

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

April 3, 2023, | 5:30 p.m.
Chandler Museum, Saguaro Room
300 S. Chandler Village Drive., Chandler, AZ



Call to Order

The meeting was called to order by Barbara Meyerson at 5:28 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Tom Escobedo, Treasurer

Staff Attendance

Jody Crago, Museum Manager

Absent

None

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. February 2023 Museum Foundation Executive Subcommittee Meeting Minutes
 - Joan Clark made a motion to approve the meeting minutes from February 6, 2023.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Agenda

2. Recommend Approving Board Appointments

- Joan Clark made a motion to recommend approving board appointments.
- Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
- Three new applicants are being appointed to the Chandler Museum Foundation Board by City Council at the April 27th Council Meeting.
- City staff will assemble a "Welcome Packet" to provide to each new board member at the next board meeting. This packet will include the Foundation's Bylaws, a few of the meeting agendas and minutes, the 3 Pillars document, summary of accomplishments, Memorandum of Understanding, and other relevant information.

3. Recommend Establishing an Event Charge for the "From Where to Here" Museum Theater Program.

- Joan Clark made a motion to recommend establishing an event charge for the "From Where to Here" Museum Theater Program.
- Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
- This is a one-person theater show which will tell stories as the performer and attendees walk through the exhibit. A City staff will be in attendance to help move people along the performance.
- Each show will be 90 minutes in total.
- The performances will be offered in Eventbrite.
- Recommendation to the full board will be a cost of \$15/person.

4. Recommend the Museum Foundation Apply to Become an Arizona Historical Society Certified Historical Institution.

- Joan Clark made a motion to recommend applying for the Museum Foundation to become a certified historical organization.
- Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
- The Arizona Historical Society provides grants to organizations that preserve the history of Arizona.
- City staff will apply for grants on behalf of the Chandler Museum Foundation.

5. Recommend Museum Foundation Appoint a Board Member to be the Rental Liaison.

- Joan Clark made a motion to amend the original Action Agenda Item for the executive subcommittee designate a board member to be the Rental Liaison and bring the amended motion to the full board.
- Joan Clark made a motion to recommend Tom Escobedo to be the Museum Foundation Rental Liaison.
- Tom Escobedo seconded the amended motion. Motion carried unanimously (3-0).
- After the contract is signed by City staff, it is then given to the Rental Liaison to review.

- The Rental Liaison has the option to sign the contract on behalf of the Museum Foundation, or not sign the contract if there are questions about the event or if the event can be viewed as controversial.
- The Rental Liaison signature is the final phase of the rental contract process.

Briefing

6. Review Officer Responsibilities for Board Chair, Vice-Chair, and Treasurer
 - This briefing item has been tabled until the next Museum Foundation Executive Subcommittee Meeting.
 - A discussion for a future executive subcommittee meeting is to create board member guidelines for the Museum Foundation board members.
7. Discuss 990-PF Filing
 - Heinfeld, Meech, & Co. is the firm who performs the annual audit of the Chandler Museum Foundation. They also have filed the 990-PF to the Internal Revenue Service (IRS) on behalf of the foundation.
 - The 990-PF is what a private foundation annually files to the IRS. Filing this form is not a normal procedure for Heinfeld, Meech, & Co. and they have informed the City they will no longer be filing the 990-PF.
 - Heinfeld, Meech, & Co. will continue to perform the annual audits.
 - City staff has found a company based in Mesa who do file 990-PF and can do so on behalf of the Museum Foundation.
8. Next Topic for Museum Board Moment
 - The next topic for the Museum Board Moment will be a summary of the Open Meeting Law and what constitutes a public meeting.
 - Jody Crago will be discussing at the full board meeting that the Member Comments/Announcements is the section where board members can continue discussing an item on the agenda if there are still questions or clarification needed.
 - Once the board meeting has been adjourned, no more business discussions can continue. If they are, it could constitute a public meeting.
 - Once the new board members have been onboarded, City staff will invite someone from City Law or the City Clerk's Office to attend a Museum Foundation Board Meeting to provide a more in-depth presentation on the Open Meeting Law.
9. Review Agenda for Next Museum Foundation Board Meeting
 - Topics for the next Museum Foundation Board Meeting Agenda were discussed.

Member Comments/Announcements

Joan Clark inquired the status of the board retreat notes from the facilitator. Jody Crago responded that he owes Maureen Robinson (facilitator) some items and will ask when the retreat notes from her will be received.

- Robinson wants to discuss with the Strategic Planning Workgroup members (Joan Clark, Barbara Meyerson, and Jody Crago) what the next steps should be and in a second meeting, review topics for the board's Strategic Planning Session agenda.
- Meyerson and Clark are to send Crago their availability and meetings will be scheduled per the information received.

Joan Clark shared that she plans to continue attending City Council Study Session Meetings and Regular Meetings. Clark asked if Jody Crago can inform her what topics will be on upcoming meetings.

- Jody Crago said he would inform the Executive Subcommittee Team when agenda items specific to the Museum or when other topics of interest (i.e., the budget) will be on the City Council agenda.

Calendar

10. The next Museum Foundation Board Meeting will be held on Monday, April 17, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
11. The next Executive Subcommittee Meeting will be held on Monday, May 1, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

Adjourn

With no other business to discuss, the meeting was adjourned at 7:15 p.m.



Barbara Meyerson, Chair



Jody Crago, Staff Liaison