

# Meeting Minutes

## Chandler Museum Foundation

### Executive Subcommittee

### Regular Meeting

February 5, 2024 | 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 Joan Clark at 1:09 p.m.

### Roll Call

#### Board Member Attendance

Barbara Meyerson, Chair (virtually after start)  
Joan Clark, Vice-Chair  
Tom Escobedo, Treasurer

#### Staff Attendance

Jody Crago, Museum Manager  
Tiffani Egnor, Museum Programs & Operations Manager

#### Absent

### Scheduled and Unscheduled Public Appearances

None

### Consent Agenda

1. January 2024 Museum Foundation Executive Subcommittee Meeting Minutes
  - Tom Escobedo made a motion to approve the meeting minutes of the Museum Foundation Executive Subcommittee Meeting from January 2, 2024.
  - Joan Clark seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

## Action Item

2. Recommend Approval of Governance Subcommittee Charter
  - Tom Escobedo made a motion to recommend the approval of the Governance Subcommittee Charter.
  - Joan Clark seconded the motion. Motion carried unanimously (2-0).
  - Tom Escobedo inquired if the Charter could be amended at a later date.
    - Jody Crago responded it could be amended at a later date by the Governance Subcommittee. The next step now is to bring it forward to the full board for approval.

## Briefing

3. Discuss and Review Current Bylaws
  - Barbara Meyerson reviewed the current bylaws. There are some areas that should be updated.
    - One of the items to be updated is to look at changing the board membership from 11 members to 13 members. This is in Section 3.1(a).
    - Delete the sentence in Section 3.1(b) which mentions four Museum Foundation Board of Director members need to be Board of Director members of the Chandler Historical Society (CHS). Since the CHS has been sunsetted, this requirement is no longer needed.
  - Send recommendations of changes to Meyerson.
4. Review Draft Fiscal Year (FY) 2024-25 Museum Foundation Budget
  - The Draft Fiscal Year 2024-25 Museum Foundation Budget was reviewed.
  - Discussion ensued.
  - The draft budget will be brought forth as a Briefing Item to the full board at the February board meeting.
5. Discuss and Review Draft Goal 3 of Strategic Plan Document
  - The goal format is similar to the format of the charters.
  - Joan Clark will combine all three goals into a Strategic Plan document and present the draft plan to the Strategic Planning Subcommittee for initial review. The Strategic Plan will then be presented to the Executive Subcommittee for review and recommendation to the full board for approval.
6. Review Agenda for Next Museum Foundation Board Meeting
  - The agenda for the Museum Foundation Board Meeting to be held on Tuesday, February 20, 2024, was discussed and set.

## 7. Workgroup Report-Outs

- Some workgroups are not using the report-out form that was sent out and the distribution of the report-outs have not been consistent. Some Executive Subcommittee members received some of the report-outs, while other members did not receive the same ones.
- It was decided to discuss this as a Briefing Item at the next Foundation Board Meeting. Areas to cover:
  - Remind workgroup members to use the report-out form.
  - Send the completed report-out to all Executive Subcommittee members and staff members, Jody Crago and Anna Camino. Staff will compile the report-outs and include them in the meeting packet that is sent out to board and/or subcommittee members prior to their respective meeting.
- Report-outs which have been received will be compiled and all will be sent to the Executive Subcommittee members by Museum staff tomorrow.

## Member Comments

Tom Escobedo mentioned he would like to see the attendance rosters to review. Museum staff will send those attendance rosters to the executive subcommittee members tomorrow. Absences are recorded as excused or unexcused.

## Member Announcements

Tom Escobedo attended the Meet & Greet of the Police Chief candidates. Escobedo shared many people attended, including the Mayor and several Councilmembers.

Joan Clark announced the March 25<sup>th</sup> Strategic Planning Subcommittee Meeting has been cancelled. The next one will be held on Monday, February 26, 2024.

## Calendar

8. The next Museum Foundation Board Meeting will be held on Tuesday, February 20, 2024, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
9. The next Executive Subcommittee Meeting will be held on Monday, March 4, 2024, 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 2:06 p.m.

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Barbara Meyerson, Chair

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Jody Crago, Staff Liaison