

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

April 27, 2023 | 5:30 p.m.

Chandler Museum, Saguaro Room

300 S. Chandler Village Dr., Chandler, AZ



Call to Order

The meeting was called to order by David Woodruff at 5:30 p.m.

Roll Call

Board Member Attendance

David Woodruff, Chair
LaTricia Woods, Vice-Chair
Steena Murray, Treasurer
Julia Marreel, Secretary
Candy Yu
Christopher McMullan
Erika Castro
Jeanne Forbis
Linda Yarbrough
Mari Jo Woolf-Whitaker
Peppur Chambers
Sherida McMullan
Susan Baker

Staff Attendance

Michelle Mac Lennan, Arts Center Manager
Terri Rettig, Arts Center Assistant Manager
Anna Camino
Cynde Cerf
Kim Moyers
Tracey Wyatt

Guests

Colleen Grady
Debbie Rubenstrunk
GarWen Jackson
Janet McNaught

Absent

Jennifer Sanchez
Mike Halle

Scheduled and Unscheduled Public Appearances

Michelle Mac Lennan introduced Erika Berry, Recreation Superintendent for the City of Chandler. Berry is participating in the City's Mentor Program as a protégé. Berry is interested in a manager's perspective for the City and wants to learn more about board and commission meetings. Mac Lennan is serving as Berry's mentor in the program.

Consent Agenda

1. January and February Cultural Foundation Board Meeting Minutes
 - Susan Baker made a motion to approve the meeting minutes from the January 26, 2023, and February 23, 2023, Cultural Foundation Board Meeting.
 - Steena Murray seconded the motion. Motion carried unanimously (10-0). The minutes were approved as written.

Action Agenda

2. Approve 990 Draft
 - Peppur Chambers made a motion to approve the 990 Draft.
 - Jeanne Forbis seconded the motion. Motion carried unanimously, 10-0.
 - Tracy Wyatt thanked Julia Marreel and Sherida McMullan for their service on the Audit Workgroup.
 - Wyatt explained this 990 Draft Report is the last part of the audit for fiscal year 2021-2022.
3. Approve VerveSimone Consulting Proposal
 - Julia Mareel made a motion to approve the VerveSimone Consulting Proposal.
 - Susan Baker seconded the motion. Motion carried unanimously, 13-0.
 - Michelle Mac Lennan informed the board that the City of Chandler is working to get Diversity, Equity, and Inclusion (DEI) Training for boards and commissions. This proposal would be a potential pilot for other boards and commissions in the City. Funding is proposed from the City budget.
 - This training will take the place of the Annual Board Retreat.
 - A future Strategic Plan special meeting may be planned in lieu of a springtime board meeting.
4. Approve Event Budgets
 - LaTricia Woods made a motion to approve the Event Budgets for Beth Hart (Revised), Sammy Miller and The Congregation, Daniel Padron (with Antulio Maro), NYE Celebration, The Sound of (Black) Music, At the Movies: Grace Kelly With Strings, and Hauser.
 - Julia Marreel seconded the motion. Motion carried unanimously, 13-0.

5. Approve Extension of the COVID Programming Policy

- Steena Murray made a motion to approve extension of the COVID Programming Policy.
- Susan Baker seconded the motion. Motion carried unanimously, 13-0.
- The COVID Programming Policy was extended to December 7, 2023, as currently written.
- The plan is to revise the COVID Programming Policy to better fit the current landscape (endemic versus pandemic), and to bring a draft of that revised programming policy to the board at a future meeting.

Briefing

6. March Financial Report

- Steena Murray reviewed the March Financial Report.
- Michelle Mac Lennan and Terri Rettig serve on the Arizona Presenters Alliance Board. Discussions with colleagues in the industry show many, at both the national and local levels, are experiencing losses. Mac Lennan and Rettig will continue to monitor and will bring forward any concerns to the board.

7. Executive Subcommittee Update

- David Woodruff provided updates from the recent Executive Subcommittee Meeting from April 18, 2023.
- Topics discussed in that meeting included the DEI Training opportunity for the board, expanded facilities update, and discussed the Chandler Cultural Foundation (CCF) FY24 budget.
- David Woodruff met with Frank Narducci, the Superintendent of Chandler Unified School District (CUSD). Woodruff stated Narducci was receptive and open to expanded facilities options and opportunities. Woodruff also mentioned Narducci wants to look ahead at the next 30 years for facility needs.
- The Needs Assessment funding amount may need to be revised if looking ahead 30 years. The goal for the assessment funding is still to be shared equally between the CCF Board, the City of Chandler, and the CUSD.
- The draft of the Chandler Cultural Foundation FY24 budget will be shared with the board at the May board meeting and is scheduled for approval at the June board meeting.

8. Special Events Subcommittee Update

- Center Stage will be held on Sunday, October 22, 2023, and will again be a brunch.
- The cost has been set at \$200 per person.
- There will be 3 different levels of the Mystery Boxes: (20) at \$100, (20) at \$150, and (10) at \$300. The Mystery Boxes will be roped off.

- Brunch will be served on the Steena Murray Main Stage and the performance will be in the Hal Bogle Theatre.

9. Board Development Subcommittee Update

- Chris McMullan provided an update from the Board Development Subcommittee.
- Although there are not any openings on the Cultural Foundation Board, the Board Development Subcommittee is reviewing active applications.
- A survey to address core competencies will be sent to all board members before the next board meeting.
 - Board members have been asked to complete the survey when it is received.

10. Development Report

- The Foundation receives donations through different campaigns like through performance sponsors, season sponsors, the Center Stage Event, and others. Each has its own structure and fair market value (FMV). These campaigns are different from the membership program, which is a perks program. Board Members can contact the Box Office if there are questions on membership status.
- Michelle Mac Lennan reviewed the Development Report, which detailed Goal versus Actual for a variety of campaigns: Sponsorships (not including Center Stage), Grants, Membership, General Donations, Adopt A Seat, and Not Budgeted Donations.
- Mac Lennan provided information that sponsorships have been down. This is due to a variety of reasons, including changes in personnel/contacts. A list of previous funders and possible new funders was included in the board packet.
- Board members were asked if they are aware of new contacts for previous funders and/or have information for new funding opportunities, send that information to Mac Lennan.
- Michelle Mac Lennan encouraged board members to share initiatives and ideas on how sponsorships can be increased.

11. Construction Update

- Terri Rettig provided several construction updates.
- The Back of House (BoH) Renovations will close all but two single dressing rooms. This will impact rentals, school events, and shows. Contingency plans are being made.
 - Ideas discussed are to have more runners, additional hotel rooms will be needed, and possibly renting a recreational vehicle (RV) or trailers to service as dressing rooms. Also discussed was the possibility of converting the drama/dance studio to house adhoc dressing spaces.
 - Demolition is set to begin in August and be completed at the end of October/first of November.
- Air handlers are scheduled to be replaced and will be done in phases.

- The roof will be replaced within the next couple of months. This project is being led by the City's Buildings & Facilities Division. There will be cranes and other heavy equipment onsite during this project.

12. Profit & Loss Reports

- Terri Rettig reviewed the Profit & Loss statements for Drumline Live!, Texas Tenors, Lalah Hathaway, Syncopated Ladies: Live, We Banjo 3, Mwenso & The Shakes, Rhythm of the Dance, Billie and Blue Eyes, Los Lobos, and Trey McGlaughlin & The Sounds of Zamar.
 - A Profit & Loss Summary for the 2022-2023 Season year-to-date was also reviewed.

Friends Announcements

Colleen Grady's term on the Friends Steering Committee is ending. Grady will continue to volunteer at events and shows. The board thanked Grady for her service.

Jane Bjornstad will be joining the Friends Steering Committee and will be attending the board meetings.

Colleen Grady announced there were 25 events since the last board meeting, which was in February, that equated to 1227.25 volunteer hours. There are 117 active volunteers.

Member Comments/Announcements

Michelle Mac Lennan thanked everyone who attended the Member Mixer and welcomed feedback to be sent to Mac Lennan.

Linda Yarbrough shared that the first chef at Center Stage, Gabe Bertaccini, now has a television show on the Food Network called Ciao House. The show takes place in Tuscany, and 10 up-and-coming chefs compete for a chance to win an immersive culinary education across Italy.

Calendar

The next regular meeting will be held on **Thursday, May 25, 2023, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 6:59 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison