

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

January 9, 2024 | 4:00 p.m.

Virtually via Webex

Phone #1-602-666-0783

Meeting 2664 695 9045 Password Exec010924



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

Erika Castro, Secretary

Julia Marreel, Treasurer

Staff Attendance

Michelle Mac Lennan, General Manager

Anna Camino

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. October 2023 Cultural Foundation Executive Subcommittee Meeting Minutes
 - Julia Mareel made a motion to approve the minutes from October 3, 2023.
 - LaTricia Woods seconded the motion. Motion carried unanimously (4-0). The minutes were approved as written.

Action Agenda

2. Recommend Emeritus Board Members

- Julia Marreel made a motion to recommend Emeritus Board Members.
- Erika Castro seconded the motion. The motion was unanimously approved (4-0).
- The two board members are Linda Yarbrough and Steena Murray.
- Yarbrough and Murray recently stepped down from the Chandler Cultural Foundation after many years of dedicated service.
- Yarbrough is an advocate for the arts at all levels of government and has a wealth of political spectrum knowledge.
- Murray is the largest philanthropic support in the history of the Chandler Center for the Arts. The Main Stage was recently renamed to the Steena Murray Main Stage.
- The Chandler Center for the Arts and Chandler Cultural Foundation would not be where they are today without Linda Yarbrough and Steena Murray.

Briefing

3. Review Subcommittee Assignments

- The Executive Subcommittees reviews subcommittee assignments annually.
- Discussion ensued surrounding the current subcommittee assignments.
- New subcommittee assignments will be brought forward to the full board at the January board meeting.
- After further discussion, it was recommended to amend some of the verbiage in the current Board Development Charter. The amended Charter will be brought to the full board for review and approval at the January board meeting.

4. Succession Plan

- City staff is continuing to work on the full Succession Plan document.
- Several changes have occurred in the last two years, which will be included in the update.
- Once completed, the Succession Plan will be presented at a future board meeting.
- Michelle Mac Lennan shared with the Executive Subcommittee the Succession Plan portion pertaining to the General Manager's position as a sample.

5. City of Chandler Budget Requests and Strategic Plan

- The City of Chandler budget process for fiscal year (FY) 2024-25 has begun.
- The board will be updated as the budget cycle progresses.
- The final budget will not be adopted until June 2024.
- Michelle Mac Lennan shared with the Executive Subcommittee budget requests from the Arts Center Division, which includes Capital Improvement Program (CIP) requests and Change Requests from the Operating Budget.

- CIP requests include:
 - Request for new Rigging System (has reached end of service life).
 - Request for replacement of two aerial man lift work platforms (current ones have reached end of their service life).
 - Update to the marquee and casing – located at the corner of Arizona Avenue and Chandler Boulevard.
- Change Requests/Operating Budget:
 - One-time funding for Ballet Under the Stars performance (in partnership with Ballet Arizona and the City of Chandler).
 - One-time funding to assist with the Chandler Symphony's 32nd Anniversary (annual outside request received from the Chandler Symphony).
 - Ongoing Professional Services Increases. A new contract company will be in place as of April 1, 2024, as the current temporary worker contract company will no longer be in business.
 - Request of two new full-time positions (as defined in the Strategic Plan for more manager positions): Development & Communications Program Manager and Performing Arts Program Manager.

6. Needs Assessment Update

- Julia Marreel announced the Request for Proposal (RFP) will be going out this month.
- A Pre-Proposal Conference will be held on January 20, 2024.
- Proposals are due to the City of Chandler by 4:00 p.m. (Arizona time) on February 15, 2024.
- A committee will then be assembled to review all incoming proposals.

Member Comments/Announcements

None.

Calendar

The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, April 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 5:03 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison