

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

February 20, 2024 | 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 5:31 p.m.

Roll Call

Board Member Attendance

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

Staff Attendance

Jody Crago, Museum Manager
Kim Moyers

Absent

Al Quihuis
Brenda Abney

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. January Board Meeting Minutes

- Joan Clark made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of January 16, 2024.
- Calvenea Malloy seconded the motion. Motion carried unanimously (7-0). The minutes were approved as written.

Action Agenda

2. Approve Governance Subcommittee Charter

- Joan Clark made a motion to approve the Governance Subcommittee Charter as amended.
- Joshua Askey seconded the motion. Motion carried unanimously (7-0).
- Amendment was to add annual meeting under Tasks/Tactics for it to read, "In collaboration with staff, draft agendas for the annual retreat and an annual meeting."

Briefing

3. Review Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget

- Jody Crago reviewed the FY2024-25 Draft Budget by line item.
- Barbara Meyerson stated this is a great start.
- Jacki Ryan inquired on the confidence level on obtaining the grants listed on the grant line, amount \$18,000.
 - Jody Crago responded that obtaining \$4,000 of the grant money listed is from previous grants and is fairly confident those will be granted.
 - Crago mentioned that the remaining \$14,000 are new grant opportunities. One grant is through the Japanese American Confinement Sites Grant Program. With this grant, there is an opportunity to acquire a historic building which would be placed at The Ranch. This is a new grant opportunity and Crago will keep the board posted on the outcome.
- Discussion ensued regarding the fundraising line item and fundraising options.
 - Main conversation involved if a fundraising consultant should be hired now, or if board members should reach out to current contacts and solicit for donations.
 - General consensus of the board members was to have each board member contact at least 5 people, ask for a donation, and depending on the results, look into hiring a fundraising consultant at that point to raise additional fundraising opportunities.
 - Jody Crago offered to give a tour to any potential donors. Board members can contact Crago to set up the tour(s).
 - Marketing materials are needed, such as a trifold brochure that board members can hand out.
 - Jacki Ryan stated her son is a graphic designer and can create a brochure for the board. The Foundation agreed the graphic designer will be paid for the work.
- Board members are to funnel any additional budget ideas and/or comments to Jody Crago and copy Anna Camino and Barbara Meyerson in the message.
 - Additional comments/ideas will be added to those discussed at tonight's board meeting and brought forward to the Executive Subcommittee.
- The Draft Budget will be reviewed again at the March board meeting.

4. Review Museum Foundation Draft Spending Policy

- The Draft Spending Policy was reviewed.
- The section regarding the different funds needs to be broken down further.
 - The Funding types should include spending policy for the Endowment, Endowment Interest, Earned Revenue (from the Store and rentals), Discretionary Income, Grant Funds (need to be spent per the grant's stipulations), etc.
- Jody Crago mentioned the policy should outline targets, including how the proceeds benefit the Museum. Crago also mentioned many people inquire about overhead cost and how much is reinvested back into the Museum. Auditors also look at these numbers.
 - An example would be how much of the earned income from the Store is reinvested back into the Store to purchase additional merchandise, etc.
- Tom Escobedo will revise the Draft Spending Policy based on the comments from this board meeting. The revised version will be reviewed at an Executive Subcommittee Meeting before being brought in front of the full board.

5. Review Proposed Bylaw Changes

- Some of the proposed changes include:
 - Changing the number of members from 11 to 13.
 - Remove verbiage pertaining to the Chandler Historical Society membership requirement.
 - Input on who gets to choose/interview potential board members.
- Martin Sepulveda will get a copy of the Chandler Cultural Foundation Bylaws and review the verbiage to see if any of it may pertain to the Chandler Museum Foundation and incorporated into the Museum Foundation's Bylaws.
- Each board member is to thoroughly review the current Chandler Museum Foundation Bylaws and email any input to Jody Crago and Barbara Meyerson and copy Anna Camino.

6. Review Workgroup Report Format

- The Workgroup Report Format was reviewed and included in the board meeting packet.
- This is the form all workgroups should be using for the monthly report-out to the Executive Subcommittee. Even if the workgroup did not meet, a report needs to be submitted to the Executive Subcommittee.
- When completing the form, workgroup members do not need to have an answer for each section.
- Send any form comments to Jody Crago and Anna Camino.

7. Strategic Planning Subcommittee Update

- Joan Clark provided an update from the last Strategic Planning Subcommittee Meeting.
- Goal 3 – Fundraising was formatted very similar to a Subcommittee Charter and needed to be reformatted. The review of the goal was tabled, along with several other items on that meeting's agenda.
- Clark created a Draft Strategic Plan, which includes all three goals.
- The Strategic Planning Subcommittee (SPS) will review the Draft Strategic Plan at the February 26th meeting. It will then be reviewed by the Executive Subcommittee before being brought forward to the full board for review and approval.
- The draft plan was sent to the SPS members early so it can be reviewed prior to the February meeting. Subcommittee members will share any inputs and/or comments about the Draft Strategic Plan at the February 26th meeting.

8. City Update

- The Sports Hall of Fame Event was held on Saturday, February 17th. It was a great event and over 320 tickets were sold.
 - X-game athlete Dashawn Jordan was one of the inductees. Jordan co-owns a skateboard shop.
 - Jordan's design for Tech Deck was acquired. Tech Deck is a small, portable fingerboard that allows the user to perform skateboarding tricks and maneuvers anywhere.
 - Dashawn Jordan is a member of Team USA!
- There are currently seven exhibits at the Museum.
- The Textures of Remembrance exhibit will be taken down soon. If you haven't seen it yet, Crago highly recommends coming to view it.
- For Jazz month, a new exhibit will be open, "Shutter and Sound: The Jazz Photography of Bob Willoughby." It will run from April 6 – May 26, 2024.
- The fins are being constructed and will be reinstalled soon. The new version does not move.
- The Museum will be getting a new Public Art piece installed on the Agave Room windows. The art shows Chandler's Culture, from its agriculture roots to the tech society it is today.
- The City of Chandler budget cycle continues. There will be an all-day Budget Briefing on Friday, April 26th which is open to the public. More details to follow.
- Martin Sepulveda asked if there is a City Council date set for the Silk Stocking Neighborhood Historic Designation. Jody Crago responded it is not yet on the agenda, but he will inform Sepulveda when he knows the date.

Member Comments

Jacki Ryan asked how the Workgroup Report-outs are being reviewed as the Incubator Idea Workgroup asked for guidance on their last report out and had not heard back on their inquiry. Barbara Meyerson answered that the Executive Subcommittee will revisit the forms at the next Executive Subcommittee Meeting and will respond to each workgroup.

Member Announcements

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, March 4, 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 **Monday, March 18, 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 7:12 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison