

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

June 6, 2023 | 4:00 p.m.

Chandler Center for the Arts

General Manager's Office

250 N. Arizona Avenue, Chandler, AZ



Call to Order

The meeting was called to order by David Woodruff at 4:02 p.m.

Roll Call

Board Member Attendance

David Woodruff, Chair

LaTricia Woods, Vice-Chair

Steena Murray, Treasurer

Julia Marreel, Secretary

Staff Attendance

Michelle Mac Lennan, General Manager

Terri Retting, Assistant Manager

Anna Camino

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. April 2023 Cultural Foundation Executive Subcommittee Meeting Minutes
 - LaTricia Woods made a motion to approve the minutes from April 18, 2023.
 - Steena Murray seconded the motion. Motion carried unanimously (4-0). The minutes were approved as written.

Action Agenda

None

Briefing

2. Discuss Strategic Goals for FY24

- Michelle Mac Lennan reviewed the Strategic Plan Summary for Year 1.
- Some of the initiatives include cost and will be part of the Chandler Cultural Foundation (CCF) Budget. Those initiatives were identified in the presentation provided to the Executive Subcommittee.

3. Review Draft FY24 CCF Annual Budget

- Michelle Mac Lennan reviewed the updated draft of the FY24 CCF Annual Budget.
- Comments received at the May 25th Board Meeting were incorporated into the updated draft. More revisions may occur before final approval at the June 22nd Cultural Foundation Board Meeting.
- If there are any changes or questions, contact Mac Lennan.

4. Discuss FY24 Subcommittee Assignments

- There are some changes coming to the Board Development and the Special Events subcommittees.
- LaTricia Woods will be running as chair for the Board Development Subcommittee.
 - The plan is for the current Chair, Chris McMullan, to remain on the subcommittee.
- Julia Marreel is stepping down as Chair of the Special Events Subcommittee after the Center Stage Brunch Fundraising Event in October 2023. A new Chair is needed.
 - Marreel will remain on the subcommittee.
- Still looking to activate a Long-Range Planning Subcommittee.

5. Discuss Current City of Chandler Facility Projects

Terri Rettig provided updates for several facilities projects occurring at the Center for the Arts:

- The Back of House Renovations project is starting in mid-August and is scheduled to last for 74 calendar days.
 - The first planning meeting took place a few weeks ago. A walk-through was done last week.
 - Staff is working on options for areas that will be closed during the renovations, such as dressing rooms, showers, etc.
 - Michelle Mac Lennan showed the design boards.
 - The renovations follow the Americans with Disabilities Act (ADA) requirements.
 - The roof maintenance project is starting this month (June).
 - A contractor for the HVAC project has been found. This project will not be at the same time as the roof maintenance.
 - The fire suppression system was recently cleaned and drained.
 - The Drama Studio is being painted this week.

6. Review CCF Board Meeting Dates for FY24

- The FY24 CCF Board Meeting and Key Dates were reviewed and will be presented at the June CCF Board Meeting.

7. Review CCF Executive Subcommittee Meeting Dates for FY24

- The FY24 CCF Executive Subcommittee Meeting and Key Dates were reviewed.

Member Comments/Announcements

None

Calendar

The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, October 3, 2023, at 4:00 p.m.**, at the Chandler Center for the Arts, General Manager's Office, 250 N. Arizona Avenue, in Chandler, Arizona.

Adjourn

The meeting was adjourned at 4:32 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison