



Mendocino County Museum

MUSEUM ADVISORY BOARD

400 East Commercial Street ♦ Willits, CA 95490
(707) 234-6365 ♦ www.mendocinocounty.gov/museum

Notice of Meeting

NOTICE IS HEREBY GIVEN that the Mendocino County Museum Advisory Board (MAB) will hold a special Board Meeting at:

9:30 A.M. – Wednesday, February 5, 2025
Mendocino County Museum Wonacott Room,
400 E. Commercial St. Willits, CA, 95490

AGENDA

1. Call to Order
2. Roll Call and welcome City of Willits representative Tom Allman
3. Consent Items
 - a) Approval of the Minutes of Previous Meeting(s)
4. Public Expression

Note: The MAB welcomes public participation at its meetings. Items can be added to the official agenda up to 72 hours prior to the meeting. Members of the public are welcome to address the Museum Advisory Board on items not listed on the agenda and within the jurisdiction of the Committee. The Board is prohibited by law from taking action on matters not on the agenda but may ask questions to clarify the speaker's comment and/or briefly answer questions. The Board limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject.

5. Museum Administrator's Report
 - a) Exhibits, Programs, and Changes
 - b) Budget Update
6. New Business
 - a) Update on Non-Profit Transition
 - b) Vote on adopting new by-laws
 - c) Roots representation
 - d) Schedule 2025 MAB board meetings
 - e) Election of 2025 MAB officers
7. Old Business

8. Adjournment

Attachments:

- A. MAB Draft Minutes November 5, 2025
- B. Museum Administrator's Report
- C. Year to Date Budget
- D. Museum Bylaws

Americans with Disabilities Act (ADA) Compliance

County of Mendocino complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact (707) 459-2736 at least five days prior to the meeting.



MENDOCINO COUNTY *Museum*

"Telling Our Story"

Museum Report

January 29, 2025

Museum Administrator, Karen Mattson

Programs, Events and Exhibits:

The Museum opened a new exhibit in November: *Mendocino County Museum Telling Our Story: The Timber Industry in Early Mendocino County* which will remain on exhibit through the spring. This exhibit features an introduction to the history of the *Frolic* Shipwreck, an event that played a significant role in increasing the awareness of Mendocino County timber and the subsequent establishment of lumber mills on the Mendocino Coast. Introductory text for the exhibit has been provided by Archeologist Dr. Thomas Layton whose lifelong career has centered around documenting the history of the *Frolic* Shipwreck.

A Bit-and-A Bite Series

The Museum will host a series of casual lunch hour talks highlighting Mendocino County History. Museum Curator Lindsey Dick will kick-off the series with a closer look at the *Frolic* Shipwreck collection. In February, museum volunteer and cemetery enthusiast Carol Cox, will share a fascinating murder mystery that “resurfaced” after a recent winter storm. In March, artist Nancy McHone will discuss the history of Murals painted inside the Ukiah Courthouse, and author Katy Tahja will share her adventures writing about local history. The lunchtime events are sponsored by the FOTMCM who members in attendance will have encouraging the audience to become a FOTMCM member and to volunteer!

Behind the Scenes Tours

The Behind-the-Scenes Tour program will continue throughout the winter. An effort is underway to learn more about the early development of Willits and Brooktrails. Curator Lindsey Dick has been locating collections that highlight lumber mills and railroad expansion. This program has become popular and is a great way to share collections not on display.

History Makers

During this **FREE** program each Wednesday a themed craft or activity is offered for to families connect with a historic subject featured at the in the Museum. Volunteers Karen Bishop and Kim Du Bois do a fantastic job welcoming all to the Museum and helping make this program a success.

Congratulations are in order!

The Friends of the Mendocino County Museum are now operating the Admissions Desk and Gift shop. This has been an incredible undertaking by the FOTMCM Board and Pilot Team. The process has involved the purchase of a computer, Point of Sale System, and investment in Volunteer management software and of course, hours of time and planning. The commitment by our community to keep our museum thriving is admirable. The Museum looks forward to a long and positive partnership with the FOTMCM and appreciates and their hard work and dedication.



**MENDOCINO
COUNTY** *Museum*
"Telling Our Story"

ADVISORY BOARD

November 5, 2024, Minutes - Unapproved

Museum Advisory Board Members:

Rebecca Montes, Mendocino College Representative, Museum Advisory Board Chair

David Poma, Historical Society of Mendocino County Representative, Museum Advisory Board Vice-Chair

Brent Walker, Third District Representative

Greta Kanne, City of Willits Representative

Bruce Patterson, Roots of Motive Power Representative

Jim Eddie, First District Representative

Jamie Peters-Connolly, Fourth District Representative

Neeka Aguirre, Second District Representative

Vacancy, Fifth District Representative

Guests:

Karen Mattson, Museum Administrator

1. **Meeting Called to Order:** 9:35 a.m.
2. **Roll Call:** Rebecca Montes, Brent Walker, Greta Kanne, Jim Eddie, Neeka Aguirre
Not in attendance: Jamie Peters-Connolly, Bruce Patterson, David Poma
3. **Consent Items:**
Motion to Approve Minutes of Previous Meeting: Neeka made a motion and Greta seconded.
Approved Unanimously
4. **Public Expression:** N/A
5. **Museum Administrator's Report:** The Museum had a successful Stone Stories event in Laytonville with approximately 100 people in attendance. Staff and volunteers are busy installing new exhibits and looking forward the Holiday Express event. A press release announcing the opening of the gift shop is in the works.
6. **New Business**

The FOTMCM intends to assume their role of admission and gift shop as the contract has been approved as of today! Plans are in the works to open in December.

Discussion took place about approving by-laws. Chair Montes observed that while the new by-laws are written to reduce the amount of MAB board Members needed to change the bylaws, currently 7 members are still needed to make that change. Karen was asked to get the word out that more MAB members are needed in order to adopt the by-laws.

Neeka made a motion to adopt the Museum Land Acknowledgment and Brent seconded it. The motion passed unanimously.

7. Old Business

MAB Reorganization: Neeka Aguirre suggested this discussion is tabled until the MAB adopts the new by-laws. All in attendance agreed this is a better discussion to have in the future.

After discussion about availability of MAB members it was determined that the next meeting will be held **Wednesday February 5, 2025, at 9:30 a.m.** in the Wonacott Room.

Meeting adjourned at 10:36 a.m.

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET
824110	824110	-9,000	-9,000	0.00	-9,000
824200	RENTAL INC	-24,293	-24,293	-7,664.81	-16,628
826390	826390	-1,000	-1,000	-637.63	-362
827700	OTHER	-12,520	-12,520	-5,513.61	-7,006
827707	DONATIONS	-8,000	-8,000	-5,610.49	-2,390
		-54,813	-54,813	-19,426.54	-35,386
861011	REG SALARY	180,852	180,852	93,634.46	87,218
861012	EXTRA HELP	22,200	22,200	11,022.08	11,178
861013	OVERTIME	6,090	6,090	557.51	5,532
861021	RETIREMENT	52,850	52,850	27,408.46	25,442
861022	SOC SEC A	11,211	11,211	4,847.23	6,364
861023	SOC SEC B	2,322	2,322	1,449.04	873
861024	RETIRE COL	11,738	11,738	6,082.85	5,655
861030	HEALTH INS	26,882	26,882	21,205.65	5,676
861035	WC INS	158	158	157.78	0
		314,303	314,303	166,365.06	147,938
862060	COMMUNCATN	805	805	345.91	459
862090	HOUSEHOLD	250	250	641.64	-392
862101	GEN INS	42,647	42,647	42,646.58	0
862150	MEMBERSHIP	168	168	176.00	-8
862170	OFFICE EXP	1,275	1,275	71.87	1,203
862187	TRAINING	250	250	0.00	250
862189	CONTRACTS	1,800	1,800	0.00	1,800
862228	862228	100	100	206.02	-106
862229	862229	920	920	0.00	920
862239	OTHER EXP	5,000	5,000	2,351.57	2,648
862250	TRAVEL IN	500	500	0.00	500
862260	UTILITIES	53,624	53,624	17,516.77	36,107
		107,339	107,339	63,956.36	43,383
	Total MU MUSEUM	366,829	366,829	210,894.88	155,934
	Revenue Total	-54,813	-54,813	-19,426.54	-35,386
	Expense Total	421,642	421,642	230,321.42	191,321
	Grand Total	366,829	366,829	210,894.88	155,934

% USED

0.00%
31.55%
63.76%
44.04%
70.13%
35.44%
51.77%
49.65%
9.15%
51.86%
43.24%
62.40%
51.82%
78.88%
99.86%
52.93%
42.97%
256.66%
100.00%
104.76%
5.64%
0.00%
0.00%
206.02%
0.00%
47.03%
0.00%
32.67%
59.58%
57.49%
35.44%
54.62%
57.49%

BY- LAWS OF THE MUSEUM ADVISORY BOARD –

2011 Museum Advisory Committee Established by BOS Agreement August 15, 1970

Founding Members Appointed by BOS Resolution November 16, 1971 Membership Modified by BOS Agreement February 20, 1973 Nominations Modified by Amendment to BOS Agreement September 10, 1975 Membership Modified by Amendment to By-Laws Ratified by BOS Feb. 17, 1976 Membership Modified by Amendment to By-Laws Ratified by BOS May 1, 1979 Name and Membership Modified by BOS Resolution August 14, 2007 Membership and Terms Modified by BOS Resolution August 16, 2011

1. **Museum Board of Trustees:** The People of the County of Mendocino have entrusted the history and heritage of Mendocino County to their Board of Supervisors, which serves as the Board of Trustees for the Mendocino County Museum.
2. **Museum Advisory Board:** The Museum Advisory Board was established in 1970 by an Agreement between the County of Mendocino and the Mendocino County Historical Society and has been modified by agreement, amendment, and Board resolution over the years.
3. **Purpose:** The purpose of the Museum Advisory Board is to review operational policies and to recommend necessary innovations to the Board of Supervisors in connection with the Historical Museum.
4. **Membership and Terms:** The Museum Advisory Board shall consist of nine voting members that are appointed as follows:
 - A. **District Representatives:** Each Supervisor shall appoint, in a timely manner, an advisor from either within or outside his or her district, with the term to coincide with the term of that Supervisor.
 - B. **Organization Representatives:** The Mendocino County Historical Society, and Roots of Motive Power, Inc., Mendocino College, and the City of Willits shall have individual representatives, which are appointed by submitting their nominee(s) to the Board of Supervisors for appointment. Appointments shall be for four-year terms with the terms of the City of Willits and Mendocino College ending in even-numbered years and the 11 of 12 terms of the Historical Society and Roots of Motive Power ending in odd-numbered years.
 - C. The Chief Executive Officer, or his or her designee, shall serve as an ex-officio (nonvoting) member of the Advisory Board.
 - D. The Museum Director, or his or her designee, shall serve as an ex-officio (non-voting) member of the Advisory Board.

Board Members play an important part in supporting the Museum and in order to meaningfully achieve this goal it is important that members attend the majority of meetings.. If a Board Member should miss three consecutive meetings or not attend at least two-thirds of the regularly scheduled meetings for the year the Advisory Board, at the direction of the Chair, Vice-Chair, or Museum Director may choose remove the member and request a replacement who is able to more fully participate.

5. Officers: ~~The Members shall elect a Chair from its membership at the last meeting of the year. The term shall be one year and shall commence at the end of the meeting in which the election takes place:~~

At the first meeting of the year Members shall elect the following officers. The term shall be one year and shall commence at the end of the meeting in which the election takes place.

- a. Chair*
- b. Vice Chair*
- c. Recorder*

6. Meetings: The Museum Advisory Board shall meet at least once during each calendar quarter at the Museum, unless otherwise agreed on by a simple majority of members.

A. The Museum Director with the Advisory Board Chair shall establish an agenda for each meeting at least seven work days prior to the meeting.

B. Special or emergency meetings may be called by the Chair, at the request of a member of the Advisory Board, the Museum Director, or the Mendocino County Board of Supervisors.

C. Executive Sessions for matters such a personnel or litigation may be called by the Chair or another Board member at any time during a regular, special, or emergency meeting.

D. All meetings shall be noticed appropriately and in accordance with the Brown Act of the State of California.

7. Sub-committees: *The Museum Advisory Board may create subcommittees to achieve specific goals or investigate specific topics at the direction of the Chair and/or the Members. Subcommittees may include non-MAB experts, but should not include more than three MAB members.*

8. Quorum: A quorum is ~~five~~ four voting members.

8. Amendments: Amendments may be made to these By-Laws by an affirmative vote of ~~seven~~ six of nine voting members of the Advisory Board.



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"Telling Our Story"

FAMILY VALENTINE'S DAY PARTY 1:00-6:00



JOIN US FOR FAMILY FUN!

- MANDALA ROCK PAINTING
- VINTAGE VALENTINE CARD CRAFTS
- ROOTS OF MOTIVE POWER COLLECTIONS TOUR 1:00-3:00
- BEHIND-THE SCENES TOUR: WILLITS EDITION:
NORTHWESTERN MILL AND RAILROAD 3:00-6:00

Sponsored by



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400 E. Commercial St. Willits, CA 95490 (707) 234-6365
museum@mendocinocounty.gov
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OPEN Wednesday - Saturday 11 a.m. - 5 p.m. Sunday
12:00-4:00



BEHIND THE SCENES TOURS

Willits Edition: Northwestern Mill and Railroad Collections

Visitors are invited to tour areas rarely open to the public during this unique program. View collections storage areas, see recently acquired objects, and learn about collections care from knowledgeable docents.

Behind the Scenes Tour Dates:

- Friday, February 14, 3-6 p.m.
(Special Valentine's Day Event)
- Thursday February 20, 2- 3 p.m.
- Thursday March 6, 2 - 3 p.m.
- Thursday, March 20, 2 - 3 p.m.

Space is limited, call ahead and make a reservation early as you will not want to miss this opportunity to explore!



For more information or to arrange a special tour for your group please call the Mendocino County Museum.



Mendocino County Museum

Telling Our Story: Timber Industry in Early Mendocino County

In 1850 the Frolic Shipwreck ignited the timber industry by connecting entrepreneurs with untouched redwood forests. This exhibit explores the array of timber products extracted and produced in Mendocino County and the evolving techniques used for falling, hauling, milling and transporting lumber from 1850 -1925.

NOW ON EXHIBITION



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For more information, please contact the Mendocino County Museum.
400 E. Commercial St. Willits, CA 95490 | (707) 234-6365
museum@mendocinocounty.gov | www.mendocinocounty.gov/museum
Open Wed.-Sat. 11 a.m.- 5 p.m., Sun. 12 - 4 p.m.