

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

September 18, 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
Adam Turneer
Brenda Abney
Calvenea Malloy
Jacki Ryan
Joshua Askey
Martin Sepulveda
Rich Feely

Staff Attendance

Jody Crago, Museum Manager
Tiffani Egnor
Lauren McCaulou

Absent

Al Quihuis
Tom Escobedo, Treasurer

Scheduled and Unscheduled Public Appearances

Scheduled guest, Lauren McCaulou, Museum staff. McCaulou will be presenting a report on "From Where to Here" event held at the Museum during the Briefing section of the agenda.

Consent Agenda

1. August Board Meeting Minutes

- Jacki Ryan made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of August 21, 2023.
- Joan Clark seconded the motion. Motion carried unanimously (8-0). The minutes were approved as written.

Action Agenda

2. Approve Mission Statement for the Chandler Museum Foundation

- Rich Feely made a motion to discuss the Mission Statement.
- Joan Clark seconded the motion.
- Discussion regarding the Mission Statement ensued.
- Calvenea Malloy made a motion to approve the Mission Statement for the Chandler Museum Foundation.
- Joan Clark seconded the motion. Motion carried unanimously (8-0).
- Joshua Askey inquired since the Foundation now has a Mission Statement, can the City's Boards and Commissions webpage be updated with this new Mission?
 - Jody Crago responded that City staff would submit that request to the City Clerk's Office to have the webpage updated.
- Barbara Meyerson commented that this was a great step forward.

3. Approve Creation of the Idea Incubator Workgroup

- Jacki Ryan made a motion to approve the creation of the Idea Incubator Workgroup.
- Joan Clark seconded the motion. Motion carried unanimously (9-0).
- Some of the responsibilities of the Idea Incubator Workgroup are:
 - Capture ideas from board members.
 - Keep track of the ideas.
 - Bring forward to the Executive Subcommittee the ideas to be pursued.
- Museum staff will provide the Idea Incubator Workgroup the Museum's Exhibition Policy and any other Museum policies beneficial for this workgroup to be familiar with.

4. Assign Two Board Members to the Idea Incubator Workgroup

- Joan Clark made a motion to assign two board members to the Idea Incubator Workgroup.
- Joshua Askey seconded the motion. Motion carried unanimously (9-0).
- The two board members assigned to this workgroup are Jacki Ryan and Calvenea Malloy.

5. Approve Meeting Option for 2023 November Board Meeting

- Jacki Ryan made a motion to approve a meeting option for the 2023 November Board Meeting.
- Calvenea Malloy seconded the motion. Motion carried unanimously (9-0).
- The November board meeting falls on Monday, November 20th, which is the week of the Thanksgiving Holiday.
- Options were to reschedule the board meeting to a different date, keep it scheduled for November 20th, or cancel the November meeting.
- After reviewing the options, the board elected to keep the meeting on Monday, November 20, 2023.

6. Approve Meeting Option for 2023 December Board Meeting

- Joan Clark made a motion to approve a meeting option for the 2023 December Board Meeting.
- Jacki Ryan seconded the motion. Motion carried unanimously (9-0).
- The December board meeting is scheduled for Monday, December 11, 2023.
- The Cultural Arts Holiday Gathering is scheduled for Tuesday, December 12, 2023, from 5:00 p.m. – 7:00 p.m. This gathering is at the same location as it was held last year.
- Options for the December board meeting are to reschedule the meeting to a different date, keep it scheduled for December 11, cancel the December board meeting to join the Chandler Cultural Foundation and the Arts Commission at the Holiday Gathering on December 12, and/or hold a Museum Foundation Holiday Gathering.
- The Museum Foundation Board Members who attended the Holiday Gathering last year found it beneficial and stated they met people they would not have otherwise met. It was a great networking opportunity.
- The Holiday Gathering is a social event. No business is discussed at this event for any of the boards and commissions.
- Invitation will be through Eventbrite to board/commission members and a guest.

Briefing

7. “From Where to Here” Report

- Lauren McCaulou presented a report on the “From Where to Here” one-woman performance written and acted by Peppur Chambers and directed by Tanya Alexander.
- This performance was inspired by the oral histories and events of Chandler History from the 1930’s about migration and living in Chandler.
- The program supported the exhibition *Picturing Home: Dust Bowl Migration in Chandler*.

- Tickets were \$15 each with 20 tickets available for each of the four performances. for the 45-minute performance, which was followed by 20 minutes of a discussion with the audience to discuss connections to Chandler and audience migration stories.
- The exhibit “came alive” through these performances.
- All four performances were well-attended, and the feedback has been outstanding.
- Museum staff will continue to look for out-of-the-box opportunities that can be offered at the Museum.

8. Strategic Planning Subcommittee Report

- Joan Clark announced the Strategic Planning Subcommittee is going to begin meeting again.
- The subcommittee members are Joan Clark (Chair), Barbara Meyerson, Tom Escobedo, Martin Sepulveda, Brenda Abney, and Jody Crago (Staff Liaison).
- One of the first tasks is for the subcommittee to create a 2 to 3-year Strategic Plan based on the information from the Board Retreat and the Strategic Planning Session. This will be a draft Strategic Plan and brought to the Executive Subcommittee, then to the full board, for review and approval.
- The Strategic Planning Subcommittee is scheduled to meet on October 30, 2023.

9. Discuss Creation of the Governance Subcommittee

- Some of the responsibilities of the Governance Subcommittee is to monitor the board and hold the board accountable for assigned tasks; review the calendar and remind the board of upcoming deadlines (officer/board member terms, budget creation, when it is time to appoint board members to Celebration Plaza Committee, and so forth); and review applications for future vacancies.
- If interested serving on the Governance Subcommittee, contact Joan Clark.

10. Directors and Officers (D&O) Insurance Update

- Tom Escobedo began the processing of contacting various companies which offer this type of insurance.
- Joan Clark is assisting Escobedo with some of the final details.
- For a \$1 million coverage, one company, Affinity, quoted \$744/year.
- Tom Escobedo contacted Michelle Mac Lennan to inquire who the Chandler Cultural Foundation (CCF) has as their insurance carrier for their D&O Insurance. Mac Lennan responded the CCF has a Directors and Officers Insurance Policy with Traveler's Insurance. Escobedo did not get cost information from Mac Lennan.
- Joan Clark would like to contact at least one more company. Clark will contact Michelle Mac Lennan to get Traveler's Insurance Company's contact information. Jacki Ryan mentioned she has contact information for another possible option and will send that information to Clark.

11. Financial Update

- Jody Crago reviewed the FY22-23 Financial Report, which covered the full fiscal year and the FY23-24 Financial Report, which covered July and August of the current fiscal year.

12. Chandler Museum Foundation Budget Update

- Jody Crago provided an update on the FY23-24 Museum Foundation Budget.
- The financial data is inputted into QuickBooks by a City staff member, Rynel Aldecoa, who extracts the information to produce the financial reports reviewed at the board meetings.
- Jody Crago, Tom Escobedo, and Rynel Aldecoa will be meeting to examine the current reports and ensure they contain all the data the board is requesting.
- A budget calendar will also be created to capture budget due dates going forward.

13. Museum Moment: Museum Programming Report

- Tiffani Egnor shared a presentation with the board featuring a variety of programs offered at the Museum and/or by Museum staff.
- Public Programs are those programs published on the Chandler Museum website, in the quarterly calendar, etc.
 - Family and Youth Programs include Early Childhood (C-Town Suitcase Club and Art Tots) and Family (Play Day, In the Exhibits, Fall Break/Spring Break activities).
 - For fiscal year (FY) 2022-23, there were 1,413 served in the Family & Youth programs.
 - Adult Programs include regularly scheduled programs, such as History Bites, Our Stories, Book Club, and Docent Tours. Some Adult Program events are irregularly scheduled, such as exhibit-related programs and evening receptions.
 - 657 people were served through the Adult Programs in FY2022-23.
 - Pilot Programs included: Beat the Heat Saturday, Spring Break Programs, Book Club, and the "From Where to Here" One-Woman Theatrical Performance. During COVID, the Museum-in-a-Box idea was brought to fruition and was quite successful. Some of the Pilot Programs have become regular programs offered, such as Book Club and the Spring Break Programs.
- Scheduled Programs are programs that are scheduled for specific groups, such as the School Field Trips at Tumbleweed Ranch and the Chandler Museum, and programs that are provided exclusively to specific groups like Docent Tours or Outreach Presentations. Outreach Presentations occur when a group asks for a presentation about the Museum. This can occur with Museum staff going to their location or the group coming to the Museum. Sometimes, the Outreach Presentations are virtual.

- Those served under these programs for FY22-23 were 1,230 students during the School Field Trips and 475 participated in the Docent Tours/Outreach Presentations.
- The total number served in fiscal year 2022-23 was 3,775 through 216 different programs. This number does not include special events such as the annual Chuckwagon Event, Sports Hall of Fame, etc.

14. City Update

- Museum staff is often asked to help with talks or provide information. These requests come from internal City departments and from outside organizations.
 - Communications and Public Affairs (CAPA) inquired when did the City of Chandler start using the current City logo?
 - Real Estate has inquired on easements.
 - Public Works has asked when lead pipes were removed from certain areas.
 - ASU students asked for a talk on the history of the Dr. AJ Chandler Park Masterplan.
 - The Veteran's Commission is a City of Chandler public body who meets to discuss services and programs offered to Veterans. When asked what services the Museum offers to Veterans, Museum collects oral histories from the Veterans, shares with Veterans and their families how to donate items to the Museum, and features Veteran history in exhibits.
- These are just some of the examples of "soft" resource requests the Museum staff performs.
- Museum staff is currently working on a new project to display the women who served on the City Council.
- Jody Crago recently went to Boise, Idaho, for the Annual Conference of the American Association of State and Local History. Crago paired with Johnson County Museum, located in Overland Park, Kansas.
 - This is a national event the Chandler Museum was asked to take part in.
 - Jody Crago was on the panel whose topic was "Confronting Difficult Histories: Approaches to Charged Topics." It was a standing-room only.
 - Crago was approached afterwards by several commissions and organizations to discuss additional opportunities to work with the Chandler Museum.

Member Comments

None.

Member Announcements

Barbara Meyerson acknowledged the great accomplishments the Museum Foundation Board achieved this evening, especially the adoption of the Mission Statement. Great job!

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, October 2, 2023, at 1:00 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

The next Museum Foundation Regular Meeting is scheduled for **Monday, October 16, 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 7:16 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison