

Meeting Minutes

Chandler Cultural Foundation

Regular Meeting

December 5, 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 5:32 p.m.

Roll Call

Board Member Attendance

Julia Marreel, Chair
LaTricia Woods, Vice-Chair
Sherida McMullan, Treasurer
Erika Castro, Secretary
Candy Yu
Chris McMullan
David Woodruff
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
Tracey Wyatt
Sandra Bassett
Lindsay Bernardez

Guests

Denise Brice Walker
Jane Bjornstad
Lori Rasmussen

Absent

Jennifer Sanchez

Scheduled and Unscheduled Public Appearances

None.

Consent Agenda

1. September Chandler Cultural Foundation Board Meeting Minutes
 - ELLIE WATLAND made a motion to approve the minutes of the October 24, 2024 Board Meeting. Mari Jo Woolf-Whitaker.
 - The motion carried unanimously 14-0. The minutes were approved as written.

Action Agenda

2. Approve Audit Draft
 - TRACEY WYATT presented the draft of the Chandler Cultural Foundation (CCF) audit. Key highlights included programming being the top expense item and an increase in the organization's net position compared to the previous year. The top three revenue items were ticket sales, contributions and concessions.
 - David Woodruff made a motion to approve the Audit Draft.
 - Sherida McMullan seconded the motion. Motion was approved unanimously 12-0.
3. Approve Travel Reimbursement
 - MICHELLE MAC LENNAN presented an update on the CCF Travel Reimbursement Policy, outlining the recommended changes and key points. The purpose of the policy is to ensure the proper use of Chandler Cultural Foundation funds for employee travel related to CCF activities.
 - Mari Jo Woolf-Whitaker made a motion to approve the recommendations.
 - Jeanne Forbis seconded the motion. Motion was approved unanimously 13-0.
4. Approve Programming Policy
 - MICHELLE MAC LENNAN presented an update on the CCF Programming Policy, highlighting the recommended changes and key points. The policy aims to position the CCF competitively in attracting performances to the Chandler Center for the Arts.
 - Elle Watland made a motion to approve the recommendations.
 - Erika seconded the motion. Motion was approved unanimously 14-0.
5. Approve Executive Committee Charter Revision
 - MICHELLE MAC LENNAN presented an update on the CCF Executive Committee Charter, outlining the recommended changes and key points. The purpose of the charter is to ensure the effective governance and proper oversight of Chandler Cultural Foundation activities.
 - Elle Watland made a motion to approve the recommendations.
 - Erika Castro seconded the motion. The motion was approved unanimously with corrections, 14-0.

6. Approve Event Budgets

- SANDRA BASSETT proposed a private fundraising reception event for the Arts in Residence program and presented the budget for the 2025 Center Stage: CCF Annual Fundraiser.
- TERRI RETTIG proposed an add-on event for the 2024-2025 season (Lee Brice) and six events for the 2025-2026 season: UB40, Samantha Fish/Anders Osborne, Hiroshima, Herb Alpert & The Tijuana Brass, Molly Tuttle, and Jeffrey Osborne.
- Chris McMullan made a motion to approve the event budgets.
- Erika Castro seconded the motion. The motion was approved unanimously 14-0.

7. Appoint Special Events Committee Chair and Member

- JULIA MARREL announced that Mary Jo has stepped down as Chair of the Special Events Committee, and Elle Watland has been appointed to take over as the new chair. Additionally, Tiffany Ticlo will transition from a non-voting committee member to an official voting board member.
- Mari Jo made a motion to approve the committee chair and member appointment.
- Chris McMullan seconded the motion. The motion was approved unanimously 14-0.

8. Recommend CCF Appointments

- LATRICIA WOODS presented a list of recommended candidates for CCF appointments, proposing four individuals for the mayor's consideration.
- Sherida McMullan made a motion to approve the CCF appointments.
- Ellie Watland seconded the motion. The motion was approved unanimously 14-0.

Briefing

9. Needs Assessment

- DAVID WOODRUFF shared an update on the CCA needs assessment, covering key findings and addressing current conceptions. The next step is to present the feedback to the evaluation team to develop scenarios, which will then be presented to the city manager and superintendent for their feedback.

10. Resident Survey

- MICHELLE MAC LENNAN announced that the City of Chandler Resident Survey is now open. The survey link was provided to the board members, and they were encouraged to complete it before the due date of January 10, 2025, to ensure their feedback is included.

11. October Financial Report

- SHERIDA MCMULLAN presented the financial report for October 2024, noting an increase in net income for this period.

- Graphs included in the packet illustrated the current revenue and budget comparisons for this fiscal year to date.

12.Center Stage Profit and Loss Statement

- TERRI RETTIG presented the Center Stage Profit and Loss Statement, noting that total projected expenses were well under budget, leading to an increase in total profit. This positive financial outcome was attributed to generous in-kind donations and effective cost-saving measures.
- A full report is included in the agenda packet.

13.Special Events Committee Center Stage Debrief

- MARI JO WOLF-WHITAKER provided an update the Special Events Committee meeting, which focused on planning the 2025 Center Stage event. Potential themes for the 2025 Center Stage event have been discussed and will be shared at an upcoming meeting.

14.Board Development Committee Meeting Update

- LATRICIA WOODS announced the successful completion of the Board's Core Competencies and Engagement Survey, achieving 100% participation. The results will be analyzed and presented at the next board meeting to guide development efforts and enhance engagement.

Friends Announcements

Lori Rasmussen announced there were 18 events since last board meeting that equated to 1060.25 volunteer hours. There are 328 volunteers. There are 148 total active volunteers.

Member Comments/Announcements

MICHELLE MAC LENNAN announced that Susan Baker will be completing her service on the CCF Board following the December 5, 2024, meeting. She was honored for her service with a commemorative plaque.

Calendar

12. The next board meeting is scheduled for **Thursday, January 23, 2024, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive.

Adjourn

The meeting was adjourned at 6:43 p.m.


Julia Marreel, Vice-Chair


Michelle Mac Lennan, Staff Liaison