



**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 27, 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
- Oakes, Museum Manager
- Lambert, Facilities & Visitor Experience Coordinator
- Padilla, Administrative Assistant

**MINUTES**

**MOTION TO APPROVE MINUTES FOR July 23, 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. Strategic Plan

**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, September 24, 2024 at 6:00 PM

**ADJOURNMENT**

**6:00 PM**

**MOTION TO ADJOURN**  /



*Agenda Report*  
August 27, 2024

**SECTION: STAFF REPORT**

**Prepared By:** Marissa Kuchek  
**Staff Member Presenting:**  
Marissa Kuchek  
**Approved By:** Marissa Kuchek

**Action: Report & File**

**SUBJECT**

Director's Report

**AGENDA REPORT SUMMARY**

**Collections:**

The Collections team has continued to work on inventory, last month the team processed 145 items bringing the total inventory count to 1834. The team is planning the inventory process for the *Gem of the Foothills* exhibition. They estimate that 316 items will undergo the inventory process. The Curator of Collections met with a NAGPRA (Native American Graves Protection and Repatriation Act) consultant to discuss how the Museum can bring the collections up to NAGPRA compliance.

**Education:**

**Public Programs:** We had a successful Studio Saturday, on July 13, with a session hosted by our very own Museum Assistants and exhibiting artist Caylin Yorba-Ruiz. They focused

on practicing 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. At the end of the tour, participants created their own mindfulness zine, and Yorba-Ruiz also used participants' designs and created a community zine. This program was conducted in both English and Spanish to support our diverse community.

**Tours and Tour Training:** The education team was busy this last month in starting off our ASO and welcoming OMSD Summer School Visits, City of Ontario "Bring your Child to Work Day" and several community groups to the galleries. In a span of 10 days, the education team welcomed 516 community members. Tours includes the new *Arts and Healing: Holistic Expression*, *Gem of the Foothills*, *Built on Water*, *California Native Plant Garden*, and our *Carlson Education Studio*. In preparation for this year's ASO, which is the overhaul of the K-12 tour experience. The education team and museum attendants attended an excursion to the Chino Basin Water Conservation District & Water Wise Garden to learn from educators how they conduct their tours and field trip experiences around waterwise gardening and water conservation. The team's learnings will be used to apply teaching tools in our *Built on Water* and California Native Plants garden tours here at the museum. To continue their training, later this month, the education team will also attend a lecture at the library on the Citrus Industry in Ontario and visit the California Citrus State Historic Park for a Grove Tour in Riverside on August 30th.

**Outreach:** The museum was invited to participate in the annual Summer School Celebration in Ontario Town Square to host an informational booth and activities, the team hosted a clay making plant impressions activity using California Native Plants. The Education team along with the Museum Associates also connected with the Ontario Ranch Community at Celebration Park North during the *Concerts in the Park* series.

**Other:** The team attended the San Bernardino County Creative Corps Celebration where staff and our Creative Strategists Danielle Guidici Wallis and Denise Silva were recognized for their creative efforts in supporting the learnings of the *Built on Water* exhibit and expanding our audience reach. The celebration was filled with art, performances, and opportunities to connect with fellow creatives.

### **Exhibits:**

In August, the exhibits team worked on finalizing the run of show and promotion for its Saturday, August 31<sup>st</sup> program, Practice of Healing through Poetry and Sound for the *Art of Healing: Holistic Expressions* exhibition. The Studio Saturday program is focused on a creative writing and performance workshop led by Micah Tasaka of Creative Grounds, followed by a meditative sound performance by exhibiting artist Amabelle Aguiluz.

Planning for the annual Dia de Los Muertos exhibition is also in the works. Our team has finalized the artist list for the show, which includes ten artists and four groups creating an altar and two pending local high school classes. This Dia will feature artists with the longest record of participating in the exhibition's history.

We are connecting the show with its more widely known theme of providing a space for individuals to remember and mourn their departed loved ones. This allows people to engage in the process of grief and find solace through artistic expression and communal support.

The team is also in the process of reaching out to local printmaking artists for an upcoming exhibition which will complement our traveling exhibition *Mission Gráfica: A Community in Print*.



*Agenda Report*  
August 27, 2024

**SECTION: STAFF REPORT**

**Prepared By:** Marissa Kuchek

**Action:** Report & File

**Staff Member Presenting:**

Marissa Kuchek

**Approved By:** Marissa Kuchek

**SUBJECT**

Strategic Plan Update and FY24-25 Annual Goals

**AGENDA REPORT SUMMARY**

The Museum's current strategic plan was developed in 2015 and updated in 2020. In 2015 the Museum board, staff, and Museum Associates crafted an extensive document with action items for the following five years. The "Strategic Directions" that they identified were: Presenting a Dynamic Experience, Engaging our Diverse Communities and Enhancing our Physical Environment. On an annual basis the plan is revisited with the board, staff and director with the goal of developing a one-year action plan to address specific areas. These strategic directions remain in the current plan, which was updated and adopted in June of 2020. This update focused on adding two key areas to the strategic directions: developing additional resources and achieving museum accreditation.



In April 2022 the Director of Museum, Arts & Culture reviewed the current plan with the board and focused on areas that needed the board's attention and feedback such as: clarifying specific goals and defining measurable outcomes, drawing attention to audience growth and museum visitation and facilitating a SWOT (strengths, weaknesses, opportunities, threats) in relation to a key goal of increasing community engagement.

In October 2022, a one-year action plan was presented, which identified goals for that fiscal year that would fulfill key areas of the strategic plan. SMART goals were identified for each strategic direction.

In September 2023, the Director reviewed the status of the fiscal year 2022-2023 action plan and revisited the full strategic plan to clarify items that were either completed, in progress or delayed. She presented a new format for tracking the completion of all goals in the current strategic plan and made recommendations for the fiscal year 2023-2024 action plan. The Museum and Board reviewed these goals and adopted a new tracking sheet for the action plan in October of 2023.

In July 2024 the Director reviewed the status of the fiscal year 2023-2024 annual goals. At this meeting the Director and the board will discuss remaining elements of the original strategic plan, share the Department of Museum, Arts & Culture's Agency Strategic Objective (ASO) and 5-year strategic plan that is tracked in Envisio (a software platform tracking all city projects), and discuss what the focus should be for the fiscal year 2024-2025 action plan. They will also discuss whether to move forward with an application for a MAP assessment (with the goal of developing an interpretive plan) or to focus on hiring a consultant to support development of an update to the strategic plan over the next two fiscal years.