

Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on November 4, 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, November 4, 2021, Online via Zoom.

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

2. ORAL COMMUNICATIONS

Curator Osterberg said the Internet at City Hall has been out this week which made it difficult to get the agenda and materials out to the board.

Board Member Legakis said they were in Utah and followed the “Hole in the Rock” road in a Jeep. He commented on early settlers in the region who tried to harvest the land and the troubles they encountered. There was also discussion about reparations for the land and its people. Curator Osterberg said there were many unratified treaties between the Native Americans that ended up in Washington, D.C. Those treaties were found in the early 1900s and litigated.

3. APPROVAL OF MINUTES

A. Consider Minutes of October 7, 2021

President Kisling asked if everyone had a chance to review the draft Minutes and asked if there were any corrections.

Seeing none, the following action was taken:

ACTION: Board Member Legakis moved, seconded by Board Member Walker, to approve the Minutes of October 7, 2021, as submitted. The motion carried unanimously.

4. REPORTS OF OFFICERS AND CURATOR

A. Treasurer’s Report (October)

Interim Treasurer Walker reviewed the Treasurer’s Report for the First Quarter of Fiscal Year 2021-2022 (July 1 - September 30, 2021) that was submitted to the board via email prior to the meeting. He informed the board that he was able to meet with the the City Finance Director, Jim Malberg, who spent time with him going over the Museum’s budget and answering his questions.

Interim Treasurer Walker expressed the difficulty there will be in obtaining the financial information from the City in order to prepare a Treasurer’s Report for the board’s meetings which are held on the first Thursday of the month. Currently the quarterly reports are scheduled for the August, October, January and April meetings. It might be that those reports will need to be scheduled for the following month. There was discussion regarding the deposit from the Begonia Festival Committee, which was placed in a Donation Fund Account, and those funds being earmarked only for curation and other work relating to the Begonia Festival.

Board Member Legakis spoke about restoration of the Museum’s budget to a level prior to COVID. There was also discussion regarding the annual costs relating to off-site storage of the Museum’s collections.

B. President’s Report

President Kisling said that he was able to get the Fall Newsletter out with the help of Board Member Peyton and Curator Osterberg, and he thanked them for all their help. He also said he and Board Member Peyton have been covering a lot of shifts at the Museum, and he wanted to make sure the board was aware of Board Member Peyton’s commitment to the Museum and his above and beyond service when volunteers did not sign up.

4. REPORTS OF OFFICERS AND CURATOR (Continued)

C. Curator's Report

Curator Osterberg summarized the written report that was sent to the board via email. *[Note: The Curator's Report that was sent out to the board was from October and accidentally labeled November. A correct November Curator's Report was sent to the board following the meeting.]*

Board Member Legakis commented that everyone brings something different to the Museum, and he wanted to recognize and let our new Curator know that he appreciates all Curator Osterberg has done in such a short time. He enjoys her interest in dressing up and making the Museum a fun place to visit.

D. Report on Volunteers

President Kisling said there were 4 slots open this weekend for volunteers. Board Member Peyton said he just checked Volgistics before the meeting and that all the shifts have been filled. That was great news! President Kisling encouraged other board members to pitch in when there are vacancies in the schedule because Board Member Peyton has been spending a lot of time at the museum and we don't want him to get burned out. Board Member Peyton announced that he will be going on vacation soon.

Board Member Legakis asked if we are still required to wear masks inside the Museum. He was told that, yes, we are. He asked if any of the visitors had a problem with the requirement to wear a mask. He was told it has not been an issue and masks available in the event someone wants to come in.

Board Member Peyton suggested that after we get back next year for the new exhibit, we should consider having a recruitment like we did several years ago. At that time we had an article in the Capitola Soquel Times seeking volunteers and inviting interested people to a meeting about the new exhibit. We recruited many new members and the board worked to revise the manual and train new volunteers.

5. BUSINESS

A. Confirm Appointment of Treasurer

President Kisling asked if Board Member Walker was still interested in becoming the Board's Treasurer. Board Member Walker said he was.

ACTION: Board Member Legakis moved, seconded by Board Member van Zuiden, to appoint Dean Walker as the Board's Treasurer. The motion carried unanimously.

B. Fall Newsletter Donations

Curator Osterberg said \$875 has been received from individuals and a business from the donation envelopes. She hopes to encourage more walking tours that would gain \$50 donation per tour.

C. Volunteer Holiday Gathering/Mini-Training

Curator Osterberg advised she and Board Member Peyton spoke about the possibility of hosting a holiday party for the volunteers to thank them for their service. She placed this item on the agenda to see if the board would be interested in doing this and suggested such a gathering could take place in the City Hall Community Room. President Kisling said the community room is small and wondered about using the Community Center at Jade Street Park. Curator Osterberg said she would need to find out if and when the room or center is available. Another thought would be to have a Holiday Open House and training at the Museum during a 3-hour window, where volunteers could come any time during that period.

With respect to a Mini-Training session, Board Member Peyton said some of the volunteers may need a refresher course in volunteer responsibilities. It could be why some of our volunteers haven't come back. We could make sure the volunteer procedure is updated for volunteers to pick up and answer questions at the event.

Board Member Legakis asked about refreshments for the event. Curator Osterberg said that Assistant to the City Manager Larry Laurent said the City could provide refreshments. Board Member Greeninger said once the event is planned she could also reach out to our local businesses to see if they would be willing to donate.

Curator Osterberg would like to tentatively schedule a Holiday gathering for December 9, and will check with the City to see what room(s) would be available.

5. BUSINESS (Continued)

D. Next Year's Museum Exhibit Idea

Curator Osterberg expressed interest in an exhibit that would feature art in Capitola. She is trying to get the collections organized so that she can become more familiar with the art collection and be able to put together an exhibit that includes some of the art we have available. President Kisling encouraged her to reach out to the board for help, saying that we could assist her at the storage facility in finding things to include. Board Member Legakis talked about photography as an art form and hoped some of the Museum's photographs could be used.

6. INFORMATION ITEMS

President Kisling commented on an email the board received from Board Member Mitchell-Lynn prior to the meeting regarding the board's thoughts about a Museum Calendar for 2022. He feels it is too late to put one together for next year, stating they should be done in September so we have several months to sell them. Curator Osterberg agreed and believes it would be good project to work on next year for a 2023 calendar.

Board Member Legakis said he feels it would be a good idea for the board to put together a yearly calendar for Museum items that need to be included on the board's agendas.

Curator Osterberg commented on the 360 images of artifacts, advising the board that she made a new category on the website, "Museum Collections," where visitors to the website can access those images. President Kisling suggested including something on **Coastlines** in the *Santa Cruz Sentinel* informing readers of this and a link to our website. She believes Coastlines is more for meetings and events.

Board Member Peyton said the October visitor attendance at the Museum was 595 people. He thought that was pretty good for only being open 3 afternoons a week.

7. ADJOURNMENT

On a motion of Board Member Peyton, seconded by Board Member Walker, the Capitola Historical Museum Board of Trustees unanimously adjourned at 6:45 p.m. to its next regular meeting to be held on Thursday, December 2, 2021, at 5:30 p.m., Online via Zoom.

Respectfully submitted by Pamela Greeninger, Secretary

APPROVED BY THE BOARD AT ITS MEETING ON 12/2/2021