

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

October 3, 2023 | 4:00 p.m.
Chandler Center for the Arts
General Manager's Office
250 N. Arizona Avenue, Chandler, AZ



Call to Order

The meeting was called to order by David Woodruff at 4:05 p.m.

Roll Call

Board Member Attendance

David Woodruff, Chair
LaTricia Woods, Vice-Chair
Julia Marreel, Secretary
VACANT, Treasurer

Staff Attendance

Michelle Mac Lennan, General Manager
Anna Camino

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. June 2023 Cultural Foundation Executive Subcommittee Meeting Minutes
 - Julia Mareel made a motion to approve the minutes from June 6, 2023.
 - LaTricia Woods seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Agenda

2. Recommend Programming Policy to Management Board

- LaTricia Woods made a motion to recommend the Programming Policy to the Management Board with the amendment that this policy will be reviewed on an annual basis.
- Julia Marreel seconded the motion with the amendment. The motion was unanimously approved (3-0).

Briefing

3. Review Subcommittee Assignments

- Subcommittee assignments were reviewed.
- Michelle Mac Lennan announced that Steena Murray is stepping down from the Treasurer role, but she will remain on the Chandler Cultural Foundation (CCF) Board.
- Another board member is looking to resign soon from the CCF Board.
- These changes will bring some vacancies at the board and subcommittee levels.
- Various options were introduced and discussed. They will be brought forward to the full board at the October 26, 2023 CCF Board Meeting.

4. Discuss Needs Assessment

- The Long-Range Planning Workgroup will consist of two people from City Management, Chandler Unified School District (CUSD), and the Chandler Cultural Foundation Board.
- This workgroup will remain in place as the process of a Needs Assessment moves forward.
- Once the Scope of Work is identified, a Request for Proposal (RFP) will be published to solicit proposals.

5. Discuss Strategic Plan and City of Chandler Budget Requests

- Change Requests and Capital Improvement Program Requests are entered into the City of Chandler's budget system in December.
- Michelle Mac Lennan shared with the Executive Subcommittee the requests the Arts Center Division is submitting for this upcoming budget cycle:
 - \$200,000 of Capital funding is provided to the Arts Center Division every two years. The Arts Center Division will be requesting a new drivable lift and to update the marquee and casing at the corner of Arizona Avenue and Chandler Boulevard for this \$200,000 funding request.
 - The Arts Center Division will also be requesting a one-time funding request of \$500,000 for a new rigging control system to replace the current system which has reached its end of lifespan.

- Increasing temporary services funding to stay in place with cost of living, minimum wage increase, and the labor movement. Also included in this request is to increase funding for additional police and security presence at school events, City events, and rentals.
- One-time funding request of \$15,000 to Ballet Under the Stars for a joint project to take place in the fall of 2024.
- One-time funding request of \$45,000 to the Chandler Symphony Orchestra to partially fund the symphony's services. This request has been provided since fiscal year (FY) 2006-07.
- Request for two full-time positions Development & Communications Program Manager (100% revenue offset by the CCF) and Performing Arts Program Manager (50% revenue offset by the CCF).
- The Arts Center will not know the outcome of these requests until the spring of 2024.

6. Holiday Party

The Arts Leaders Holiday Gathering is on Tuesday, December 12th, from 5:00 p.m. – 7:00 p.m. It will be held at a private residence. More information will be sent as the time nears.

Member Comments/Announcements

None.

Calendar

The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, January 9, 2024, at 4:00 p.m.**, at the Chandler Center for the Arts, General Manager's Office, 250 N. Arizona Avenue, in Chandler, Arizona.

Adjourn

The meeting was adjourned at 5:14 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison