

# Museum Foundation Executive Subcommittee Meeting

November 6, 2023 | 1:00 p.m.

Chandler Museum, Saguaro Room  
300 S. Chandler Village Dr., Chandler, AZ



## Board Members

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

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Museum Foundation and to the general public that the Museum Foundation will hold a REGULAR MEETING open to the public on Monday, November 6, 2023, at 1:00 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Dr., Chandler, AZ. One or more Board Members may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's Office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

# Museum Foundation Executive Subcommittee Regular Meeting Agenda - November 6, 2023

## Call to Order/Roll Call

## Scheduled/Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

## Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. **October 2023 Museum Foundation Executive Subcommittee Meeting Minutes**  
Move Museum Foundation Executive Subcommittee approve the minutes of the Executive Subcommittee Regular Meeting of October 2, 2023.

## Briefing

2. Workgroup Reports:
  - Foundation Spending Policy
  - Board Binder
  - Membership/Friends of the Museum
  - Idea Incubator
3. Discuss Schedule for the Governance Subcommittee to Meet
4. Financial Update - Tom Escobedo
5. Discuss Next Topic for Museum Moment: Collections Management Overview - Jody Crago
6. Review Agenda for Next Museum Foundation Board Meeting - Jody Crago

## Member Comments

## Member Announcements

## Calendar

7. Next Museum Foundation Board Meeting is scheduled for **Monday, November 20, 2023, at 5:30 p.m.**, at the Chandler Museum.
8. Next Museum Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, January 2, 2024, at 1:00 p.m.**, at the Chandler Museum.

## Adjourn



**Museum Foundation Executive Subcommittee      Cultural Development**

**Date:** 11/06/2023  
**To:** Museum Foundation Executive Subcommittee  
**From:** Anna Camino, Management Assistant  
**Subject:** October 2023 Museum Foundation Executive Subcommittee Meeting Minutes

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**Proposed Motion:**

Move Museum Foundation Executive Subcommittee approve the minutes of the Executive Subcommittee Regular Meeting of October 2, 2023.

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**Attachments**

October 2023 Exec Subcomm Minutes

# Meeting Minutes

## Chandler Museum Foundation

### Executive Subcommittee

### Regular Meeting

October 2, 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 1:00 p.m.

### Roll Call

#### Board Member Attendance

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

#### Staff Attendance

Jody Crago, Museum Manager

#### Absent

### Scheduled and Unscheduled Public Appearances

None

### Consent Agenda

1. September 2023 Museum Foundation Executive Subcommittee Meeting Minutes
  - Joan Clark made a motion to approve the meeting minutes from September 5, 2023.
  - Tom Escobedo seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

### Action

2. Recommend the Creation of the Governance Subcommittee

- Tom Escobedo made a motion to recommend the creation of the Governance Subcommittee to the full board.
  - Joan Clark seconded the motion. Motion carried unanimously (3-0).
  - Discussion on which board members could serve on this subcommittee ensued. Barbra Meyerson will contact those board members to discuss with each.
  - Once the full board approves the creation of the Governance Subcommittee and board members are appointed, the subcommittee will create a Charter to bring forward to the Executive Subcommittee, and then to the full Board of Directors for approval of the Charter.
3. Recommend Approval of Directors and Officers (D & O) Insurance Option
- Joan Clark made a motion to recommend the approval of Directors and Officers Insurance Option to the full board.
  - Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
  - After reviewing several policy options and speaking with a broker, the option that will be recommended to the full board is with Affinity Nonprofits through their American Alliance of Museums Recognized D & O Program. The quote and insurance information will be included in the meeting packet for the Museum Foundation Board Meeting on October 16, 2023.
4. Recommend Approval of Draft Museum Foundation FY2023-24 Budget
- This Action Item has been tabled.

## Briefing

5. Discuss Next Steps for the Strategic Planning Subcommittee
- Expanding the Foundation's Strategic Planning Framework into a Comprehensive Three-Year Strategic Plan.
  - The Strategic Planning Subcommittee Meeting will be held on Monday, October 30, 2023.
  - Joan Clark shared with the Executive Subcommittee the template created for each of the goals. This template includes the Foundation's Mission Statement, the Goal, Strategy, Tactics, Milestones, and Timeframe.
  - The three goals will be reviewed and edited, if needed, at the October 30<sup>th</sup> Strategic Planning Subcommittee Meeting.
  - Joan Clark would like to assign one Strategic Planning Subcommittee member to a goal, with Clark and Barbara Meyerson compiling the information and creating the final document for Executive Subcommittee review and recommendation to the Museum Foundation Board of Directors for approval of the Three-Year Strategic Plan.
  - The plan is to have Tom Escobedo work on the goal pertaining to Funding; Martin Sepulveda work on the goal pertaining to Community Assessment and Engagement;

and Brenda Abney work on the goal pertaining to Board Development and Engagement.

- Joan Clark will send out a variety of information for review to the Strategic Planning Subcommittee members prior to the meeting on October 30, 2023.

#### 6. Financial Update

- Jody Crago, Tom Escobedo, and Rynel Aldecoa met to examine the current reports and ensure they contain all the data the board is asking for.
- At this time, the reports distributed to the full board will remain the same.

#### 7. Discuss Workgroups to Set Specific Reporting Schedules and Requirements.

- The Executive Subcommittee discussed the need for a reporting structure from each of the current and any future workgroups.
- The report-out does not need to be a formal presentation, but an update from each workgroup to the Executive Subcommittee with the status of their respective workgroup.
- The Workgroup Reporting Process will be discussed at the October Museum Foundation Board Meeting.

#### 8. Discuss Next Topic for Museum Moment: Museum Staffing

- The next topic for the Museum Moment will be to review with the board Museum Staffing.
- Jody Crago distributed a Museum organizational chart listing each Museum staff person, how each staff member contributes, and the cost/percentage of each position.

#### 9. Review Agenda for next Museum Board Foundation Meeting

- This Briefing Item was not discussed.

## Member Comments

None.

## Member Announcements

None.

## Calendar

10. The next Museum Foundation Board Meeting will be held on Monday, October 16, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

11. The next Executive Subcommittee Meeting will be held on Monday, November 6, 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 1:53 p.m.

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Barbara Meyerson, Chair

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Jody Crago, Staff Liaison



# Meeting Minutes

## Chandler Museum Foundation

### Executive Subcommittee

### Regular Meeting

October 2, 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 1:00 p.m.

### Roll Call

#### Board Member Attendance

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

#### Staff Attendance

Jody Crago, Museum Manager

#### Absent

### Scheduled and Unscheduled Public Appearances

None

### Consent Agenda

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## **Member Comments**

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## **Member Announcements**

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## **Adjourn**

With no other business to discuss, the meeting was adjourned at 1:53 p.m.

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Barbara Meyerson, Chair

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Jody Crago, Staff Liaison