

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

April 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 David Woodruff at 4:04 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. January 9, 2024, Cultural Foundation Executive Subcommittee Meeting Minutes
 - LaTricia Woods made a motion to approve the minutes from January 9, 2024.
 - Julia Marreel seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Agenda

No Action Agenda Items

Briefing

2. Needs Assessment Update
 - The Needs Assessment for Expanded Facilities was presented at the April 15th Council Study Session. It will be voted on at the City Council Meeting on April 18, 2024.
 - An update will be provided at the full board meeting on April 25, 2025.
3. Executive Subcommittee Elections

- David Woodruff will be stepping down as the Chair. This will be announced at the April Chandler Cultural Foundation Board Meeting.
- Election of Officers will be on the agenda for the full board meeting scheduled for May 23, 2024.
 - New officer terms begin in June.
- Michelle Mac Lennan will send an e-mail message to the full board:
 - Asking if any board members want to self-nominate themselves or nominate another board member.
 - If nominating another board member, ensure to speak to that person before nominating them.
 - All nominations will be vetted through the Board Development Subcommittee.
- Mac Lennan announced the Mayor and City Council have reappointed Peppur Chambers, Julia Mareel, Mike Halle, and Susan Baker. Their new terms will begin May 1, 2024, and will be for three years.

4. Discuss Board Retreat

- The board retreat is scheduled for Friday, July 19, 2024. If that date changes, board members will be notified. City staff will send a “Save the Date” to board members and key City staff.
- This will be an education session for the board. Agenda items will include:
 - Capital Projects for the Chandler Center for the Arts – including bond funded projects, how the funding works, and what potential closures to expect.
 - Chandler Unified School District (CUSD) Partnership – Deepen understanding of partnership, time of use (for the facility), and collaboration.
 - AMS Planning & Research (pending AMS is approved at the April 18th City Council Meeting) – expanded facilities discussion and focus group.
- More information will be shared as the time nears.

5. Discuss Arts Awards

- Reviewed possible award winners for individual and business awards.
- Possibility at doing one or more than one award since a few years were skipped.
- New categories are a possibility for the future.

6. Discuss FY25 Chandler Cultural Foundation (CCF) Budget

- Timeline:
 - April 15: Staff deadline to input their needs.
 - May 23: Draft of budget reviewed at Chandler Cultural Foundation board meeting
 - May 24 – June 20: Submit questions, changes, ideas
 - June 27: Vote on budget at the board meeting.
- Anticipated Changes:
 - Two new manager positions: Development and Communications Manager and Performing Arts Program Manager.
 - Temporary Services/Contract Staffing increase to bring in equity the temporary workers paid by the Foundation. Staffing is a piece of the Needs Assessment.
 - Reduction in presented shows in late September – November during elections. Will be focusing on community engagement activities.

Member Comments/Announcements

Over 200 job applications have been received for the Marketing & Communications Analyst position. Judi Johnson will be retiring May 3rd. Judi's City retirement party will be on May 2nd from 4:00 p.m. – 5:30 p.m. in the CCA Gallery.

Anna Camino is taking early retirement. Her last day is April 30, 2024. Camino chose to not have a retirement party.

Calendar

The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, June 11, 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 5:09 p.m.

David Woodruff, Chair

Michelle Mac Lennan, Staff Liaison