

Meeting Minutes

Chandler Museum Foundation

Governance Subcommittee

Regular Meeting

December 11, 2023 | 11:00 a.m.
Chandler Museum, Saguaro Room
300 S. Chandler Village Drive, Chandler, AZ



Call to Order

The meeting was called to order by Joan Clark at 11:06 a.m.

Roll Call

Board Member Attendance

Jody Crago, Acting Chair
Brenda Abney
Rich Feely

Staff Attendance

Jody Crago, Museum Manager

Absent

Martin Sepulveda

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

None

Action Agenda

1. Establish Meeting Schedule

- Brenda Abney made a motion to establish a meeting schedule for the Governance Subcommittee to meet at 10:00 a.m. on the 2nd Monday of the month, with meetings held at the Chandler Museum.
- Rich Feely seconded the motion. Motion carried unanimously (2-0).

2. Elect Chair and Vice-Chair

- Rich Feely made a motion to elect Jody Crago as Acting Chair and Rich Feely as Vice-Chair, pending review by Executive Subcommittee with suggestion that the Vice-Chair of the Museum Foundation be appointed to the Governance Subcommittee and serve as the Chair for the Governance Subcommittee.
- Brenda Abney seconded the motion. Motion carried unanimously (2-0).

Briefing

3. Develop Governance Subcommittee Charter

- The Governance Subcommittee will serve as the administrative arm of the Museum Foundation Board, and the Executive Subcommittee serves as the leadership.
- Some of the tasks to be included in the Governance Subcommittee Charter will include:
 - Review current Foundation policies. Revise and submit for approval as needed.
 - Create new Foundation policies and submit for review and approval.
 - Confirm Board Members and the Foundation remain in compliance with approved policies.
 - Submit board member applications for review and recommendation of new board members.
 - Onboard new board members.
- The current policies list was reviewed. It was discussed the top 3 policies to work on by the Governance Subcommittee should be:
 - Attendance Policy – review current policy and propose updates.
 - Fundraising Policy – review current policy and propose updates.
 - Spending Policy – new policy being developed by the Foundation Spending Policy Workgroup. Review and edit Spending Policy once created and submit for approval.
- Policies will be reviewed on a rotating process.
 - First step is to review and revise current policies or identify and write new policies.
 - Second step will be to schedule when the next review is due.

Member Comments

No Member Comments.

Member Announcements

Reminder that the Arts Leadership Holiday Gathering is Tuesday, December 12th, from 5:00 p.m. – 7:00 p.m.

Calendar

4. Next Governance Subcommittee Meeting is scheduled for Monday, January 8, 2024, at 10:00 a.m., at the Chandler Museum.

Adjourn

The meeting was adjourned at 11:47 a.m.

Jody Crago, Acting Chair

Jody Crago, Staff Liaison