

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

October 29, 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
Erika Castro, Secretary

Staff Attendance

Michelle Mac Lennan, General Manager
Lindsay Bernardez

Absent

Sherida McMullan, Treasurer

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. July 16, 2024, Cultural Foundation Executive Subcommittee Meeting Minutes
 - ERIKA CASTRO made a motion to approve the minutes.
 - LATRICIA WOODS seconded the motion. Motion carried unanimously. The minutes were approved as written.

Briefing

2. Policy Review
 - MICHELLE MAC LENNAN provided an overview of the proposed updates to the Travel Reimbursement Policy, outlining key revisions aimed at ensuring the policy remains current and effective. Policy was last reviewed in 2020.

- The recommended changes were approved as drafted, next steps are to bring the policy for formal adoption at the upcoming Chandler Cultural Foundation Board meeting.

3. Charter Review

- JULIA MARREEL presented the Executive Committee Charter for the committee's review, outlining its purpose, responsibilities, and guidelines for operation. After a discussion, the committee agreed that no further revisions were necessary, next steps are to bring the policy for formal adoption at the upcoming Chandler Cultural Foundation Board meeting.

4. Visual Arts Update

- MICHELLE MAC LENNAN provided updates on the city's reorganization related to the visual arts. The Vision Gallery will now operate under the Chandler Museum. Peter Bugg has been promoted to Operations Manager. Caroline has transitioned to the Chandler Museum and has been reclassified as the Visual Arts Specialist. Jillian Nakornthap has moved from a shared position to full-time at the Vision Gallery.

5. Staffing Updates

- MICHELLE MAC LENNAN announced recent staff changes and upcoming recruitment plans. Marta Werbanowska has been promoted to Marketing & Communications Program Coordinator. Marta is working to interview and hire a new Marketing & Communications Analyst. Additionally, the Program Manager position is scheduled to be posted on November 10th, with an anticipated start date in January.

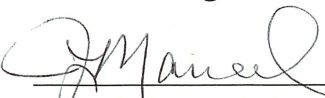
Member Comments/Announcements

Calendar

The next Cultural Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, January 7, 2025, 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 4:54 p.m.


Julia Marreel, Chair


Michelle Mac Lennan, Staff Liaison