

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

August 7, 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 1:03 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Tom Escobedo, Treasurer

Staff Attendance

Jody Crago, Museum Manager

Absent

Joan Clark, Vice-Chair – Excused

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. June 2023 Museum Foundation Executive Subcommittee Meeting Minutes
 - Tom Escobedo made a motion to approve the meeting minutes from June 5, 2023.
 - Barbara Meyerson seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

Briefing

2. Museum Foundation Spending Policy
 - The annual audit is beginning. One of the items from last year's audit was that the Museum Foundation needs to have a Spending Policy in place.

- Some of the items that should be addressed in the Spending Policy are:
 - How and when can the Endowment gets spent.
 - Can the Principle ever be spent?
 - The Spending Policy can be set up how the Foundation wants it, but it needs to be in writing.
 - The Spending Policy will be part of the audit.
 - Barbara Meyerson will ask Adam Turner to spearhead drafting the Spending Policy for the Museum Foundation.
3. Directors & Officers (D&O) Liability Insurance for Museum Foundation Board
- Tom Escobedo will reach out for quotes and report back to the Executive Subcommittee.
4. Chandler Historical Society (CHS) Recognition
- Presentation of a “big” check at a City Council Meeting had been discussed in the past. Members of the sunsetted Chandler Historical Society and current members of the Museum Foundation Board would be invited to this Council Meeting for the recognition presentation.
 - Discussion entailed about creating a Development Workgroup/Subcommittee. This group would be responsible for developing the Museum Foundation, including fundraising opportunities and patron donations.
5. Museum Foundation FY23-24 Budget
- Jody Crago will create a budget preparation schedule.
 - Crago will present a draft FY23-24 Budget at the September Executive Subcommittee Meeting for recommendation to bring to full board for review and approval.
6. Financial Reporting Options for Full Board
- The Museum Foundation Board will continue to get the monthly Statement of Activity by Month report.
 - In addition to that report, there will be a more detailed report provided twice a year, possibly in August/September and again in January.
 - The detailed report will contain data for each accounting line item to show approved budget, amount spent, amount available, and other similar data.
 - The report may also contain a visual tool, such as a pie chart or comparison bars.
 - A future Museum Moment will be to review the financial process.
7. Museum Store End-of-Year (EOY) Report
- The Museum Store Manager, Elizabeth (Lizzie) Olson, will be attending the August board meeting to present the 2022-23 statistical data for the Museum Store, including number of products at the Store, top grossing items, number of transactions, profit, etc.

8. Financial Update

- City staff provided the July financial reports to the Treasurer.

9. Next Topic for Museum Moment

- Member Comments/Member Announcements will now be two separate agenda items.
- The Museum Moment for the August board meeting will be discussion on the splitting of these two and how each section should be used.
- Member Comments will include topics such as further discussion on items already on the agenda and it is the place to raise an idea that will go to the Executive Subcommittee for discussion.
- Member Announcements is the section where board members can announce topics not tied to any agenda items, such as when a board member wants to share his/her visit to another museum.

10. Strategic Framework Discussion

- Jody Crago will send the Strategic Framework to the board and staff with a deadline to provide input to Barbara Meyerson.
- Board and staff reactions will be shared at the board meeting on August 21, 2023.
- After inputs taken into account, a draft of the Strategic Plan will be presented at the September Executive Subcommittee and Board Meetings, with approval at the respective October meetings.

11. Review Agenda for next Museum Board Foundation Meeting

- The agenda has been set for the August 21st board meeting.

Member Comments/Announcements

Business cards for the Museum Foundation Board can be ordered. The phone number on the business card will be the Museum's main phone number.

Museum operation questions and ideas should be sent to Jody Crago.

Calendar

12. The next Museum Foundation Board Meeting will be held on Monday, August 21, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
13. The next Executive Subcommittee Meeting will be held on Tuesday, September 5, 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 3:21 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison