

## Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on October 2, 2018

### 1. CALL TO ORDER AND ROLL CALL

Vice President Peyton called the Regular Meeting of the Capitola Historical Museum Board of Trustees to order at 5:35 p.m. on Tuesday, October 2, 2018, in the Capitola Community Room.

PRESENT: Trustees Pamela Greeninger, Brian Legakis, Georgette Neal, David Peyton, and Gordon van Zuiden.

ABSENT: Trustee Rebecca Hobson and President Niels Kisling

STAFF: Museum Curator Frank Perry

### 2. ORAL COMMUNICATIONS

Trustee Greeninger informed the board that she spoke to Barbara Reding about having a Volunteer Tea in her home. She said Barbara would be available later this month and that the weekend of October 27 and 28 would work for her. The board continued discussion of this matter to the end of the meeting. (*See Information Item 6.A. on Page 4*)

### 3. APPROVAL OF MINUTES

#### A. Consider Minutes of September 4, 2018

Vice President Peyton asked if there were any comments or corrections from the Board regarding the draft minutes. Seeing none, the following action was taken:

ACTION: Trustee Legakis moved, seconded by Trustee van Zuiden, to approve the Minutes of September 4, 2018, as submitted. The motion carried with Trustee van Zuiden abstaining.

*Vice President Peyton moved Item 5.A., for discussion at this time in order to interview the applicant for the Youth Representative on the Board.*

### 5. BUSINESS

#### A. Interview Applicant for Youth Representative on Board (*Joshua Henshaw*)

Vice President Peyton welcomed Joshua and his mother, Jessica, to the meeting. He said this would be an informal interview and asked Joshua about his interest in serving on the Museum Board.

Joshua introduced himself stating he is a student at New Brighton Middle School. He is interested in History in general, as well as going back in time to learn information about the community where he lives.

Trustees commented on having a youth member on the board which is something new. Vice President Peyton explained some of the things the board does, when the board meets, activities the board gets involved in, such as Art & Wine, etc.

Joshua was then given the opportunity to ask questions of the board. Joshua was interested in how the board works. Board members discussed items on the agenda, conducting meetings, etc.

Jessica asked what the board does and what each members' responsibilities are. Curator Perry replied that the board advises the City Council on matters pertaining to the Museum. He said there is not a lot of fundraising. In addition, the board oversees the Museum volunteers who staff the front desk at the Museum when it is open. Trustee van Zuiden said our goal and mission is to add value to the community on where Capitola has been in order to help bring memories to the forefront. The Museum has assets in the form of pictures and text which are conduits of getting information to the community.

5. A. Interview (Continued)

Jessica also asked whether school classes have field trips at the Capitola Museum? Curator Perry said Aptos and the Museum of Art & History do; however, since Capitola Museum is so small, we can't accommodate large groups of students. He said our focus is on visitors.

Vice President Peyton thanked Joshua and Jessica for attending the meeting, and informed Joshua that they would be in touch with him pertaining to the board's decision. He said the board's recommendation would be given to the City Council who would make the appointment.

4. REPORTS OF OFFICERS AND CURATOR

A. Quarterly Treasurer's Report (August/October/January/April)

Vice President Peyton noted that Treasurer Hobson is on vacation and that there was a problem getting the information for the report from the City prior to the meeting. Vice President Peyton commented on the Art & Wine contributions and the great job President Kisling did in raising funds for the Museum. Curator Perry said a woman saw her house in the airport picture and is making a donation to obtain a copy. Trustee Neal said it was great for Niels to have help over the weekend at the event.

B. President's Report - None

C. Curator's Report

Curator Perry reported on the following items:

1) Discussed the Santa Cruz History Fair that will be held next year on May 18 in the Capitola Community Center at the Jade Street Park and shared the draft flyer for the event.

2) Curator Perry shared a copy of the "Landscapes" History Journal, Volume 9, wherein he authored the last article. In it he discusses stories of things that were proposed but never built, such as a harbor jetty in Capitola.

3) He informed the board that he will be updating the Companion to Capitola before placing an order for more books. Bill Lewis has generously furnished a photo of one of his sand sculptures for use on the back cover.

4) Curator Perry informed the board that three authors from Santa Cruz County History Journal No. 9 will be making presentations at the Santa Cruz Museum of Art & History on October 13, and that he will be introducing the speakers. The event will be held from 11-1:00 in the auditorium.

5) Capitola Memories Project has two new interviews: Bob Garcia, former Mayor and Council Member, and Mel Bowen. Curator Perry said he interviewed Mel Bowen who was born in 1934, grew up in Capitola and worked for the Sentinel newspaper. He said Mr. Bowen wrote a book about his life and that he was able to select certain items from the book for discussion at the interview. Mr. Bowen's book is entitled, "*Print It*," which he donated a copy to the Museum.

5. BUSINESS

A. Interview Applicant for Youth Representative on Board (*Joshua Henshaw*)  
*NOTE: This item was reordered following Item 3.A. on Page 1.)*

B. Newsletter

Vice President Peyton handed out a draft of the Newsletter which included a list of articles to be submitted, as well as the deadline date of October 9. President Kisling plans to have it ready to print, fold and stuff on Wednesday, October 17. Trustee Greeninger advised she submitted the articles about the Visitors from China and Welcoming the New Board Members to President Kisling today.

## 5. BUSINESS (Continued)

## C. Establishing Task Force

This item was placed on the agenda pursuant to board discussion and direction at the last meeting. Trustee Greeninger said her recollection was to resurrect the Task Force to review various issues relating to the volunteers, particularly to address the fact that a significant number of volunteers are not volunteering and other issues raised by Trustee Neal.

Trustee Neal said she has reached a threshold on managing the volunteers and scheduling as it takes far more time than she imagined it would. Curator Perry said the Task Force should meet to discuss Trustee Neal's situation and how we can help her manage the volunteer schedule and remove some of the burden from her. Trustee Neal expressed her concerns about getting volunteers on to Volgistics which can be confusing, as well as issues regarding that process which she has no control over since she is not an administrator. Vice President Peyton suggested we discuss this matter with Harold Rafael, as he may be able to help determine a solution.

Trustee Legakis expressed his concerns about Trustee Neal's situation and can see that she needs help. He would be willing to make phone calls, etc., once he gets his feet wet on the board. Trustee Neal said the hard part is when people bail from their shift and she needs to fill the time slot. This is particularly difficult when she is out of town. Trustee Greeninger suggested volunteers be responsible for filling their shift when they can't make it. It should be up to the volunteer to find someone, not Trustee Neal. Trustee Legakis suggested making a list of some volunteers that would be willing to be on a back-up list that the volunteers needing a replacement could contact.

It was the consensus of the board that a Task Force to address volunteer issues is necessary. Trustee Neal and others were not available for extra Task Force meetings at this time. It was suggested a Task Force meeting could be scheduled prior to a regular board meeting and any board member could attend.

D. Update on Volunteers *(This was done during discussion of 5.C. above.)*

## E. Update on Shadowbrook Fundraiser

Trustee Greeninger discussed the list of possible dates she received from Shadowbrook for our Community Tuesday event.

**ACTION:** After discussion of several dates, it was the consensus of the board to select Tuesday, March 19, 2019. That way we could include an article in the Winter Newsletter advertising the event and also promote it at the Opening of the next exhibit.

Trustee van Zuiden commented that it might be nice to have an exhibit on the Shadowbrook Restaurant, in conjunction with an overall exhibit theme of "Dining in Capitola."

## F. Vote on Recommendation to City Council regarding Youth Representative

The Trustees discussed the applicant, Joshua Henshaw, who was interviewed earlier in the meeting for Youth Representative to the board.

After discussion, the following action was taken:

**ACTION:** Trustee Legakis moved, seconded by Trustee van Zuiden, to recommend the City Council appoint Joshua Henshaw as the Youth Representative on the Museum Board. The motion carried unanimously.

Trustee Legakis suggested that we keep track of what Joshua does as the Youth Representative on the board.

6. INFORMATION ITEMS

A. The board revisited the discussion raised by Trustee Greeninger earlier in the meeting about Barbara Reding's offer to host a Volunteer Tea at her home on Cliff Avenue the weekend of October 27 or 28. There was discussion about not having enough time to get the invitation out to all the volunteers. Trustee Legakis said it would be a good opportunity to call the volunteers who haven't signed up to volunteer and allow them to back down if they aren't interested. That way we could find someone else who does want to volunteer. Vice President Peyton mentioned that the Halloween Parade is on Sunday, October 28. It was suggested perhaps Barbara would be willing to have it during the holidays. Trustee Greeninger will follow up and let the board know.

B. There was a discussion about who is now making the volunteer name badges and where the template is to make new ones. Vice President Peyton talked about the possibility of getting lanyards to hook the badges on because they don't work well on certain clothing. Trustee van Zuiden suggested having something on volunteer badges recognizing them for hours served, years as a volunteer, etc.

C. Trustee Legakis shared information regarding his recent trip to the Northwest where he had a wonderful time. He commented that the museums he visited displayed artwork of Northwest Indian tribes in the background of the exhibits. He was particularly impressed with a small Native American exhibit of 5,000 artifacts from the Macah Indians.

D. Trustees Greeninger, Peyton and van Zuiden advised they will not be attending the next meeting as they will be out of town. Trustee Greeninger asked if anyone would be interested in taking the minutes while she is gone? She will check with Trustee Hobson.

7. ADJOURNMENT

On a motion of Trustee Neal, seconded by Trustee van Zuiden, the Capitola Historical Museum Board of Trustees unanimously adjourned at 7:20 p.m. to its next regular meeting to be held on Tuesday, November 6, 2018, at 5:30 p.m. in the Capitola Community Room.

Respectfully submitted by Pamela Greeninger, Secretary

APPROVED BY THE BOARD AT ITS MEETING ON 12/4/18