

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

October 16, 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 5:31 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Tom Escobedo, Treasurer
Adam Turner
Calvenea Malloy
Jacki Ryan
Joshua Askey
Martin Sepulveda
Rich Feely

Staff Attendance

Jody Crago, Museum Manager
Tiffani Egnor

Absent

Joan Clark, Vice-Chair
Al Quihuis
Brenda Abney

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. September Board Meeting Minutes

- Martin Sepulveda made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of September 18, 2023.

- Calvenea Malloy seconded the motion. Motion carried unanimously (7-0). The minutes were approved as written.

Action Agenda

2. Approve Creation of the Governance Subcommittee

- Martin Sepulveda made a motion to approve the creation of the Governance Subcommittee.
- Calvenea Malloy seconded the motion. Motion carried unanimously (8-0).
- The Governance Subcommittee will be an ongoing committee and serve as the administrative/operation oversight for the Museum Foundation Board. This subcommittee will also review board applications and make recommendations when vacancies occur.
- As a subcommittee, it will follow the Open Meeting Law and its requirements.
- The first order of business for this subcommittee will be to create its Charter.
 - Included in the Charter will be how often the subcommittee will meet; the term of subcommittee members; the duties and reporting structure of the subcommittee.
 - The Charter will be aligned with the Mission Statement of the Museum Foundation.
- Some of the duties of the subcommittee will be to review board policies and bring forward to when policies need to be updated; ensuring the board is staying aligned with the policies; and bring forth the budget schedule, process, and timeline to the board for creation of the board budget.

3. Appoint Board Members to the Governance Subcommittee

- Jacki Ryan made a motion to appoint board members to the Governance Subcommittee.
- Calvenea Malloy seconded the motion. Motion carried unanimously (8-0).
- The Executive Subcommittee recently reviewed the workgroup and subcommittee rosters.
- Barbara Meyerson contacted a few board members to inquire their interest to serve on this subcommittee.
- With no other nominations from the floor, the board members appointed to the Governance Subcommittee are Brenda Abney, Rich Feely, and Martin Sepulveda.

4. Approve Directors and Officers Insurance Option

- Martin Sepulveda made a motion to approve the Directors and Officers (D&O) Insurance option.
- Jacki Ryan seconded the motion. Motion carried unanimously (8-0).
- The option reviewed and selected is from with Affinity Nonprofits through their American Alliance of Museums Recognized D & O Program.

- Barbara Meyerson thanked Joan Clark and Tom Escobedo for researching and contacting insurance companies and brokers.

Briefing

5. Financial Update

- Tom Escobedo announced he, Jody Crago, and Rynel Aldecoa (works on the board financials) met to examine the current reports and ensure they contain all the data the board is asking for.
- Escobedo reviewed the financial reports, including a new report summary, "Financial Snapshot - September 2023." This snapshot includes the breakdown of the funds for each program/item, such as the Endowment, Outreach Programs, Our Stories Speaker Series, History Spot Downtown Breezeway, and Oral History Program.

6. Strategic Planning Subcommittee Report

- Barbara Meyerson announced the Strategic Planning Subcommittee will be meeting on Monday, October 30, 2023, at 5:30 p.m.
- The subcommittee will revisit items from previous Strategic Planning Subcommittee Meetings, and material from the Board Retreat (March 2023) and the Strategic Planning Session (May 2023).
- Barbara Meyerson is grateful for all the work Joan Clark has contributed to assemble the material which will be reviewed at the subcommittee meeting.

7. Discuss Workgroup Reporting Process

- With the creation of several workgroups, the Executive Team discussed having the current (and any future) workgroups report out.
- It does not need to be a formal presentation, but an update from each with the status of their respective workgroup is requested.
- There are four current workgroups this pertains to: Foundation Spending Policy, Board Binder, Membership/Friends of the Museum, and the Idea Incubator.
- Several board members shared their interest with wanting to hear from the workgroups.
- It was decided the four workgroups would provide the Executive Subcommittee an update before the next Executive Subcommittee Meeting, which is scheduled for Monday, November 6, 2023.
- Workgroup members can e-mail an update to Barbara Meyerson and/or Jody Crago.
- The Executive Subcommittee will decide what to present to the full board and identify how everything ties in with other initiatives and see if anything is overlapping.
- This report-out process will begin in November and may be amended as needed.

8. Museum Moment – Museum Staffing

- Jody Crago distributed a Museum Staffing Organization Chart. This chart identifies the primary duties of each person/job title and the weekly percentage of each position (i.e., full-time employee = 1.0; employee working 19 hours/week = .43).
- Additionally, the organization chart identified various teams Museum staff members belong to and support. Some of the teams listed are the Exhibit Team, Install Team, Collection Committee, Store Committee, and more.
- Tiffani Egnor shared with the board if an employee works 19 hours or less a week (hourly position), the City of Chandler does not pay for vacation, retirement, or health insurance benefits. For positions over 19 hours, cost centers need to budget for the full budget compensation cost of that position. This is something that is considered when looking at requesting a City position.

9. City Update

- Jody Crago shared several City updates with the board.
 - The Museum Storytelling Coordinator position was posted. The interview process has been completed. The top candidate has been offered the position. Once the hiring process and steps are completed, Crago will introduce the new coordinator to the board.
 - Annual Chuckwagon Event is on November 10th and November 11th. It will be held at Tumbleweed Ranch.
 - The Holiday Gathering will be on Tuesday, December 12th, from 5:00 p.m. – 7:00 p.m. An Eventbrite invitation will be sent soon.
 - The Museum will be closed on the following dates:
 - November 23-24, 2023 – Thanksgiving Holiday
 - December 24-25, 2023 – Christmas Holiday
 - December 29, 2023-January 1, 2024 – Winter Break
- The award-winning traveling exhibit, “Sorting Out Race” is now showing at the Chandler Museum and will run through January 7, 2024. This exhibit features more than 100 thrift store donation items that have been collected. These objects demonstrate the persistence of racial stereotypes and their relation to racism and bias in American society.
- The next signature exhibit is Chandler A-to-Z, which is scheduled to run from December 10, 2023 to October 13, 2024.
- Kristine Clark, Community Outreach Coordinator, was elected as the Cultural Development Department’s “Employee of the Year.” Congratulations to Kristine!

Member Comments

Calvenea Malloy praised Jody Crago and the Museum staff for the *Querencia: Place & Belonging* in Chandler exhibit.

Member Announcements

None

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, November 6, 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, November 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 6:36 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison