

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

June 5, 2023, | 1:00 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 1:05 p.m.

Roll Call

Board Member Attendance

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

Staff Attendance

Tiffani Egnor, Programs & Operational Mgr.

Absent

None

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

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

10. Strategic Framework Discussion
11. Review Agenda for next Museum Board Foundation Meeting

Member Comments/Announcements

Calendar

12. Next Museum Foundation Board Meeting will be **Monday, August 21, 2023, at 5:30 p.m.**, at the Chandler Museum.
13. Next Museum Foundation Executive Subcommittee Meeting will be **Tuesday, September 5, 2023, at 1:00 p.m.**, at the Chandler Museum.

Adjourn

Briefing

2. Discuss and decide what to include in the Museum Foundation Orientation Binder

- The importance of having a binder containing pertinent documents and information was discussed at the Board Retreat and the Strategic Planning Session.
- After further discussion by the Executive Subcommittee Team, it was decided this binder would be a hardcover, not electronic, binder. It will be something board members can reference when needed and can also bring to the board meetings.
- The new binder will be referred to as the "Museum Foundation Board Binder."
- A Table of Content is needed to identify what documents should be included.
- A workgroup, made up of two board members, will be assembled to research other organizations, review current Museum Foundation Board documents, and more to create the Table of Contents.
- Some of the documents which have been sent to new board members who have joined since it was first created have been sent:
 - Memorandum of Understanding (MOU)
 - ByLaws
 - Three Pillars document
 - List of Accomplishment the Strategic Planning Subcommittee created
 - Samples of the latest meeting agendas and minutes.
- The Chandler Cultural Foundation (CCF) Board has a Board Orientation Binder they provide to board members when then are appointed to the board. This binder has several sections that the Museum Foundation may be interested in to include in their binder.
 - Museum staff will send the Executive Subcommittee this CCF Board binder for them to review.
 - Some of the items listed in the CCF Board binder include key staff list, board guidelines, CCF Subcommittees, organizational background, and Board Member FAQ section.
 - Once the Museum Foundation Board Binder Workgroup has been established, Museum staff will send the 2 board members on this workgroup the CCF Board binder for their reference.
- Executive Subcommittee Team members would like to have included in the Museum Foundation Board Binder the history of the foundation's creation to include the dissolution of the Chandler Historical Society and list of the tentative upcoming exhibits.
- The Executive Subcommittee Team discussed Brenda Abney to lead this workgroup and have her select a board member to work on this project with her.
 - Barbara Meyerson will contact Abney to discuss this opportunity with her.

3. Strategic Planning Retreat

- Idea is to have 2 board members form a workgroup. Most of the workgroups will be for a short duration and will probably be linked to a specific task. Once a key board member for each workgroup has been identified by the Executive Subcommittee, Barbara Meyerson will phone that person to discuss that opportunity with him/her.
- The workgroups will be voted on at the full board meeting on June 20, 2023.
- The current workgroups to form are:
 - Mission Review Workgroup
 - Membership/Friends of the Museum (more of a research team)
 - Development Training
- Museum Staff targets for Museum Foundation Goals
 - Discussed in the Strategic Planning Session was for the Museum staff to provide a list of upcoming exhibits and also inform the Museum Foundation Board what it (Museum/staff) needs from the board to elevate the exhibits to the "next level."
 - The Museum staff will have a list of the upcoming exhibits at the June 20th full board meeting.
- Joan Clark assembled the meeting notes and the recommendations from the consultant to create the "Strategic Planning Retreat Summary and Next Steps" and the "Timeline for Completing a Draft of the Strategic Plan." Both will be presented to the full board at the next board meeting.
- Mission Review Workgroup
 - A Mission Statement is needed. This statement will be a combination of the foundation's purpose and the foundation's bylaws.
 - Discussion ensued and the Executive Subcommittee chose Jacki Ryan to be the key board member for this workgroup. Barbara Meyerson will reach out to Ryan.
- Membership/Friends of the Museum Workgroup
 - The main task for this workgroup is to perform research. Other organizations will be studied to see what worked and did not work regarding membership structure and so forth.
 - One task will be to create a list of FAQs for board members regarding Fundraising. This way, board members will have the answers to the frequently asked questions surrounding fundraising.
 - The Executive Subcommittee discussed having Josh Askey and Rich Feely be the board members for this workgroup.
 - This workgroup will take on new tasks as they arise.
- Development Training
 - The creation of this workgroup is being tabled as a Mission Statement and the Strategic Plan need to be created before a Development Training Workgroup can be formed.
- Other workgroups will be formed as the Museum Foundation grows.

- As the Museum Foundation and its needs grow, subcommittees can be formed, following the City of Chandler guidelines.
4. Officer Responsibilities for Board Chair, Vice-Chair, and Treasurer
 - A draft of the roles and responsibilities of the Board of Directors Officers and its Board Members will be presented at the next full board meeting on June 20, 2023.
 5. Financial Update
 - Tom Escobedo provided a financial update.
 - Escobedo would like to see more information on the reports.
 - List what monies have been allocated and what those funds are to be used for (i.e., to pay a speaker, items to enhance an exhibit, etc.).
 - Have a subtotal for each section on the report.
 - Museum staff will work with Rynel Aldecoa to see what report options are available in QuickBooks.
 6. Discuss Next Topic for Museum Moment
 - The next Museum Moment will be a list of the Upcoming Exhibitions.
 - A future Museum Moment will be a list of the Programs provided by the Museum.
 7. Review Agenda for Next Museum Foundation Board Meeting
 - Topics for the next Museum Foundation Board Meeting Agenda were discussed.

Member Comments/Announcements

Summary of the workgroups from earlier in this meeting:

- Mission Statement Workgroup will be Jacki Ryan as the lead, and she will pick another board member to join her to create this workgroup.
- Table of Contents for the Museum Foundation Board Binder Workgroup will be Brenda Abney as the lead, with a suggestion for her to have Al Quihuis as the other board member to create this workgroup.
- Membership/Friends of the Museum Workgroup/Research Group will be Josh Askey and Rich Feely.

Calendar

8. The next Museum Foundation Board Meeting will be held on Tuesday, June 20, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

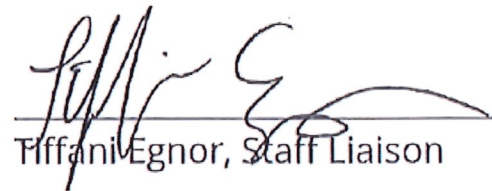
9. The next Executive Subcommittee Meeting will be held on Monday, August 7, 2023, at 1:00 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

Adjourn

With no other business to discuss, the meeting was adjourned at 2:03 p.m.



Barbara Meyerson, Chair



Tiffani Egnor, Staff Liaison