

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

October 26, 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 5:37 p.m.

Roll Call

Board Member Attendance

David Woodruff, Chair
LaTricia Woods, Vice-Chair
Julia Marreel, Secretary
Candy Yu
Christopher McMullan
Linda Yarbrough
Mike Halle
Peppur Chambers
Sherida McMullan
Susan Baker

Absent

Erika Castro
Jeanne Forbis
Jennifer Sanchez
Mari Jo Woolf-Whitaker
Steen Murray

Staff Attendance

Michelle Mac Lennan, General Manager
Anna Camino
Cynde Cert

Guests

Debbie Rubenstrunk
Jane Bjornstad
Janet McNaught
Jennifer Ekblad
Jessica Sweet

Scheduled and Unscheduled Public Appearances

Fengyu Yang and Junyue Yang – students observing a board meeting.

Consent Agenda

1. September Cultural Foundation Board Meeting Minutes
 - Susan Baker made a motion to approve the meeting minutes from the September 28, 2023, Cultural Foundation Board Meeting.
 - Julia Marreel seconded the motion. Motion carried unanimously, 8-0. The minutes were approved as written.

Action Agenda

2. Appoint Board Members to Audit Workgroup
 - LaTricia Woods made a motion to appoint board members to the Audit Workgroup.
 - Susan Baker seconded the motion. Motion carried unanimously, 9-0.
 - The board members appointed to the Audit Workgroup are Candy Yu and Julia Marreel.
3. Appoint Feasibility Study for Expanded Arts Facilities Workgroup
 - LaTricia Woods made a motion to appoint a Feasibility Study for Expanded Arts Facilities Workgroup.
 - Chris McMullan seconded the motion. Motion carried unanimously, 9-0.
 - This workgroup will consist of two members from the Chandler Cultural Foundation, two staff members from the City of Chandler, and two representatives from the Chandler Unified School District (CUSD).
 - The two board members on this workgroup will be Julia Marreel and David Woodruff.
 - Finding potential expansion options will be the main focus of this workgroup.
4. Appoint Executive Subcommittee Officers
 - Steena Murray will continue to serve on the Chandler Cultural Foundation Board but has stepped down from the role of Treasurer.
 - Susan made the motion to appoint Julia Marreel as the Treasurer for the Chandler Cultural Foundation.
 - Chris McMullan seconded the motion. Motion carried unanimously, 10-0.
 - With Marreel moving from Secretary to Treasurer, the Secretary position became vacant.
 - LaTricia Woods made the motion to appoint Erika Castro as the Secretary for the Chandler Cultural Foundation.
 - Chris McMullan seconded the motion. Motion carried unanimously, 10-0.
 - The current officers for the Executive Subcommittee are as follows:
 - David Woodruff, Chair
 - LaTricia Woods, Vice-Chair
 - Julia Marreel, Treasurer
 - Erika Castro, Secretary

5. Approve Programming Policy

- Linda Yarbrough made a motion to approve the Programming Policy.
- Susan Baker seconded the motion. Motion carried unanimously, 10-0.
- The Programming Policy allows the President or the President's designee to enter into negotiations with agents for highly sought-after artists where there is not sufficient time to meet and approve an event budget.
- This policy will be reviewed on an annual basis.

6. Approve Event Budgets

- Linda Yarbrough made a motion to approve the Event Budgets for Tegan and Sara, Melissa Etheridge, Bruce Hornsby, Ashley McBryde, Thee Sinseers w/The Altons, Colbie Caillat, A Winter's Evening w/RyanHood, Three Dogs Night, Andy Grammer, Will Downing, Samantha Fish, and Sons of Serendip.
- Susan Baker seconded the motion. Motion approved unanimously, 10-0.

Briefing

7. September Financial Report

- Michelle Mac Lennan reviewed the September Financial Report.

8. Executive Subcommittee Update

- David Woodruff provided an update from the most recent Executive Subcommittee Meeting.
 - The Programming Policy was reviewed prior to bringing it forward to the full board.
 - Julia Marreel and David Woodruff will be the Chandler Cultural Foundation Board Members on the Feasibility Study for Expanded Arts Facilities Workgroup. This workgroup will also consist of members from City of Chandler Management and the Chandler Unified School District.
 - Topics reviewed and discussed were the Strategic Plan, City Budget Requests, Subcommittee Assignments, Needs Assessment, and the upcoming Holiday Arts Leadership Gathering.

9. Special Events Subcommittee Update

- Julia Marreel provided an update from the most recent Special Events Subcommittee Meeting.
- Feedback from the Center Stage Brunch Event has been positive. Many enjoyed the food, music, and the better clues for the Mystery Baskets.
- The final numbers from the event will be provided at a future board meeting.

10. Board Development Subcommittee Update

- LaTricia Woods provided an update from the Board Development Subcommittee Meeting held earlier this evening.
- The subcommittee reviewed board applications. There are two applications that will be forwarded to David Woodruff and Michelle Mac Lennan for further vetting.
- The Board Development Subcommittee approved the 2024 meeting schedule.

11. AEP6 Report

- Cynde Cerf provided an update on the AEP6 Report. Details from the survey were included in the board packet.
- Some of the numbers reviewed were total economic impact by Arts and Culture organizations and their audiences; event-related spending by Arts and Culture audiences; and comments made by the survey takers.

12. Profit and Loss Report

- Michelle Mac Lennan reviewed the Profit & Loss statements for Old Crow Medicine Show, Rain – A Tribute to the Beatles, George Benson, Australian Pink Floyd: Dark Side of the Moon 50th Anniversary, Beth Hart (Cancelled), and Tegan and Sara.
- A Profit & Loss Summary for the 2023-2024 Season year-to-date was also reviewed.

13. Conflict of Interest Annual Forms

- Conflict of Interest Forms were distributed to the board members in attendance. These forms are completed annually to capture any changes that may have occurred.
- Anna Camino will send the form to those board members not able to attend the meeting or attended virtually. Electronic copies of completed and signed Conflict of Interest forms are acceptable.

Friends Announcements

Janet McNaught announced there were 12 events since the last board meeting, which equated to 718 volunteer hours. There are 137 active volunteers.

Member Comments/Announcements

Michelle Mac Lennan shared a tribute to Linda Yarbrough, who is stepping down from serving on the Chandler Cultural Foundation. Yarbrough has been on the board for over fifteen years. She was instrumental in the board becoming what it is today. Yarbrough also served on the Executive Subcommittee, Board Development Subcommittee, and the Special Events Subcommittee. The Applause Award was given to Linda Yarbrough to recognize her for her outstanding contributions to the enrichment of community life through appreciation and support of the arts. Linda Yarbrough will be missed, but her contributions will never be forgotten.

Calendar

14. The next board meeting is scheduled for **Thursday, December 7, 2023, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 6:34 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison