

# Meeting Minutes

## Chandler Cultural Foundation

### Regular Meeting

June 22, 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 5:34 p.m.

### Roll Call

#### Board Member Attendance

LaTricia Woods, Vice-Chair  
Steena Murray, Treasurer  
Julia Marreel, Secretary  
Candy Yu  
Erika Castro  
Jeanne Forbis  
Jennifer Sanchez  
Linda Yarbrough  
Peppur Chambers  
Susan Baker

#### Absent

Christopher McMullan  
David Woodruff, Chair  
Mari Jo Woolf-Whitaker  
Mike Halle  
Sherida McMullan

#### Staff Attendance

Michelle Mac Lennan, Arts Center Manager  
Kim Moyers  
Anna Camino  
Cynde Cerf

#### Guests

Debbie Rubenstrunk  
GarWen Jackson  
Jane Bjornstad

# Scheduled and Unscheduled Public Appearances

None

## Consent Agenda

1. May Cultural Foundation Board Meeting Minutes
  - Steena Murray made a motion to approve the meeting minutes from the May 25, 2023, Cultural Foundation Board Meeting.
  - Susan Baker seconded the motion. Motion carried unanimously, 10-0. The minutes were approved as written.

## Action Agenda

2. Approve Event Budgets
  - Jeanne Forbis made a motion to approve the Event Budgets for An Evening with John Cusack, Kamasi Washington, Amy Grant, and Josh Stone.
  - Susan Baker seconded the motion. Motion carried unanimously, 10-0.
3. Approve FY24 Annual Budget
  - Steena Murray made a motion to approve the FY24 Annual Budget.
  - Julia Marreel seconded the motion. Motion carried unanimously, 10-0.
  - Michelle Mac Lennan reviewed the FY24 Annual Budget.
  - Board members can contact Mac Lennan with questions.
4. Appoint Board Development Subcommittee Chair
  - Jeanne Forbis made a motion to appoint a Board Development Subcommittee Chair.
  - Steena Murray seconded the motion. Motion carried unanimously, 9-0. LaTricia Woods recused herself from the vote.
  - LaTricia Woods was appointed as the Chair for the Board Development Subcommittee.

## Briefing

5. May Financial Report
  - Steena Murray reviewed the May Financial Report.
6. Review Board Survey Matrix
  - Michelle Mac Lennan reviewed the results from the Board Survey. Thank you to all board members who responded.
  - Some of the areas covered in the survey included board member engagement, board member support, competencies, resources board members have experience in (fundraising, strategic planning, advocacy, education, community engagement, and more), and opportunities in various training topics such as diversity, Chandler

Center for the Arts ecosystem, fundraising, Chandler politics, and specific roles of the groups that govern the Center (City of Chandler, Chandler Unified School District, and Chandler Cultural Foundation).

#### 7. EDI Readiness Workshop

- The Equity, Diversity, and Inclusion (EDI) Readiness Workshop will be held on August 25<sup>th</sup>.
- An e-mail with a pre-workshop assignment will be sent a few weeks before the workshop. Please complete that assignment when received as data from it will be used by the facilitator to prepare for the Readiness Workshop.

#### 8. Center Stage Brunch Update

- Debbie Rubenstrunk and Cynde Cerf provided an update for the Center Stage Brunch Event, which will be held on Sunday, October 22<sup>nd</sup>, starting at noon.
- Information is on the Center's webpage, under the Events tab, <https://www.chandlercenter.org/Brunch2023>
- This year, an individual table of eight can be purchased online.
- There is a folder on Google Drive which contains 'everything you need to know about the Center Stage Event,' including information on the Mystery Boxes. That folder is located: [https://drive.google.com/drive/folders/18rcXoI4h6mKjsEkbLe2zntNPkAP2MzD1?usp=drive link](https://drive.google.com/drive/folders/18rcXoI4h6mKjsEkbLe2zntNPkAP2MzD1?usp=drive_link)

#### 9. Profit & Loss Reports

- Michelle Mac Lennan reviewed the Profit & Loss statements for Jarabe Mexicano and Melissa Ethridge.
- A Profit & Loss Summary for the 2022-2023 Season year-to-date was also reviewed.

## Friends Announcements

Garwen Jackson announced there were 12 events since the last board meeting, which equated to 558 volunteer hours. There are 129 active volunteers.

## Member Comments/Announcements

Michelle Mac Lennan informed the board that the meeting minutes and meeting agenda tabs in the LiveBinder will be removed. This information is available on the City's Boards & Commissions webpage for the Chandler Cultural Foundation,

<https://www.chandleraz.gov/government/boards-and-commissions/cultural-foundation>

The FY2023-24 Key Dates document for the CCF was included in the meeting packet.

For the Special Events Grant Panel, Chandler Cultural Foundation Board representation is Peppur Chambers as Chair, Erika Castro as Committee Member, and Julia Marreel as Alternate. The panel meets in September. More information will be sent to the Chambers, Castro, and Marreel by the City's Special Events Coordinator.

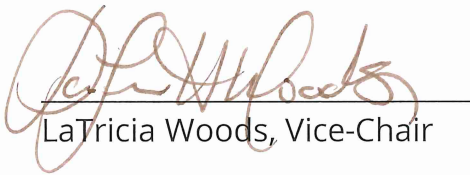
## Calendar

The EDI Readiness Workshop is scheduled for **Friday, August 25, 2023, from 8:15 a.m. – 3:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.


The next board meeting is scheduled for **Thursday, September 28, 2023, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

## Adjourn

The meeting was adjourned at 6:48 p.m.



LaTricia Woods, Vice-Chair



Michelle Mac Lennan, Staff Liaison