

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

September 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 Joan Clark at 1:12 p.m.

Roll Call

Board Member Attendance

Joan Clark, Vice-Chair
Tom Escobedo, Treasurer

Staff Attendance

Jody Crago, Museum Manager

Absent

Barbara Meyerson, Chair – Excused

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. August 2023 Museum Foundation Executive Subcommittee Meeting Minutes
 - Tom Escobedo made a motion to approve the meeting minutes from August 7, 2023.
 - Joan Clark seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

Action

2. Recommend Draft Mission Statement
 - Joan Clark made a motion to recommend a draft of the Mission Statement to the full board.

- Tom Escobedo seconded the motion. Motion carried unanimously (2-0).
 - The Executive Subcommittee Members reviewed the drafts created by Jacki Ryan of the Mission Statement Workgroup.
 - Discussion ensued and edits were made.
 - The second version, with some changes, is the draft recommended to take to the full board at the September board meeting.
3. Recommend the Creation of the Idea Incubator Workgroup
- Joan Clark made a motion to recommend the creation of the Idea Incubator Workgroup to the full board.
 - Tom Escobedo seconded the motion. Motion carried unanimously (2-0).
 - The Idea Incubator Workgroup gathers and reviews the ideas introduced in board meetings. Board members can also email the Workgroup members directly with ideas.
 - The Idea Incubator Workgroup decides what ideas should be pursued. These ideas are brought forth to the Executive Subcommittee for review before being presented to the Museum Foundation Board.
 - The Chair will reach out to some board members to inquire if they are interested serving on this Workgroup.
 - Joan Clark mentioned Calvenea Malloy would be a good fit for this Workgroup since she visits different museums and attends various events.

Briefing

4. Discuss the Creation of a Governance Subcommittee
- Creating a Governance Subcommittee was discussed at the Strategic Planning Session.
 - Some of this subcommittee's responsibilities would include:
 - The creation of the Spending Policy.
 - Ensuring the Foundation's policies are current and being followed accordingly.
 - Bring forward nominations of future candidates.
 - This subcommittee will govern the day-to-day operations of the Foundation, such as tracking the terms of board members and officers; calendar of when tasks are to occur like working on the budget and appointments to the Celebration Plaza Committee are due; exploring new programs which could be offered at the Museum; and so forth.
5. Schedule Strategic Planning Subcommittee Meeting
- Meeting Date
 - The Strategic Subcommittee members include Joan Clark (Chair), Barbara Meyerson, Tom Escobedo, Martin Sepulveda, Brenda Abney, and Jody Crago (Staff Liaison).

- The subcommittee has not been meeting due to various events.
- Joan Clark would like to start meeting again. Clark will send information and meeting date options to Jody Crago, who will then forward it to the subcommittee members so a meeting can be scheduled.
- One of the first items the Strategic Planning Subcommittee will work on in taking the Strategic Planning Framework and creating a concise and complete plan.
- Next Steps for Expanding Workgroup Research Results – This item was tabled.

6. Directors & Officers (D&O) Liability Insurance for Museum Foundation Board

- Tom Escobedo has three applications. Escobedo highlighted a few areas in which he has questions.
- Joan Clark will review the applications and assist Escobedo.
- Tom Escobedo will contact Michelle Mac Lennan to see what the Chandler Cultural Foundation has in place regarding D&O Liability Insurance.
- Once the applications are completed, quotes can be obtained.

7. Chandler Museum Foundation Budget Status Update

- Jody Crago started drafting the FY23-24 Budget for the Museum Foundation.
- The draft of the budget will be a briefing item on the September board meeting agenda.
- Jody Crago and Tom Escobedo will review the information prior to the proposed budget being presented to the Executive Subcommittee at their October meeting.
- Once presented to the Executive Subcommittee, the proposed budget will be brought to the full board for approval.

8. Financial Update

- The financial data is inputted into QuickBooks by a City staff member, Rynel Aldecoa.
- Aldecoa creates the financial reports reviewed by Tom Escobedo, Treasurer, at the board meetings.
- Jody Crago, Tom Escobedo, and Rynel Aldecoa will meet to examine the current reports and ensure they contain all the data the board is asking for.

9. Discuss Next Topic for Museum Moment: Museum Programs

- The next topic for the Museum Moment will be to review with the board the programs the Museum provides.
- Joan Clark suggested to include in the Museum Moment the quarterly calendar of the Programs & Events held at the Museum. This calendar contains a variety of programs and events open to all. There may be some programs and/or events board members would like to attend or participate in.

10. Review Agenda for next Museum Board Foundation Meeting

- The agenda has been set for the September 28th Museum Foundation Board Meeting.
- One of the briefing items at that board meeting will be the “From Where to Here” report.

Member Comments

None.

Member Announcements

None.

Calendar

11. The next Museum Foundation Board Meeting will be held on Monday, September 18, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
12. The next Executive Subcommittee Meeting will be held on Monday, October 2, 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 2:22 p.m.

Joan Clark, Vice-Chair

Jody Crago, Staff Liaison