

Museum Foundation Executive Subcommittee Regular Meeting

April 1, 2024 | 1:00 p.m.

Chandler Museum, Saguaro Room
300 S. Chandler Village Dr., Chandler, AZ



Board Members

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

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Museum Foundation and to the general public that the Museum Foundation Executive Subcommittee will hold a REGULAR MEETING open to the public on Monday, April 1, 2024, at 1:00 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Dr., Chandler, AZ. One or more Board Members may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's Office at (480) 782-2181 (711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Museum Foundation Executive Subcommittee Regular Meeting Agenda - April 1, 2024

Call to Order/Roll Call

Scheduled/Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. **March 2024 Museum Foundation Executive Subcommittee Meeting Minutes**
Move Museum Foundation Executive Subcommittee approve the minutes of the Museum Foundation Executive Subcommittee Regular Meeting of March 4, 2024.

Action Agenda

2. **Recommend Approval of Changes to the Museum Foundation Bylaws**
Move Museum Foundation Executive Subcommittee recommend approval of changes to the Museum Foundation Bylaws.

Briefing

3. Banking Account Options for Museum Foundation Restricted Funds - Paulina Woo, Western Alliance Bank
4. Museum Strategic Plan Support Request
5. Review Museum Foundation Board Fundraising Commitment Letter
6. Review and Discuss Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget
7. Workgroup Report-Outs
 - Idea Incubator: Review submitted report-out(s)

Member Comments

Member Announcements

Calendar

8. Next Museum Foundation Board Meeting is scheduled for **Monday, April 15, 2024, at 5:30 p.m.**, at the Chandler Museum.
9. Next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, May 6, 2024, at 1:00 p.m.**, at the Chandler Museum.

Adjourn



Museum Foundation Cultural Development Memo No.

Date: 04/01/2024

To: Museum Foundation

From: Anna Camino, Management Assistant

Subject: March 2024 Museum Foundation Executive Subcommittee Meeting Minutes

Proposed Motion:

Move Museum Foundation Executive Subcommittee approve the minutes of the Museum Foundation Executive Subcommittee Regular Meeting of March 4, 2024.

Attachments

March 2024 CMF Executive Subcommittee Meeting Minutes

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

March 4, 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 Barbara Meyerson at 1:07 p.m.

Roll Call

Board Member Attendance

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

Staff Attendance

Jody Crago, Museum Manager
Tiffani Egnor, Museum Programs & Ops Mgr

Absent

Scheduled and Unscheduled Public Appearances

None.

Consent Agenda

1. February 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 February 5, 2024.
 - Joan Clark seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Item

2. Recommend Approval of the Museum Foundation Strategic Plan
 - Joan Clark made a motion to recommend the approval of the Museum Foundation Strategic Plan.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
 - Tom Escobedo inquired if tasks can be prioritized.
 - Joan Clark responded the Strategic Plan can be edited, and that it would be the Strategic Planning/Governance Subcommittee to make the edits and present to the full board for approval of the changes.
 - Barbara Meyerson thanked everyone who worked on the Strategic Plan, especially Clark.

Briefing

3. Review Museum Foundation Fiscal Year 2024-2025 Draft Budget
 - Jody Crago reviewed the FY2024-25 Draft Budget. Some account codes are being updated and will be reflected when the budget is presented to the full board.
 - Barbara Meyerson thanked Crago for assembling the draft budget.
4. Discuss Creating a Finance Subcommittee
 - Discussion ensued on the formation of a Finance Subcommittee. Formation would include four board members and, possibly, a volunteer from the community.
 - Barbara Meyerson will contact the board members to inquire if they would be interested in serving on the new subcommittee. Those board members are Rich Feely, Jacki Ryan, Joshua Askey, and Tom Escobedo (Treasurer).
 - Creating a Finance Subcommittee will be an Agenda Item on the Museum Foundation Board Meeting on March 18, 2024.
 - The Finance Subcommittee would be a good subcommittee for new board members to join as it will help the new members become familiar with the Foundation's budget structure and fiscal state.
5. Review Proposed Changes to the Bylaws
 - The Executive Subcommittee reviewed the Bylaws and edited them.
 - Some of the changes were to add an annual meeting will be held in May and officer elections will occur at this meeting as dictated by the officers' terms.
 - The amended Bylaws will be reviewed at the Governance Subcommittee Meeting on March 11, 2024, and then reviewed at the Museum Foundation Board Meeting on March 18, 2024, before final approval.
6. Workgroup Report-Outs
 - All Workgroup Report-Outs were reviewed by the Executive Subcommittee.
 - Foundation Spending Policy

- It was decided to sunset the Foundation Spending Policy, and all work will be transferred to the Finance Subcommittee to continue developing.
- Board Binder
 - The Board Binder draft was reviewed.
 - It was decided to sunset the Board Binder Workgroup and the Board Binder will be transferred to the Governance Subcommittee.
 - The Executive Subcommittee gave thanks to Brenda Abney and Al Quihuis for gathering the information and assembling it into a useful binder for the board.
- Membership/Friends of the Museum
 - It was decided to sunset the Membership/Friends of the Museum Workgroup.
 - The work created by this workgroup will be transferred to the Finance Subcommittee.
- Idea Incubator
 - The Idea Incubator Workgroup's main tasks are to gather information from the board meetings; research interesting and/or pliable options; and refer possibilities to the Executive Subcommittee. The Executive Subcommittee will then review the idea(s) and decide if it should be further pursued.
 - The Idea Incubator Workgroup will be invited to the April Executive Subcommittee Meeting where the reporting out process will be reviewed.

Member Comments

Jody Crago announced that Paulina Woo of Western Alliance Bank has been invited to attend a future board meeting. Crago will keep the board informed on which board meeting she will be attending.

Calvenea Malloy will be serving as the board representative on the Museum Store Committee.

Barbara Meyerson inquired if there is a fundraising opportunity for the Museum Foundation to be included in the building acquisition of a Japanese Internment Camp. Jody Crago answered that could be a possibility and staff will keep the board informed if that opportunity arises.

Member Announcements

Tom Escobedo announced that there will be a two-page spread in a Phoenix magazine on "Death and Diamonds," the true story of Holocaust survivor, Samuel Solderger.

Calendar

7. The next Museum Foundation Board Meeting will be held on Monday, March 18, 2024, 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, April 1, 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 2:12 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison



Museum Foundation Cultural Development Memo No.

Date: 04/01/2024
To: Museum Foundation
From: Anna Camino, Management Assistant
Subject: Recommend Approval of Changes to the Museum Foundation Bylaws

Proposed Motion:

Move Museum Foundation Executive Subcommittee recommend approval of changes to the Museum Foundation Bylaws.
