

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

November 20, 2023 | 5:30 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 5:30 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Tom Escobedo, Treasurer
Adam Turner
Al Quihuis
Brenda Abney
Calvenea Malloy
Jacki Ryan
Joshua Askey
Martin Sepulveda
Rich Feely

Staff Attendance

Jody Crago, Museum Manager
Tiffani Egnor

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. October Board Meeting Minutes
 - Rich Feely made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of October 16, 2023.

- Joan Clark seconded the motion. Motion carried unanimously (11-0). The minutes were approved as written.

Action Agenda

No Action Items.

Briefing

2. Workgroup Reports

- Foundation Spending Policy
 - Tom Escobedo and Adam Turner met and discussed what can be done now to raise money and what can be done in the future to raise funds.
 - Escobedo will update the Executive Subcommittee.
 - Escobedo and Turner will meet again to discuss the Funding Spending Policy.
- Board Binder
 - Brenda Abney and Albert Quihuis have created a Table of Contents for the Board Binder, which was presented to the Executive Subcommittee.
 - This Table of Contents will be shared with the full board to get final comments.
 - Once the Table of Contents has been finalized, the Board Binder can be assembled and distributed.
- Membership/Friends of the Museum
 - Rich Feely and Joshua Askey have not yet met but will schedule a meeting soon to discuss Membership/Friends of the Museum.
- Idea Incubator
 - Calvenea Malloy and Jacki Ryan met briefly and plan to meet again soon to further discuss the Idea Incubator.
 - Malloy and Ryan will utilize the retreat information.
- Discussion ensued on how often each workgroup should report out to the Executive Subcommittee.
 - A template/form was created for the workgroups to use for their report outs. This template will be emailed to the board members.
 - Workgroup Report-Outs will be a standing item on the Executive Subcommittee agenda.
 - Each workgroup will send their completed form to Jody Crago monthly. Crago will print them out to be included in the Executive Subcommittee meeting packet.
 - Even if the workgroup has not met, a completed form stating the workgroup did not meet needs to be sent.
 - The Executive Subcommittee will review the forms. If additional questions arise, an executive subcommittee member will reach out to that workgroup.

- After all workgroup updates are reviewed, the Executive Subcommittee will select which report outs are to be reviewed at the full board meeting. The workgroup members will be notified prior to the board meeting.
- City staff will send out the 2024 meeting dates for the Museum Foundation Board and the Museum Foundation Executive Subcommittee.

3. Strategic Planning Subcommittee Update

- The Strategic Planning Subcommittee has been working on the Goals from the board retreat.
- This subcommittee is meeting on November 27, 2023. At that meeting, the subcommittee will establish a meeting schedule for 2024.

4. Discuss Meeting Schedule for Governance Subcommittee

- The Governance Subcommittee has not yet met.
- The subcommittee members are Brenda Abney, Martin Sepulveda, and Rich Feely.
- Subcommittee members decided to meet on the 2nd Monday of the month, with the first meeting being on Monday, December 11, 2023.
- At the December meeting, the subcommittee will establish meeting dates for 2024 and a Charter for this subcommittee.

5. Museum Foundation Directors & Officers Insurance Status Update

- This has been completed.

6. Financial Update

- Tom Escobedo provided a financial update.
- Escobedo inquired about the establishment of the Endowment fund.
 - At the April 18, 2022, board meeting, the board approved to establish an Investment Account for the Endowment according to the Chandler Museum Foundation Investment Policy pursuant to the receipt of approved meeting minutes of the Chandler Historical Society regarding the donation or receipt of a letter regarding the donation from the Chandler Historical Society (CHS) Treasurer.
 - The approved CHS minutes nor a letter were received.
 - Two Action Items will be added to the next board meeting agenda: One will be to rescind the requirement of the approved CHS minutes or letter and the other will be to create the Chandler Museum Endowment Fund.
- Tom Escobedo and Jody Crago will be meeting soon to establish the Foundation's budget for board review and approval.

7. Museum Moment: Collections Management Overview

- Jody Crago presented a review of the Collections Policy.
- This policy is overseen by City Council.

- Some of the areas covered in the Chandler Museum Collections Policy include:
 - Acquisition Process
 - Deaccession Process
 - Collection Care and Documentation
 - Scope of Collection
 - Object Collection
 - Archival Collection
 - Digital Collections
- The Collections Committee periodically reviews the Museum Collections. This committee includes the Museum Manager, Operations & Programs Manager, Museum Storytelling Coordinator, Exhibits Curator, and Museum Collections Assistant.
- This Collections Policy guides the Museum on what items can and should be accepted into the Museum's Collection.
- The Museum Storytelling Coordinator will be developing a Public Sale Policy for Collections.

8. City Update

- Jody Crago shared several City updates with the board.
 - Today was Sarah Biggerstaff, the new Museum Storytelling Coordinator, first day. Biggerstaff will be introduced at a future board meeting.
 - The Chuckwagon Event went well.
 - Reminder that the Arts Leaders Holiday Gathering is on Tuesday, December 12, 2023, from 5:00 p.m. – 7:00 p.m. Jody Crago will resend the Eventbrite invitation for those who have not yet accepted it.
 - The Tumbleweed Tree Exhibit is open in the Price Gallery and in Downtown Chandler.
 - The Chandler A to Z Exhibit opens on December 19, 2023.

Member Comments

None

Member Announcements

Happy Thanksgiving to Everyone!

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Tuesday, January 2, 2024, at 1:00 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

The next Museum Foundation Regular Meeting is scheduled for **Tuesday, January 16, 2024, at 5:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

Adjourn

The meeting was adjourned at 6:44 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison