

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

November 6, 2023 | 1:00 p.m.
Chandler Museum, Saguaro Room
300 S. Chandler Village Drive, Chandler, AZ



Call to Order

The meeting was called to order by Barbara Meyerson at 1:11 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Tom Escobedo, Treasurer

Staff Attendance

Jody Crago, Museum Manager

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. October 2023 Museum Foundation Executive Subcommittee Meeting Minutes
 - Joan Clark made a motion to approve the meeting minutes from October 2, 2023.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Briefing

2. Workgroup Reports

- Foundation Spending Policy
 - Board Binder
 - Membership/Friends of the Museum
 - Idea Incubator
- Discussion on how (in person, written, or virtually) and frequency each workgroup report out to the Executive Subcommittee.
- In the beginning, have each workgroup report out to the Executive Subcommittee at a meeting in early 2024, then set a schedule for each workgroup of when they will be reporting out.
- Once the workgroups have been established, the report outs will be staggered.
- The report out will be at the Executive Subcommittee Meeting as a preview, then that workgroup will report out to the full board at the following Museum Foundation Board Meeting.
- Information on who is reporting will be included in the Informational Items section of the board and executive subcommittee meeting agendas.
- The Executive Subcommittee will provide each workgroup a form to use so the formatting is consistent for each workgroup. This form will include questions, such as:
 - When did the workgroup meet?
 - Who attended the meeting(s)?
 - What were the thoughts/outcome of the meeting?
 - When will the workgroup have something to report out to the full board?

3. Discuss Schedule for the Governance Subcommittee to Meet

- The Governance Subcommittee consists of Brenda Abney, Martin Sepulveda, and Rich Feely.
- The Executive Subcommittee will request the Governance Subcommittee to meet by January 2024.
- The first task for this subcommittee will be to create a Charter.
- The second task will be to set a meeting schedule with frequency, week of the month, day of the week, etc.
- City staff will create a year's calendar to provide to the City Clerk's Office after the Governance Subcommittee determines its meeting schedule.
- The new subcommittee will probably meet more frequently at the beginning and then once established, meet on a set schedule.
- The Executive Subcommittee is requesting the Governance Subcommittee meet either bi-monthly or on a quarterly basis, once the subcommittee has become established.

4. Financial Update

- Jody Crago and Tom Escobedo are meeting on Tuesday, November 21, 2023, to review reporting options in QuickBooks.
- A financial update will be provided at the next full board meeting, which is scheduled for January 16, 2024.

5. Discuss Next Topic for Museum Moment: Collections Management Overview

- The new Museum Storytelling Coordinator has been hired.
- Her name is Sarah Biggerstaff and she will start later this month (November).

6. Review Agenda for the Next Museum Foundation Board Meeting

- The Museum Foundation Board Meeting Agenda for the meeting on November 20, 2023, has been set.

Member Comments

Once the Strategic Planning Subcommittee and the Governance Subcommittee set when they will be meeting, City staff will create the meeting matrix for the City Clerk's Office and for each subcommittee respectively.

Member Announcements

Jody Crago reminded the team that the Chuckwagon Event is next week.

Joan Clark announced that there is an Archives 101 Workshop being held in the Agave Room on Friday, December 1, 2023, starting at 9:00 a.m.

Calendar

7. The next Museum Foundation Board Meeting will be held on Monday, October 16, 2023, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
8. The next Executive Subcommittee Meeting will be held on Monday, November 6, 2023, at 1:00 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

Adjourn

With no other business to discuss, the meeting was adjourned at 2:34 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison