

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

April 17, 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 5:30 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Tom Escobedo, Treasurer
Brenda Abney
Calvenea Malloy
Jacki Ryan
Martin Sepulveda

Staff Attendance

Jody Crago, Museum Manager
Kim Moyers
Tiffani Egnor
Anna Camino

Absent

Joshua Askey

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. Board Retreat and March Board Meeting Minutes
 - Joan Clark made a motion to approve the board retreat minutes of the Museum Foundation Board Retreat of March 6, 2023, and the board meeting minutes of the Museum Foundation Board Meeting of March 20, 2023.
 - Tom Escobedo seconded the motion. Motion carried unanimously (7-0). All minutes were approved as written.

Action Agenda

2. Recommend Approving Board Appointments

- Martin Sepulveda made a motion to recommend to Chandler City Council to approve Museum Foundation Board Appointments.
- Calvenea Malloy seconded the motion. Motion carried unanimously (7-0).
- Museum Foundation Board Appointments:
 - Reappoint Joan Clark
 - Reappoint Calvenea Malloy
 - Reappoint Jacki Ryan
 - Appoint Richard Feely
 - Appoint Albert Quihuis
 - Appoint Blake (Adam) Turner

3. Approve \$15 Event Charge for the "From Where to Here" Museum Theater Program

- Jacki Ryan made a motion to approve a \$15 event charge for the "From Where to Here" Museum Theater Program.
- Calvenea Malloy seconded the motion. Motion carried unanimously (7-0).
- Jody Crago explained this is a new concept for the Museum and another method of getting the history out. Museum staff is working with Peppur Chambers, the artist. Chambers will be providing a guided tour through the Picturing Home Exhibit and sharing stories at each stop. There will be a few performances. The event will be in EventBrite. The City of Chandler is paying for the cost of the program, but the Foundation will keep revenue from ticket sales.

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

- Calvenea Malloy made a motion to approve the Museum Foundation apply to become an Arizona Historical Society Certified Historical Institution.
- Martin Sepulveda seconded the motion. Motion carried unanimously (7-0).
- Jody Crago informed the board that the Arizona Historical Society offers grants, up to \$2,000 a year, to organizations that preserve the history of Arizona. One requirement is that the organization be a 501c3, and the Museum Foundation meets this requirement.
- Museum staff would apply for the grants on the Foundation's behalf.

5. Appoint Tom Escobedo to be the Museum Foundation Rental Liaison

- Calvenea Malloy made a motion to approve Tom Escobedo to be the Museum Rental Liaison.
- Martin Sepulveda seconded the motion. Motion carried unanimously (6-0, one board member had to leave the meeting early).

- The role of the Museum Foundation Rental Liaison is to be the representative for the Foundation on rentals and he/she signs the rental contracts.
- Rental applicants first meet with the Rental Coordinator to review the rental program and discuss the event to be held at the Museum. The contract is reviewed and signed by the applicant and Museum management before being presented to the Museum Foundation Rental Liaison for his/her review and signature.
- The Museum Foundation Rental Liaison is the final phase of the rental process.

Briefing

6. Executive Subcommittee Update

- This has already been addressed in the Action Items.

7. Financial Update

- The Financial Report was reviewed by Tom Escobedo.
- Some of the sections did not have subtotals. It was requested by the board if the report can be amended to show subtotals for each section, not just some of the sections.
- Anna Camino will contact Rynel Aldecoa, who creates these reports from QuickBooks, and see what adjustments can be made. A status will be provided at the next board meeting.

8. Museum Foundation 990-PF Status

- Since the Museum Foundation is currently a private foundation, it must file a Form 990-PF to the Internal Revenue Service (IRS), not a Form 990.
- Jody Crago explained that Heinfield Meech & Co. has filed this form on behalf of the Museum Foundation for the last 2 years, but they will not do so going forward as this is not part of their portfolio.
- Rynel Aldecoa found a company who does file Form 990-PF for private foundations, and she has contacted that company.
- Heinfield Meech & Co. will continue to perform the annual audits on the Museum Foundation.

9. Strategic Planning Workgroup Update

- The Strategic Planning Workgroup had an online meeting with Maureen Robinson, facilitator of the Board Retreat in March.
- The workgroup shared with Robinson the board's feedback of the board retreat.
- Robinson is to send a draft agenda for the Strategic Planning Session to the workgroup.
- Reminder that the Museum Foundation Strategic Planning Session is scheduled for Monday, May 15, 2023, from 10:00 a.m. – 4:00 p.m. and will be held at the Chandler Museum. Lunch will be provided. More details to follow.

- There will be a homework assignment for the Strategic Planning Session. Robinson will send it prior to the May 15th session.

10. Foundation Board Moment

- Open Meeting Law/Rules
- Jody Crago reminded the board of a few key points regarding the Open Meeting Law, mainly what constitutes a public meeting.
- A representative from Law will be invited to a future board meeting to provide more thorough details and answer any questions from the board members.

11. City Update

- The turf has been installed.
- New pylons and wayfinding signage continue to be placed on the Museum campus.
- Museum staff has been emptying out the Edward's House. Once it is empty, there will be an assessment on the interior of the house.
- After extensive interviews, which included a tour of The Ranch, an offer for the Museum Storytelling Coordinator has been made and accepted. Dr. Emily Early will be joining the Museum Team. Her first day will be Tuesday, May 30, 2023.

Member Comments/Announcements

Joan Clark reminded the board that she and past board member, Maris Thomas, have attended some City Council Meetings. Clark will continue to attend. The Study Session, held on a Monday, is more detailed as discussions on the agenda topics ensue. The Council Meeting held on Thursday is when the topics from the Monday Study Session are voted on. The City Council Calendar is posted on the City website. If anyone is interested in attending a study session or council meeting, they can check the calendar for the meeting dates.

April is Jazz Month. Throughout the month of April, there will be Jazz Festival Events at various venues throughout Chandler. There will be a jazz event held at the Museum on Tuesday, April 18th, starting at 5:30 p.m. These are free events.

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled to be on **Monday, May 1, 2023, at 5:30p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

The Museum Foundation Strategic Planning Session will be held on **Monday, May 15, 2023, from 10:00 a.m. – 4:00 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

The next Museum Foundation Regular 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.

Adjourn

The meeting was adjourned at 6:53 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison