curator of Education

MINUTES

MOTION TO APPROVE MINUTES FOR July 27, 2021 /

PUBLIC COMMENTS

6:30 PM

The Public Comment portion of the Commission 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 Commission is prohibited from taking action on oral requests.

CITY COUNCIL LIAISON DORST-PORADA

STAFF REPORTS

1. Director's Report – Cindy Cleary
2. Accreditation: Code of Ethics – Michelle Sifuentes
3. Built on Water: Interactive App, SongBear Studios – Leslie Matamoros
4. Built on Water: Soundscapes – Miriam Valle-Mancilla

OLD BUSINESS

NEW BUSINESS

MUSEUM ASSOCIATES/LIAISON COMMENTS

MUSEUM BOARD OF TRUSTEES COMMENTS

FUTURE AGENDA ITEMS

August 19, 2021

NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)

Next meeting:

Tuesday, September 28, 2021 at 6:00 PM

ADJOURNMENT

MOTION TO ADJOURN /

**Ontario Museum of History & Art Board of Trustees
Meeting Minutes
July 27, 2021**

CALL TO ORDER

President Chris Kueng called the Museum Board of Trustees meeting to order at 6:05 PM

PLEDGE OF ALLEGIANCE

Led by President Kueng

ROLL CALL

PRESENT:	President	Chris Kueng
	Board Members:	Rick Caughman, Jerry Weems
	Interim Museum Director	Cindy Cleary
	Executive Director	Helen McAlary
	Council Liaison	Debra Dorst-Porada
	Museum Associates Liaison	Leslie Sherwood-James
	Staff	Michelle Sifuentes

ABSENT: Randy del Turco, Shannon Gerstheimer

APPROVAL OF MINUTES

Meeting Minutes of June 22, 2021 were approved by a 3-0-2 vote with a motion from Board Member Rick Caughman and second from Board Member Jerry Weems.

PUBLIC COMMENT

None

CITY COUNCIL LIAISON DORST-PORADA

Council Member Dorst-Porada shared the Kiwanis will be selling Nativity cards at the Route 66 Car Show and will split the profits with the Museum Associates.

STAFF REPORTS

Directors Report

Interim Museum Director Cindy Cleary advised that City Council has approved the streaming of all Boards and Commissions meetings. She reminded the Board that Saturday, August 7 will be the closing reception for the Ontario Open, shared they are working with CCMA on the Arts Festival, that the collections move is on schedule, the recruitment for Museum, Arts & Culture Director closes on August 6, and provided there has been a change to who the person providing

Ontario Museum of History & Art Board of Trustees
Meeting Minutes
July 27, 2021
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administrative support to the Museum will be. Interim Director Cleary thanked the Board members for bringing back the completed questionnaires for the Built on Water exhibit. President Kueng recommended that future surveys be conducted on a digital survey platform when the questions are quantitative, and Board Member Caughman recommended that the questions for future surveys be framed in a way where the responder replies with an “I” statement and not a yes/no answer. Conversation ensued about the Board’s experiences collecting the surveys.

Deaccessioning Process and Collections Management Policy Review

Michelle Sifuentes shared a presentation on the deaccessioning process, including what items are collected by the Museum versus Model Colony, a description of the Collection Committee and their purpose, and a review of the approved Collections Policy which was adopted in 2020. Questions were asked about the policy and procedures for deaccessioning by the Board Members which were answered by Michelle Sifuentes. RC commented that an email document or something ahead of time. CK says if something for accreditation make sure to agendize in future. DDP requests email to her as well.

Revision to Collections Management Policy

Michelle Sifuentes shared of a suggestion from American Alliance of Museums to remove the sale option from the policy and add in later once a solid procedure has been established. Additionally, a new requirement regarding risk to health and artifacts was added into the policy. Michelle advised the board that the proposed changes to the policy are in their packets and are marked in blue. A motion to move was made by Board Member Caughman, with a second by Board Member Weems. Board Members expressed their desire for items like this to be emailed in the future and items related to accreditation to be clearly indicated on the meeting agenda.

OLD BUSINESS

None

NEW BUSINESS

None

MUSEUM ASSOCIATES COMMENTS

Museum Associates Liaison Leslie Sherwood-James said she had no comments.

Ontario Museum of History & Art Board of Trustees
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MUSEUM BOARD OF TRUSTEES COMMENTS

Board Member Weems shared his concerns about a comment that was made in a previous board meeting. President Kueng apologized for his comment at the previous meeting.

Board Member Caughman expressed his hope for the Museum Board to move forward as a united front, thanked Michelle for doing all the work on accreditation documents, and promoted his upcoming art exhibit which opens on August 13 and will have a reception on August 21 during the Art Walk.

FUTURE AGENDA ITEMS

None

NEXT MEETING

Tuesday August 24, 2021 at 6:00pm in Historic Council Chambers

ADJOURNMENT

Motion to adjourn the Board of Trustees Meeting was made by Board Member Caughman with a second by Board Member Weems by a 3-0-2 vote. Meeting adjourned at 6:56 PM

Submitted:

Lacey Rightmer
Senior Administrative Assistant

APPROVED:

Chris Kueng
President



Agenda Report
August 24, 2021

SECTION: STAFF REPORT

Prepared By: Michelle Sifuentes

Action: Choose an item.

Staff Member Presenting:

Michelle Sifuentes

Approved By: Cindy Cleary

SUBJECT

Accreditation: Code of Ethics

AGENDA REPORT SUMMARY

The Museum has created a Code of Ethics to meet the prerequisites for applying for Accreditation with the American Alliance of Museums. The Code of Ethics, reviewed by the City Attorney, is one of the five core documents the Museum needs to have verified by the American Alliance of Museum before the Museum can apply for Accreditation in February 2022. The deadline for the Code of Ethics submission is October 29, 2021. The Curator of Collections, Michelle Sifuentes, will go over the document with the Board of Trustees. Upon discussion of the document the Board of Trustees will be asked to make a motion to approve the document as recommended by staff.

ONTARIO MUSEUM OF HISTORY & ART

225 S. EUCLID AVENUE

ONTARIO, CALIFORNIA 91762

INSTITUTIONAL CODE OF ETHICS

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1. INTRODUCTION

1.1 Vision Statement

Adopted May 12, 2020:

The Ontario Museum of History & Art will be the premier arts and cultural center for the Inland Empire by engaging diverse audiences, presenting dynamic experiences, and preserving our regional legacy.

1.2 Mission Statement

Adopted May 12, 2020:

The Ontario Museum of History & Art is a vibrant cultural resource for our diverse communities. As stewards, we advance an understanding of regional history and art. We provide meaningful visitor experiences through well-curated exhibits and programming.

1.3 Values

Adopted May 12, 2020:

The Ontario Museum of History & Art operates by the following guiding principles:

Preservation: We are committed to ethical, accountable, and professional museum standards.

Quality: We are responsive to the surrounding community's needs through education and lasting partnerships.

Sharing: We are a venue that is accessible and responsive to the region through sharing relatable narratives with our visitors.

Experience: Our museum is a place of discovery, curiosity, and fun.

1.4 Statement of Purpose

The purpose of the Institutional Code of Ethics document is to serve as a tool to guide the Board of Trustees, the Collections Committee, and the Museum staff of the Ontario Museum of History & Art on the ethical responsibilities in the operation and administration of the Museum.

2. CODE OF ETHICS

2.1 GENERAL

All Museum Board of Trustees, Collections Committee Members, Museum Director, Staff and Volunteers are required to follow the Ontario Museum of History & Art's Institutional Code of Ethics as well as Local and State of California regulations and code of ethics, including any Conflict of Interest Code. This Code of Ethics draws from the American Alliance of Museums (AAM), the American Association for State and Local History (AASLH), and any other appropriate standards and code of ethics established by professional disciplines and sub-disciplines.

2.1.1 Laws and Compliance

The Museum complies with all relevant legal instruments and laws. All Museum Board of Trustees, Collections Committee, Museum Director, Staff, and Volunteers shall follow all ethical standards under the State of California's Political Reform Act (ACT), and the ethical guidelines established by professional museum organizations, including, but not limited, to the American Alliance of Museums, the American Association of State and Local History, and the American Institute for Conservation of Historic and Artistic Works (AIC).

2.1.2 Commitment to Public Service

The Museum's policies and activities and the conduct of all Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers shall reflect the Museum's commitment to public service and our public trust responsibilities.

2.1.3 Commitment to the Museum's Vision, Mission, and Values

The Museum's policies and activities should advance the Museum's commitment to its Vision, Mission, and Values. The Museum's policies and activities should attempt to provide meaningful visitor experiences with well-curated exhibitions and programming. The Museum is a community history and art museum that examines the local and regional history and the art community.

The Museum works with the local and regional community to preserve and explore the history and art of the area through exhibitions, activities, lectures, collections, scholarly research, and programs that encourage and connect with audiences throughout the community. The Museum and its staff understand its responsibility of collecting and caring for the artifacts, as well as their associated records as part of the Museum's fulfillment of their public trust responsibilities.

As a municipal institution, the Museum follows the values of the City of Ontario, and the Museum's Values of *Preservation, Quality, Sharing, and Experience*. It adheres to a policy of inclusivity and provides open access to all its facilities, operations, and services, in accordance with all ethical and legal compliance.

Everyone associated with the Museum should strive to advance the Museum's mission by following the best practices and standards in ethics and professionalism.

2.1.4 Transparency

As a municipal department, all Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers will adhere to all Federal, State and Local government regulation and guidelines regarding access to its public records, including but not limited to, the State of California's Brown Act (Gov. Code sections 54950-54963), the State of California's Public Records Act (Gov. Code sections 6250-6276.48), and the State of California's Political Reform Act (ACT) (Gov. Code sections 81000-91014).

2.1.5 Accessibility

The Museum, in support of its Vision, Mission, and Values, will assure practicable access to collections and related historic and artistic information. The Museum will ensure that all policies and programs provide appropriate public access. Accessibility includes compliance with all legal requirements including, but not limited to, The Americans with Disabilities Act (1990).

2.1.6 Scholarship

The Museum recognizes that to fulfill its public trust responsibility, information provided to the public should be based on scholarly research. The Museum will seek consultation with communities when objects or information represents pluralistic values, tradition, and/or concerns by the community it is affiliated with.

2.1.7 Pluralism

The Museum recognizes pluralistic values, traditions, and concerns of the diverse community it serves. The Museum will ensure that programs, policies and considerations by all Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers reflect this. The Museum's collections and programs should reflect the ethnic and cultural diversity of the Ontario community. The Museum should not aggrandize or perpetuate myths or stereotypes or discriminate in any form. The Museum should respect the traditions and values with regards to culturally sensitive objects.

2.2 GOVERNANCE AND STAFF

2.2.1 Conflicts of Interest

The Museum expects that all governing authorities, Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers conduct themselves in a way that benefits the Museum and reflects well on those involved. All affiliated with the Museum are expected to put the Museum's interest above any personal interests. The governing authorities, Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers should not compete with the Museum for limited resources or for acquisitions or build the collections in a manner that serve private/personal interests rather than the institution's purpose.

2.2.2 Outside Employment

In accordance with *City of Ontario Handbook Rule XX. Section 1,*

Full time city employees may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the city government. Outside employment, other than special police work, must be authorized by the department head and the City Manager.

2.2.3 Personal Collecting

All Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers should disclose all areas of personal collecting and refrain from any collecting activities in competition with the Museum. Except as specifically authorized by the Director, no employee or volunteer will represent the Museum in negotiating or purchasing collections on behalf of the Museum.

2.2.4 Personal Gain, Use and Disposition of the Permanent Collection

The Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers must not abuse their affiliation. The Permanent Collections are not available for use to any individual, either on or off the premises, or for any purpose contrary to the Museum's mission and purpose. Board members, Committee members, the Director, Staff and Volunteers should not attempt to derive any personal or material advantages due to their association with the Museum.

2.2.5 Personal Gain, Use and disposition of the Education Resource Collection

The Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers must not abuse their affiliation. The Education Resource Collections are not available for use to any individual, either on or off the premises, or for any purpose contrary to the Museum's mission and purpose. Museum Board of Trustees, Collections Committee, Museum Director, Museum Staff, and Volunteers should not attempt to derive any personal or material advantages due to their association with the Museum.

2.2.6 Appraisals, Monetary Values, and Internal Revenue Compliance

The Staff will not provide collection donors with monetary appraisals for objects. Appraisals for tax deduction purposes are the responsibility of the donor and those costs are borne entirely by the donor. The Museum will comply with all current Internal Revenue Service rules and reporting regulations for charitable contributions. Any object valuations made by the Museum Staff are for insurance purposes only and are not offered to donors.

2.2.7 Employees and Volunteers

The Museum shall comply with all anti-discrimination requirements that govern the City of Ontario. Its hiring and management practices and volunteer opportunities shall be free of discrimination. The Museum considers equal opportunity essential in fulfilling its public-service mission.

2.3 COLLECTIONS

2.3.1 Collections Care

The care and preservation of the collections is the responsibility of the Board of Trustees, the Collections Committee, Museum Director, and Museum Staff. The Curator of Collections provides guidance on collections storage and use in order to ensure the collections for future research, exhibition, and educational potential. The Curator of Collections and designated staff are responsible for appropriate storage conditions for the collections, conducting conservation assessments and treatments as necessary, and overseeing the use and handling of collections by researchers and others. The Curator of Collections and designated Museum staff are also responsible for the maintaining and securing of all informational records (physical and digital) pertaining to collections.

2.3.2 Legal Obligations, Documentation, and Accessioning of Objects

Collections are lawfully held, protected, secured, and cared for. Collections are documented and accessioned in accordance with the legal and ethical responsibilities of the Museum, and with the Museum's responsibility in maintaining the public trust.

2.3.3 Accessibility to Collections

Access to collections is permitted and regulated. Any individual granted access to collections (Members of the public, the press, contractors, inspectors, or other) must always sign into collections storage and be escorted by a designated Staff member. The Museum will follow the rules and regulations set forth in Federal, State, and Local government regulations regarding information that may be considered under, but not limited to, the Native American Graves and Repatriation Act (NAGPRA), the Archaeological Resources Protection Act (ARPA), the State of California Brown's Act, and the State of California Public Records Act.

2.3.4 Deaccessioning

Deaccessioning is the process of legally and permanently removing an object from the Museum's Permanent Collection and is part of proper collections stewardship. The Museum holds its collections in trust to the public, for present and future generations, and handles the deaccessioning process with adherence to ethical and legal guidelines. Collections shall not be deaccessioned or disposed of in order to provide any financial support for the institution.

All deaccessions must comply with ethical standards and pertinent laws and regulations.

2.3.5 Human Remains and Sacred Objects

The Museum does not hold human remains. The Museum will treat all sacred objects and objects that are culturally sensitive with the care and respect they deserve, and the Museum shall follow all NAGPRA guidelines for care and treatment of sacred objects. Objects considered to be sacred or culturally sensitive shall not be used for digital or online purposes without consultation by the people or creator of the object.

2.3.6 Claims of Ownership

All claims of ownership to an object in the Museum's custody will be respectfully and diligently addressed. Each claim, either ethical or legal, will be considered by its own merits. The Museum will seek to resolve claims through voluntary dialogue with a claimant or through a third party.

2.3.7 Digital and Online Use

Digital and Online accessibility to objects in the Permanent Collections and Education Resources Collection is subject to the Collections Management Policy's Section 11, in its entirety, and this Institutional Code of Ethics. The Museum will abide by all rights established by individuals who possess the intellectual property rights, copyrights, or the Visual Artists Rights Act (VARA) moral rights of the objects. Only non-sensitive materials shall be shared online with the public through Museum Collections portals. Objects considered to be sacred or culturally sensitive shall not be used for digital or online purposes without consultation by the people or creator of the object.

2.4 PROGRAMS

2.4.1 Commitment to Public Service

All programs, including but not limited to exhibitions, lectures, workshops, and tours, should promote the Museum's commitment to its public service responsibility. All programs should follow the best standards to promote the ethical facilitation of programs and events held for the benefit of the public.

2.4.2 Commitment to the Museum's Mission, Vision and Values

All programs should contribute to the promulgation of the Museum's Vision, Mission, and Values and its public trust responsibilities.

2.4.3 Accessibility

The Museum will ensure that all policies and programs provide appropriate public access. Accessibility includes but not limited to compliance with all legal requirements including, but not limited to, The Americans with Disabilities Act (1990). Programs should encourage participation of the widest possible audience consistent with the Museum's Mission and resources.

2.4.4 Scholarship and Intellectual Integrity

All programs should be based on scholarly research and have intellectual integrity. All programs should consider the pluralistic values, traditions, and concerns of the community at-large. The Museum will not allow undue influence from interest groups, political interests, lenders, donors, and/or any individual in relaying information to the public. Additionally, programs should promote the public good rather than individual interests.

2.4.5 Representation

All programs, including exhibitions, shall reflect the diversity of the community at-large and promote social inclusion by providing exhibitions that are accurate and truthful. The Museum will maintain the highest standard of authenticity, objectivity, and truth in presentation and transparency in all its public activities.

2.4.6 Pluralism

All programs will consider the pluralistic values, traditions, and concerns of the community that the Museum, as it furthers the Museum's mission. Programs should reflect the ethnic and cultural diversity of the Ontario community. The Museum should not aggrandize or perpetuate myths or stereotypes or discriminate in any form. The Museum should respect the traditions and values with regards to culturally sensitive objects.

2.4.7 Digital and Online Use

All digital and online content produced for programming by the Museum or affiliated with the Museum shall be used in a manner that promotes the Museum's Vision, Mission, and Values, in addition to its public trust responsibilities. Media shall be produced for the public good and not for any individual interests.

2.5 FINANCIAL MANAGEMENT

The Museum shall manage its financial resources in accordance with all applicable laws regarding the expenditures of public funds. This includes, but not limited to, following applicable procurement requirements, operating within its budget, and planning for future capital and operational needs of the Museum. Fiscal responsibility is necessary for the integrity of the Museum and to assure that it can fulfill its mission.

2.6 MUSEUM STORE

The Museum of History & Art, Ontario, Associates (Museum Associates) and the related Museum Store operate solely and separate from the Museum. The Museum Associates are committed to adhering to the best ethical standards and legal requirements in affiliation with the Museum. The Museum Associates affirm the Museum Store's position not to obtain or attempt to obtain objects from the Museum, from illicit trade, or suspected illicit trade, or in competition with the Museum. No deaccessioned materials shall be sold through the Museum store.

3. DOCUMENT REVIEW

3.1 Compliance Review

The Institutional Code of Ethics will be reviewed every 2 years and proposed changes will be brought to the Board of Trustees for adoption.

3.2 Document Revisions

The Museum's Institutional Code of Ethics is a living document. It serves the Museum in presenting the current accepted professional standards and guidelines for the Museum; however, it is recognized that these standards and practices change. As the Museum grows and thrives along with the community it is a part of, changes to this Code of Ethics, and other existing policies may need to be conducted. The Museum's Institutional Code of Ethics should be revised when:

- the Code has proven inadequate,
- the Code no longer meets or functions according to changes in legal or professional standards,
- new ethical standards are recognized,
- the Museum's mission changes,
- the Museum changes its collections plan,
- the Museum initiates new programs or activities that raise new ethical issues,
- issues arise that are not addressed by the current Code.

The Museum's Institutional Code of Ethics revisions are subject to the discretion of the Board of Trustees and the approval by the public agency.



ONTARIO
MUSEUM
OF HISTORY & ART

Agenda Report
August 24, 2021

SECTION: STAFF REPORT

Prepared By: Leslie Matamoros

Action: Report & File

Staff Member Presenting:

Leslie Matamoros

Approved By: Cindy Cleary

SUBJECT

Built on Water: Interactive App, SongBear Studios

AGENDA REPORT SUMMARY

In conjunction with the Built on Water exhibition, the museum is developing a new interactive application. Songbear Studios and its partners will design and produce an interactive experience for use by Museum visitors. The interactive is a computer-based experience to educate the general population regarding water conservation for the Southern California region. The interactive application can be deployed as a downloadable application utilizing industry-standard app-store tools for iOS and Android tablet and mobile applications. The Ontario Museum of History & Art will partner with Ontario Municipal Utilities to develop content that is usable for both departments. The interactive application will be mutually beneficial to both departments for educational purposes, and the community at large.

- Computer base system for exhibit

August 24, 2021

- Downloadable for tablet, Phone iOS, Phone Android
- Audio Narration
- Single player with three characters
- Storyline Challenges and a maximum of three scenarios per occupation
- Graphic Styles: Isometric Style, Illustrative, or Realistic
- Total cost for interactive app: \$144,550

Built on Water Interactive App

SongBear

Presented By: Leslie Matamoros,
Curator of Exhibitions

August 24, 2021



Interactive App: Platform



- Computer base system for exhibition
- Downloadable App
 - Android tablet
 - Phone iOS
 - Phone Android



Interactive App: Highlights

- Audio narration
- App-based deployment for Apple and Android store
- Development with Museum and Ontario Municipal Utilities Company

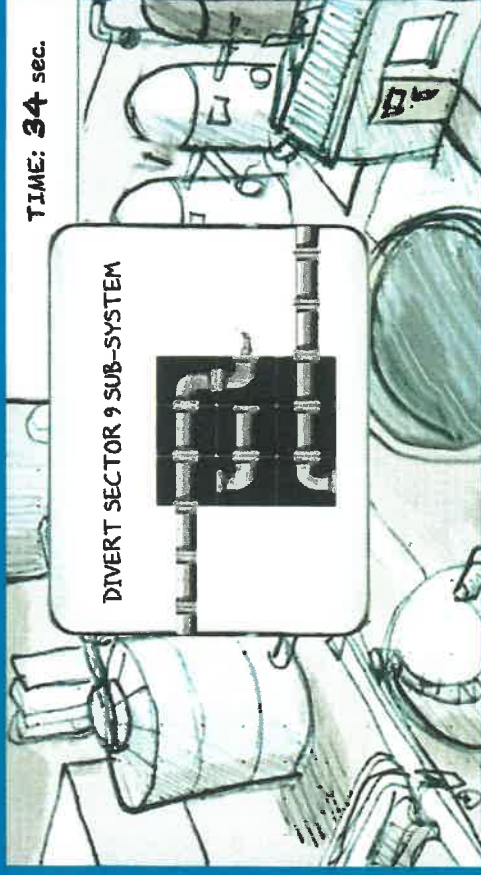


Interactive App: Capabilities

- Single player
- Player chooses one of three characters
- Storyline challenges
- Features a scenario with three decision choices
- Maximum of three scenarios per occupation



Interactive App: Game Sequence Example



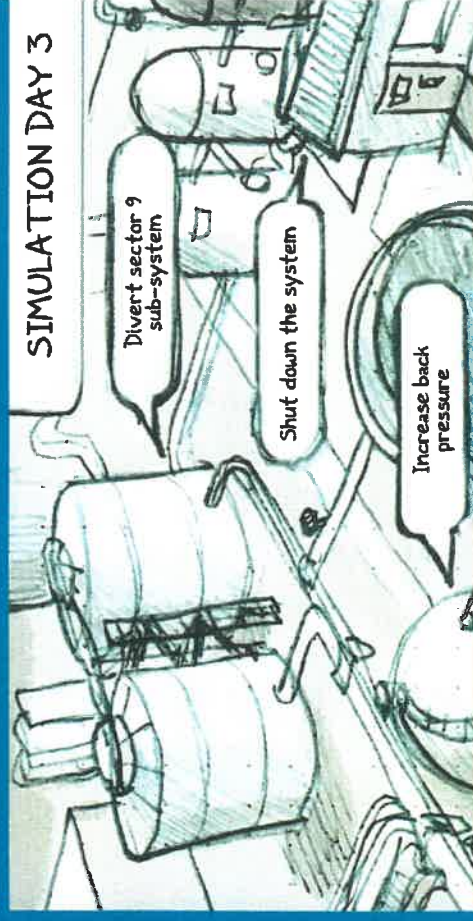
- Occupation selection
- Players select their character and determines scenario path
- Each path will have a mini-game challenge
- Score and results

Interactive App: Narrative

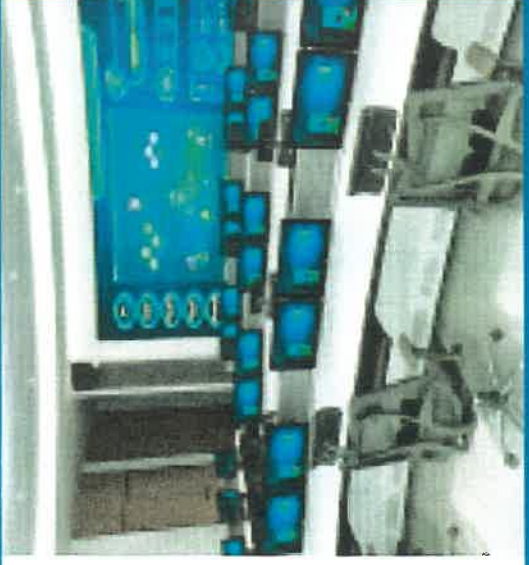
“Whew, what a day. Let’s see how you did, Rookie.

Diverting Sub-sector 9 was a good move. You kept water flowing and saved the city around \$50,000. Deploying field techs from a nearby location was brilliant.

You showed how pro-active action could conserve resources—a very stitch-in-time approach.”



Interactive App: Graphic Styles



Isometric Style, Illustrative Style, Realistic Style



Interactive App: Funding

- Institute of Library and Museum Services: \$30,000
- Ontario Municipal Utilities Company: \$65,000
- Capital Improvement: \$49,550
- **Total: \$144,550**





Agenda Report
August 24, 2021

SECTION: STAFF REPORT

Prepared By: Miriam Valle-Mancilla

Action: Report & File

Staff Member Presenting:

Miriam Valle-Mancilla

Approved By: Cindy Cleary

SUBJECT

Built on Water: Soundscapes

AGENDA REPORT SUMMARY

The Curator of Education will update the board on the educational interactives being planned to include in the Built on Water Exhibit. The interactives presented will focus on a Story Mapping Project using recorded soundscapes from targeted outreach, as well as an Interactive Listening Station that will include community perspectives related to water. The Board will be invited to submit their own soundscapes using the submission form provided to them.

Soundscape Submission Form

Ontario Museum of History & Art | 225 S. Euclid Ave Ontario, CA 91762 | (909) 395-2510 | OntarioMuseum.org

Please attach this completed form to your Soundscape Submission and email to museuminfo@ontarioca.gov with subject line **Built on Water Soundscape Entry**.

Steps for creating your Soundscape

Take a moment to reflect on your relationship with water. How is water present in your everyday life? In what ways does water impact your life and daily use? Can you locate where water is visible or invisible to the residents of those in the vicinity of the Chino Groundwater Basin Map?

1. Identify a sound/location where you hear the presence of water. Take note of the address or you can use coordinates as well.
2. Identify a sound you would like to record. Use any sound recording device (voice memo, recorder, voice recorder, memo, or voice notes).
3. Record your selected sound. Recording duration should be no more than **15-20 seconds long**
4. When completed, the recording must be saved as an .mp3.
5. Once you have recorded your sound, rename the file: **TitleSoundscape_FirstName.mp3**
6. Recorded media should be sent to museuminfo@ontarioca.gov with subject line: **Built on Water Soundscape Entry**.

First Name Only:	
Title of Soundscape:	Location/Coordinates:
Description of Soundscape (50 words maximum):	

Helpful Links:

1. Location and Coordinate Instructions: <https://bit.ly/3CXXBxC>
2. Recording Instructions on Android and IOS devices: <https://wbur.fm/37NMk4C>
3. Map of the Chino Groundwater Basin: <https://bit.ly/2XBZpw0>

Use these questions to guide your soundscape description:

- Describe the surrounding area.
- What role does water play in this location?
- Is this water located somewhere specific or part of an important landmark?
- What connection do you have to this location and/or sound?