

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

July 16, 2024 | 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 Julia Marreel at 4:06 p.m.

Roll Call

Board Member Attendance

Julia Marreel, Chair
LaTricia Woods, Vice-Chair
Sherida McMullan, Treasurer

Staff Attendance

Michelle Mac Lennan, General Manager
Lindsay Bernardez
Janette Beaudry

Absent

Erika Castro, Secretary

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. April 16, 2024, Cultural Foundation Executive Subcommittee Meeting Minutes
 - Sherida McMullan made a motion to approve the minutes from April 16, 2024.
 - LaTricia Woods seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Agenda

2. Recommend Arts Award

- Sherida McMullan made a motion to approve the recommendation for the Arts Awards along with alternates from the list provided by staff
- LaTricia Woods seconded the motion. Motion carried unanimously (3-0).

Briefing

3. Review Charter

- Julia Marreel presented the Executive Committee Charter for review. The last review was 2022.
- The committee will review and get back to Michelle with any recommended changes.

4. Policy Review

- Julia Marreel reviewed the Collaborative Partnerships Policy and Procedures.
- The policy was last reviewed in 2020. No change was recommended by staff. The committee will review and get back to Michelle with any recommended changes.

5. Special Events Committee Charter

- Julia Marreel presented the Special Events Committee Charter.
- Staff recommended changing the number of members from nine (9) to eleven (11) and other non-substantive language updates.

6. Staffing Updates

- Welcome to new management assistant, Lindsay Bernardez and new marketing and communication analyst, Marta Werbanowska.
- Development and Communication Program Manager position is expected to be opened by the end of the month.
- Contract staff received CCF approved raises and they are very grateful.

7. Holiday Party Update

- Request for a host. Typically, is at a person's home. The Gallery at Chandler Center for the Arts could be an option. Julia Marreel will reach out to Matt Halle to see if he is open to hosting.
- Tentative date December 10, 2024.

8. Key Dates

- The key dates for FY 2024-2025 were amended with changes to the meeting date on Oct. 1, 2024, moved to Oct. 15, 2024.

Member Comments/Announcements

The Board retreat will have 3 main discussion sessions.

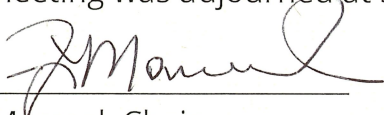
Capital Improvement Plans

Calendar

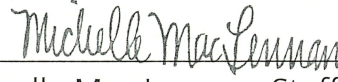
The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, October 15, 2024, at 4:00 p.m.**, at the Chandler Center for the Arts, General Manager's Office, 250 N. Arizona Avenue, in Chandler, Arizona.

Adjourn

The meeting was adjourned at 5:04 p.m.



Julia Marreel, Chair



Michelle Mac Lennan, Staff Liaison