

## Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on April 1, 2021

### 1. CALL TO ORDER AND ROLL CALL

President Kisling called the Regular Meeting of the Capitola Historical Museum Board of Trustees to order at 5:34 p.m. on Thursday, April 1, 2021, Online via Zoom.

PRESENT: Board Members Pamela Greeninger, Emmy Mitchell-Lynn, David Peyton, Dean Walker, Gordon van Zuiden and President Niels Kisling  
ABSENT: Board Member Brian Legakis; Youth Representative Joshua Henshaw  
STAFF: Museum Curator Frank Perry  
GUESTS: None

### 2. ORAL COMMUNICATIONS

President Kisling asked if anyone had an oral communication. There were none.

### 3. APPROVAL OF MINUTES

#### A. Consider Minutes of March 4, 2021

President Kisling asked if everyone had a chance to review the draft Minutes. There being no discussion, the following action was taken:

ACTION: Board Member Mitchell-Lynn moved, seconded by Board Member Peyton, to approve the Minutes of March 4, 2021, as submitted. The motion carried unanimously.

### 4. REPORTS OF OFFICERS AND CURATOR

#### A. Treasurer's Report (August, October, January and April)

Treasurer Legakis prepared a report and President Kisling reviewed it with the board. He said revenues are down by 70% due to closure of the museum and expenses are less than last year.

#### B. President's Report

President Kisling said he had nothing to report.

#### C. Curator's Report

Curator Perry summarized the written Curator's Report that was sent to the board via email as follows:

1) With the collections, he and Kathleen have been repackaging the additional Begonia Festival materials, adding them to the inventory, and putting them in the Museum's Begonia Festival archives. Two of the new racks for the art collection arrived, and soon they will be installing those and dismantling the old racks. Because no money was spent on a new exhibit this year, there were sufficient funds in that account to cover the cost of the racks. It turned out we did not need to spend money from the donations fund, but he thanked the board for approving that expenditure just in case. In addition, Curator Perry said he has been cataloging other donations from the past few months and adding to the collections.

2) Curator Perry said he was disappointed that the Budget for 2021-22 will be basically the same as it is for the current fiscal year. It was reduced due to impacts of the pandemic.

3) He has completed the rough draft of an article on the naming of Capitola for the Online History Journal of Santa Cruz County and submitted it to the MAH publications committee, as well as the Museum Board, for editing. This is essentially a much longer version of the Spring newsletter article. He is hoping to see it published online in April or May. Carolyn Swift liked his approach to the article.

4) Curator Perry informed the board that he has been clipping and saving the recent newspaper stories on Rispin. Despite the articles and public discussion, very few people have contacted the Museum regarding Rispin. The only email he received was from a "professional medium" offering to remove the "curse" and "ghosts."

5) At the suggestion of Board Member Mitchell-Lynn at the last meeting, he asked Larry Laurent to make him the "host" for our Zoom meetings. However, he checked tonight and Jamie Goldstein is the host, so he will check with Larry Laurent again regarding this.

## 4. C. Curators Report (Continued)

6) Curator Perry said he recently interviewed John Smith who is Teddy Woodhouse's godson. John shared a good deal of information on Mr. Woodhouse, who at one time owned the Hotel Capitola. Curator Perry is thinking about writing something up about the last days of the Hotel Capitola. Board Member van Zuiden said maybe if people don't want to call the park Rispin Park, perhaps they could consider Woodhouse Park. Curator Perry said they referred to him as a "one man chamber of commerce."

7) He received a new batch of Helen Benbow letters and is currently transcribing them. As you may recall, she assisted architect George McCrea around 1920. When all the letters have been transcribed he will consider gathering them into a "book" for limited distribution.

8) Curator Perry was invited by a teacher from Hollister to talk to an 8th grade class (via Zoom) about what it is like to work in a museum. The Zoom interview will take place on Tuesday of next week. The teacher will be recording the interview to share with other classes.

9) Curator Perry informed the board that he really enjoys serving as the museum curator. He feels very fortunate to be part of a museum that has such wonderful support from the board, volunteers, city staff, and community. He especially appreciates all the positive feedback and encouragement for his exhibit ideas, publications, special events, etc., over the past seven and a half years. Regrettably, he announced that he will most likely be retiring sometime later this year. When the time comes, the City will be advertising the position and a selection committee will be formed. Curator Perry said he deeply cares about Capitola history and the museum and will be giving the new curator (whoever that is) plenty of guidance and training. He may possibly be available as a volunteer to help a little with special projects.

He informed the board that his first job in a museum was in June, 1971—50 years ago. As long as people feel that he has something to contribute, he will continue to be involved with local museums on some level.

The board members all commented on his announcement and their disappointment that he would be leaving as he has been such a great curator and ambassador for our museum. Board Member van Zuiden asked if the board could vote on this? Curator Perry responded to various questions from the board, and said he will be staying in the area as he lives on property that was purchased by his grandparents and has been in his family for 100 years.

*NOTE: Following the Curator's Report at 6:00 p.m., Board Member van Zuiden said he needed to leave and was absent for the remainder of the meeting.*

D. Report on Volunteers  
There was nothing to report.

## 5. BUSINESS

A. Newsletter Report on Completion and Mailing  
President Kisling said we stuffed and mailed the newsletters last week. Curator Perry commented that he received 3 emails from people saying they really enjoyed the newsletter. In particular, Gayle Ortiz said it was the best newsletter ever, and that she read it from cover to cover. Curator Perry also commented on the article by Board Member Peyton about Paul Parsons saying everyone liked it.

Curator Perry expects we will receive donations from the newsletter and asked President Kisling to print some return address labels for him. Board Member Peyton said he would like 4 hard copies of the newsletter. He was told there are some in the museum by the guest list.

B. Museum Reopening  
Curator Perry led a discussion of the "Reopening Plan During Covid-19 Pandemic" that was sent to the board members via email, and responded to questions concerning the plan. He informed the board that the plexiglass around the desk has been installed and the air filtration system is in place. There was discussion regarding the number of visitors that would be allowed in the Museum at one time. Curator Perry was directed to find out what the occupancy is for the museum so that we can determine that number.

Board Member Walker commented on Item 5 under "Changes to Museum Layout and Exhibits" regarding the Map case drawers and wondered if that item could be reworded.

## 5. B. Museum Reopening (Continued)

Board Member Mitchell-Lynn commented on the acceptance of cash for purchases. She believes this would be a good time to push for the ability to use credit cards. Board Member Walker commented on use of hand sanitizer and also suggested having a box of gloves for handling money. Visitors could continue to put cash donations in box. There was discussion about having a separate box for purchases.

There was discussion regarding the hours the museum would be open and whether we should open on Saturday and Sunday to begin with. President Kisling said that he went on to Volgistics to see if it is ready for volunteers to sign up and it is. He said Harold has already formatted the calendar for Thursday through Sunday volunteer openings. Board Member Peyton feels we need to be sure and fill the weekend time slots before signing up for weekdays.

Board Member Peyton asked how we are going to get our volunteers back. He also expressed interest in having a meeting to reeducate the volunteers on their duties, as well as to review the new Reopening COVID Plan. President Kisling said he isn't sure the city will allow us to bring together a group of volunteers. There was a suggestion that a board member work with each volunteer when they first come back to volunteer. In addition, before the Museum opens we should send a copy of the final Reopening Plan, as well as the video from the last volunteer training session on the ***Then and Now*** Exhibit.

Curator Perry said it would be nice for the Capitola Museum to open in May for Museum Month as many of the Santa Cruz County Museum's will be doing so. President Kisling said he will contact the volunteers and determine who plans to come back. He also informed the board that he spoke with Harold about Volgistics and that he is willing to take phone calls from volunteers who need training and to set up their password, etc. President Kisling also mentioned that he won't be able to do the Volgistics as a back-up to Harold. Curator Perry said perhaps we should put the word out to the volunteers that we are looking for someone to do that.

Board Member Peyton would like to get started and wondered if, even if it is not official, we could have board members open the Museum and volunteer prior to the May? He asked if we need the city's permission to open?

After considerable discussion of this item, President Kisling encouraged board members to communicate any other concerns regarding the proposed plan to Curator Perry by email.

## 6. INFORMATION ITEMS

Curator Perry discussed the possibility of leading a Rispin Tour for the volunteers. It would probably be limited to 8 people and all participants would need to wear masks.

Board Member Mitchell-Lynn said she has had several requests recently for another calendar. She would be interested in working on an 18-month calendar and wondered what the board thought. Curator Perry mentioned that the company has raised their prices. Board Member Mitchell-Lynn believes having an 18-month calendar being produced earlier in the year might allow for a reduced price. She will check into it.

## 7. ADJOURNMENT

On a motion of Board Member Peyton, seconded by Board Member Mitchell-Lynn, the Capitola Historical Museum Board of Trustees unanimously adjourned at 6:45 p.m. to its next regular meeting to be held on **Thursday**, May 6, 2021, at 5:30 p.m., Online via Zoom.

Respectfully submitted by Pamela Greeninger, Secretary

APPROVED BY THE BOARD AT ITS MEETING ON 5/6/2021