

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

September 26, 2024 | 5:30 p.m.
Chandler Museum, Saguaro Room
300 S. Chandler Village Dr., Chandler, AZ



Call to Order

The meeting was called to order by Julia Marreel at 5:34 p.m.

Roll Call

Board Member Attendance

Julia Marreel, Chair
LaTricia Woods, Vice-Chair
Sherida McMullan, Treasurer
Erica Castro, Secretary
Chris McMullan
Ellie Watland
Jeanne Forbis
Jyoti Pathak
Mari Jo Woolf-Whitaker
Mike Halle
Peppur Chambers
Susan Baker

Staff Attendance

Michelle Mac Lennan, President
Terri Rettig, Vice President
Lindsay Bernardez
Hermelina Llamas
Austin Ruppel

Guests

Debbie Rubenstruck
Dennise Brice Walker
Jane Bjornstead
Lori Rasmussen

Absent

Candu Yu
David Woodruff
Jennifer Sanchez

Scheduled and Unscheduled Public Appearances

None.

Consent Agenda

1. August 26, 2024 Chandler Cultural Foundation Board Meeting Minutes
 - Jyoti Pathak made a motion to approve the meeting minutes from the August 26, 2024. Cultural Foundation Board Meeting. Susan Baker seconded the motion.
 - The motion passed with a vote of 9-1, and the minutes were approved with one abstention.

Action Agenda

2. Approve Special Events Funding
 - Thank you to Ellie Watland and Jyoti Pathak for serving on the committee.
 - HERMELINDA LLAMAS presented the special events grant applicants and recipient recommendations. Thirteen applicants sought funding assistance, twelve of them were awarded scholarships in varying amounts.
 - Susan Baker made a motion to approve the recommendations.
 - Sherida McMullen seconded the motion. Motion was approved 10-1, with one abstention.
 - Discussion regarding requesting an increase in funding for this program was discussed.
3. Approve Event Budgets
 - TERRI RETTIG proposed 13 events for the 2025-2026 season: Louis Live, Mavis Staples, The Price is Right Live, Hasta La Muerte, Ailey II, The World Famous, Edna Vazquez, Jo Dee Messina, The String Queens, Bruce Hornsey, Sue Foley, The Gin Blossoms, and Tower of Power.
 - For the *Louis Live* event, an amendment to the event budget was proposed for \$80,000.
 - Ellie Watland made a motion to approve the Event Budgets.
 - Chris McMullan seconded the motion. Motion was approved with amendment 10-1, with one abstention.

Briefing

4. Needs Assessment Update
 - JULIA MARREEL shared updates on the Needs Assessment project with AMS highlighting key findings and the recent meeting with the stakeholders group. Julia explained the next steps which will be design and costing for proposed scenarios.
 - Julia Marreel discussed actively working to secure funding for the building expansion by attempting to secure bond funding in the 2025 bond election.
 - Peppur Chambers is serving on the bond committee and will be attending the bond committee meeting on October 3, 2024.

- Additional opportunities for funding may be available through matching grants for secured capital funds.

5. August Financial Report

- SHERIDA MCMULLAN presented the August 2024 financial report, indicating that our net income is currently negative due to the timing of events as recorded in QuickBooks. Once these entries are finalized, we anticipate revenues for the month of August.
- Graphs included in the packet illustrated the current revenue and budget comparisons for this fiscal year to date.

6. Development Report

- MICHELLE MAC LENNAN provided updates on the year-to-date Development Report, showcasing significant progress in various funding areas.
- Notable achievements include reaching 99% of our membership goal, 92% of our grant targets, and 76% of our general sponsorship objectives. Additionally, this year marked the inaugural rollout of a silent auction, which aimed to raise \$2,500; we are pleased to report that we have exceeded this goal, currently generating over \$3,000.
- The full report, which includes a detailed list of sponsors and grants, was displayed during the presentation to provide further context and insights into our funding efforts.

7. Thank You Letters

- MICHELLE MAC LENNAN announced that the annual thank-you letters to all major donors contributing \$1,000 and above are due. To ensure timely completion, several board members have been assigned drafting and sending these letters.
- Moving forward, this task will be completed monthly to enhance our donor engagement efforts.

8. Special Events Committee Meeting Update

- MARIJO WOLF-WHITAKER provided an update on the upcoming Center Stage Brunch, reporting that we currently have 104 confirmed guests, surpassing our initial goal of 100 attendees.
- The deadline for submissions of the mystery boxes is set for October 24 at 5:00 PM, with 22 baskets available as prizes, each valued between \$10 and \$300.
- Additionally, we are excited to announce that Tiffany Ticlo, a former Youth Advisory Council (YAC) participant and the 2023 Ms. Arizona, will be performing at the event. Michael Feather will also be present, providing live sketching to enhance the overall experience for our guests.

9. Board Development Subcommittee Update

- LATRICIA WOODS reported on the Board development meeting that took place on Tuesday, October 22, 2024.
- New applications for prospective Board members have been received and are currently under review; additional details will be shared at the next meeting.
- The Board's core competencies and engagement survey will be launching soon. This marks the second year of the survey, with the goal of achieving 100% participation from all Board members to ensure comprehensive feedback and continuous improvement in our governance practices.

10. Staffing Update

- MICHELLE MAC LENNAN reported staff updates.
- Sandra Bassett has been hired as the Development & Communications Program Manager, with her first day scheduled for Monday, October 7, 2024.
- The job posting for the Marketing & Communications Program Coordinator has been live since September 17 and will close on October 1.
- Sam Ruiz is currently serving as the Interim Marketing & Communications Coordinator, while Ann Marie Hermosillo is fulfilling the role of Interim Box Office Supervisor.
- Danielle Sezairi is on maternity leave, and Balyze Jungbluth is supporting rental operations in her absence.

11. Profit and Loss Reports

- TERRI RETTIG reviewed the Profit & Loss statements for Hotel California.
- A detailed report is included in the packet

Friends Announcements

Denise Brice Walker announced there were 9 events since last board meeting that equated to 574.5 volunteer hours. There are 180 volunteers. There are 133 total active volunteers with 6 retired.

Member Comments/Announcements

Michelle noted that as anticipated ticket sales are sluggish in the fall during the election cycle, but we anticipate an increase in attendance as the season progresses.

The "Ballet Under the Stars" event took place on Friday, October 18th, attracting approximately 5,000 attendees, making it the largest free engagement in the CCA's history. This inaugural event was a significant success, and we are exploring opportunities to continue this event in the future to further engage our community.

Calendar

12. The next board meeting is scheduled for **Thursday, September 26, 2024, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 6:51 p.m.



Julia Marrell, Chair
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Michelle Mac Lennan, Staff Liaison