

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

December 7, 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 5:34 p.m.

Roll Call

Board Member Attendance

David Woodruff, Chair
LaTricia Woods, Vice-Chair
Erika Castro, Secretary
Julia Marreel, Treasurer
Candy Yu
Christopher McMullan
Jeanne Forbis
Jennifer Sanchez
Mari Jo Woolf-Whitaker
Mike Halle
Peppur Chambers
Sherida McMullan
Susan Baker

Staff Attendance

Michelle Mac Lennan, General Manager
Anna Camino
Cynde Cerf
Terri Rettig
Tracey Wyatt

Guests

Diandra Adamczyk, City of Scottsdale
Jane Bjornstad
Janet McNaught
Jennifer Ekblad, City Clerk's Office
Jessica Sweet, City Clerk's Office
Laura Schairer

Absent

Steena Murray

Scheduled and Unscheduled Public Appearances

Diandra Adamczyk is the Programming Manager for the Scottsdale Center for the Performing Arts. Adamczyk is mentoring with Michelle Mac Lennan. The City of Scottsdale has recently revamped its Civic Center. With the recent renovations, there are now 2 new outdoor stages/amphitheaters.

Consent Agenda

1. October Cultural Foundation Board Meeting Minutes
 - Susan Baker made a motion to approve the meeting minutes from the October 26, 2023, Cultural Foundation Board Meeting.
 - Julia Marreel seconded the motion. Motion carried unanimously, 14-0. The minutes were approved as written.

Action Agenda

2. Recommend Chandler Cultural Foundation Board Members
 - Erika Castro made a motion to recommend Jyoti Pathak and Ellie Watland to the Mayor's Office for appointment to the Chandler Cultural Foundation Board.
 - Susan Baker seconded the motion. Motion carried unanimously, 14-0.
 - After many years of dedicated service Steena Murray will be stepping down from the Cultural Foundation Board, with Linda Yarborough stepping down previously there are two vacant positions.
3. Approve Draft Audit
 - David Woodruff made a motion to approve the Draft Audit for Fiscal Year 2022-2023 (FY23).
 - Julia Marreel seconded the motion. Motion carried unanimously, 14-0.
 - Tracey Wyatt thanked Julia Marreel and Candy Yu for being on the Audit Workgroup and their participation.
 - A copy of the draft audit was sent to the board earlier in the week.
 - In summary:
 - Operating revenues totaled \$2,893,968.
 - Operating expenditures totaled \$2,308,653.
 - Net position increased by \$771,389 from FY22.
4. Approve Event Budgets
 - Susan Baker made a motion to approve the Event Budgets for Josh Turner, Ballet Under the Stars (in partnership with Ballet Arizona and the City of Chandler), The Concert Truck (with Nick Luby & Susan Zhang), The Price is Right Live, Daniel Kelly: Shakespeare in Jazz, Trey McLaughlin & The Sounds of Zamar, Cirque Mechanics: Pedalpunk, and Bobby Rush & N. Mississippi All-Stars: Tribute to Muddy Waters & Howlin' Wolf.
 - LaTricia Woods seconded the motion. Motion approved unanimously, 14-0.

Briefing

5. Needs Assessment for Expanded Facilities Update

- If the plan is approved, the next step would be to go out for a Request for Proposal (RFP).
- Once a vendor is selected, the Needs Assessment would begin.
- The last Needs Assessment took 18 months to complete. Although this Needs Assessment is not as comprehensive, it may still take that long.
- The board will be updated as the process progresses.

6. October Financial Report

- Julia Marreel reviewed the October Financial Report.

7. Development Report

- Michelle Mac Lennan reviewed the Development Report.
- Memberships are doing well year-to-date.

8. Strategic Plan Update

- Michelle Mac Lennan provided a status for the Year 1 Strategic Plan Goals and reviewed the Executive Summary.
- Most of the goals are either 100% complete or at least 50% complete.
- Mac Lennan thanked Jennifer Sanchez for the connection with the YWCA Metro Phoenix.
- Any questions or requests for additional information should be directed to Mac Lennan.

9. Request for City Funding

- The City of Chandler budget process for fiscal year (FY) 2024-25 has begun.
- The board will be updated as the budget cycle progresses.
- The final budget will not be adopted until June 2024.
- Michelle Mac Lennan shared with the board the budget requests from the Arts Center Division, which included Capital Improvement Program (CIP) requests and Change Requests from the Operating Budget.
- CIP requests include:
 - Request for new Rigging System (has reached end of service life).
 - Request for replacement of two aerial man lift work platforms (current ones have reached end of their service life).
 - Update to the marquee and casing – located at the corner of Arizona Avenue and Chandler Boulevard.
- Change Requests/Operating Budget:
 - One-time funding for Ballet Under the Stars performance (in partnership with Ballet Arizona and the City of Chandler).
 - One-time funding to assist with the Chandler Symphony's 32nd Anniversary (annual outside request received from the Chandler Symphony).
 - Ongoing Professional Services Increases.

- Request of two new full-time positions (as defined in the Strategic Plan): Development & Communications Program Manager and Performing Arts Program Manager.

10. Profit and Loss Report

- Terri Rettig reviewed the Profit & Loss statements for Center Stage, Clint Black, Amos Lee, Chandler Center for the Arts & C.A.L.L.E. de Arizona Present the 24th Annual Mariachi and Folklorico Festival, and Leela James.
- A Profit & Loss Summary for the 2023-2024 Season year-to-date was also reviewed.

Friends Announcements

Jane Bjornstad announced there were 120 events since the last board meeting, which equated to 918 volunteer hours. There are 129 active volunteers.

Member Comments/Announcements

Reminder that the Arts Leadership Holiday Gathering is on Tuesday, December 12th, from 5:00 p.m. – 7:00 p.m., at the Mareel's house.

Calendar

14. The next board meeting is scheduled for **Thursday, January 25, 2024, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 7:02 p.m.



David Woodruff, Chair



Michelle Mac Lennan, Staff Liaison