

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

May 25, 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 LaTricia Woods at 5:32 p.m.

Roll Call

Board Member Attendance

LaTricia Woods, Vice-Chair
Christopher McMullan
Erika Castro
Jeanne Forbis
Linda Yarbrough
Mari Jo Woolf-Whitaker
Peppur Chambers
Sherida McMullan
Susan Baker

Absent

Candy Yu
David Woodruff, Chair
Jennifer Sanchez
Julia Marreel, Secretary
Mike Halle
Steena Murray, Treasurer

Staff Attendance

Michelle Mac Lennan, General Manager
Terri Rettig, Assistant Arts Center Manager
Anna Camino
Cynde Cerf
Kristen Pierce

Guests

Debbie Rubenstrunk
GarWen Jackson
Jane Bjornstad
Janet McNaught
Laura Schairer

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. April Cultural Foundation Board Meeting Minutes
 - Chris McMullan made a motion to approve the meeting minutes from the April 27, 2023, Cultural Foundation Board Meeting.
 - Susan Baker seconded the motion. Motion carried unanimously (8-0). The minutes were approved as written.

Action Agenda

2. Approve Election of Officers
 - Susan Baker made a motion to approve the election of officers.
 - Mari Jo Woolf-Whitaker seconded the motion. Motion carried unanimously, 8-0.
 - Election of Officers as follows:
 - Chair: David Woodruff
 - Vice-Chair: LaTricia Woods
 - Treasurer: Steena Murray
 - Secretary: Julia Marreel

Briefing

3. Review Year 1 Strategic Plan Goals
 - Michelle Mac Lennan presented a summary of the Year 1 Strategic Plan Goals, which included Year 1 actions for Leadership in the Arts, Community Impact, and Expanded Facilities.
 - Discussions ensued, including the question by Erika Castro inquiring how the expansion would be funded.
 - Mac Lennan responded that it has been historically through bonds for the physical space.
4. Review Draft FY24 Annual Budget
 - Michelle Mac Lennan reviewed the draft Chandler Cultural Foundation (CCF) annual budget for fiscal year 2023-24. Contact Mac Lennan with any questions.
 - Rentals will probably be impacted due to the upcoming Back-of-House Renovations project.
 - Linda Yarbrough asked if the Adopt-A-Seat Opportunity could be announced more often. Cynde Cerf replied it is announced several times throughout the year, and Michelle Mac Lennan stated staff will look at additional opportunities on highlighting the Adopt-A-Seat Program.

- Michelle Mac Lennan will provide the Development Report on a regular basis to keep the board informed on contributed revenues.

5. April Financial Report

- Michelle Mac Lennan reviewed the April Financial Report.

6. Board Development Subcommittee Update

- Chris McMullan provided an update from the Board Development Subcommittee.
- A survey to address core competencies was sent out to all board members a few weeks ago. If you have not yet completed the survey, please do so. The goal is to have 85% of the board complete this survey.
- The Board Development Subcommittee continues to review board applications.

7. AEP6 Update

- Cynde Cerf updated the board on the AEP6 Study.
- Cerf thanked all the board members and other volunteers for assisting with collecting the survey responses. The results should be received in the fall and will be shared at a later date.
- Chandler did a great job in collecting survey responses!

8. Profit & Loss Reports

- Terri Rettig reviewed the Profit & Loss statements for Dixie Longate: Cherry Bombs and Bottle Rockets, Showtune Productions, and Masters of Illusion – Live!
- A Profit & Loss Summary for the 2022-2023 Season year-to-date was also reviewed.

Friends Announcements

Welcome to the new Friends Steering Committee Representative, Jane Bjornstad!

Bjornstad shared some information about herself.

Bjornstad also announced there were 10 events since the last board meeting, which equated to 357 volunteer hours. There are 130 active volunteers, including 15 new volunteers and 1 returning Friends volunteer.

Member Comments/Announcements

Michelle Mac Lennan thanked Jennifer Sanchez for procuring a season sponsorship with Intel.

Michelle Mac Lennan also thanked Mike Halle for acquiring a grant from the Ruth McCormick Tankersley Charitable Trust for the Connecting Kids Program.

Calendar

The next regular meeting will be held on **Thursday, June 22, 2023, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 6:40 p.m.

LaTricia Woods, Vice-Chair

Michelle Mac Lennan, Staff Liaison