

# Meeting Minutes

## Chandler Museum Foundation

### Regular Meeting

April 15, 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 5:32 p.m.

### Roll Call

#### Board Member Attendance

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

#### Staff Attendance

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

#### Absent

Brenda Abney  
Joshua Askey

### Scheduled and Unscheduled Public Appearances

None

### Consent Agenda

#### 1. March Board Meeting Minutes

- Calvenea Malloy made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of March 18, 2024.
- Joan Clark seconded the motion. Motion carried unanimously (7-0). The minutes were approved as written.

## Action Agenda

### 2. Approve Revised Museum Foundation Bylaws

- Joan Clark made a motion to approve the Revised Museum Foundation Bylaws.
- Adam Turner seconded the motion. Motion carried unanimously (7-0).
- Staff will send the updated and signed Bylaws to the board.

### 3. Approve Expenditure for Chandler Museum Strategic Plan

- Joan Clark made a motion to approve an expenditure for the Chandler Museum Foundation Strategic Plan with a revision.
- Calvenea Malloy seconded the amended motion. Motion carried unanimously (7-0).
- The revised motion: Approve expenditure of 1/3 of the total amount, not to exceed \$15,000, for the Chandler Museum Strategic Plan.
- Barbara Meyerson shared with the board that the Chandler Museum does not have a Strategic Plan.
- Jody Crago informed the board City Management approached staff and asked staff to get quotes on the creation of a strategic plan for the Chandler Museum.
  - Quotes varied from \$35,000 - \$45,000.
  - City management has created a Change Request Package as part of the FY24-25 City Budget to fund a Chandler Museum Strategic Plan and requested the Museum Foundation help support the strategic plan financially to the best of the Foundation's abilities.
  - If approved in the budget, a Request for Proposal (RFP) will be publicly posted for submittals.
- This strategic plan will be more focused on current and future space, staffing levels, and other needs to help grow the Museum.
- This could be a good investment for the Museum Foundation.
- The Museum has goals and strategic initiatives that staff has created. These will be shared with the outside consultant.
- This strategic plan is separate from the recently approved Chandler Museum Foundation Strategic Plan.

## Briefing

### 4. Executive Subcommittee Update

- Representatives from Western Alliance Bank attended and shared information about the Foundation's accounts, both the Endowment Account and the checking account.
- The bank representatives offered to attend a board meeting to share this information with the full board.

### 5. Museum Foundation Fiscal Year (FY) 2024-25 Budget Status

- In the draft budget, the \$1,100 line item is based on each board member donating \$100 each. Barbara Meyerson informed the board they will be receiving a letter in the mail soon asking for the \$100 donation.
  - The letter will include a self-addressed envelope.
  - Also included are instructions on how to donate electronically.
- The draft budget will be reviewed by the Finance Subcommittee, then will be presented to the full board for approval.

#### 6. Preliminary Discussion of Election of Officers in May Meeting

- The election of officers will be held at the Annual Meeting, which will be held in May.
- Think about if you want to run for an officer position or want to nominate someone.
- Tom Escobedo will be stepping down as the Treasurer. Rich Feely will be running for that position.
- As of now, the board members running for the executive subcommittee are:
  - Chair: Barbara Meyers
  - Vice-Chair: Joan Clark
  - Treasurer: Rich Feely
- May 20<sup>th</sup> will be the annual meeting, directly followed by the scheduled board meeting.

#### 7. Discuss Date and Time for Finance Subcommittee

- The Finance Subcommittee consists of Rich Feely, Jacki Ryan, Tom Escobedo, and Joshua Askey.
- The subcommittee has selected to meet on April 30, 2024, at 3:30 p.m. and again on May 21, 2024, at 3:30 p.m.
- The subcommittee will be creating a Finance Subcommittee Charter and review the FY24-25 draft budget at the first meeting. Additionally, the subcommittee will discuss a regular schedule.
  - The FY24-25 draft budget will be presented at the full board meeting in June for approval.
- At a future meeting, the Finance Subcommittee will work on the Spending Policy.

#### 8. Museum Update

- Jody Crago distributed a document showing a snapshot list of the Museum exhibits since the Museum opened. There are 98 exhibits on the list.
  - The exhibits also document what kind of exhibit it was: Signature, Tier II, Tier III, Traveling, Collaboration, Banner, Poster, Kiosk, Online, Touring, etc.
- Michael Stark is the new Adult Program/Volunteer Coordinator. Stark retired from the Kyrene School District. Stark also worked in the City of Tempe Aquatics Department.
- A jazz concert was recently held at the Museum. It was well attended.
- Shutter and Sound: The Jazz Photography of Bob Willoughby exhibit will be showing until May 26, 2024.
- The Fourth Grade Project Exhibit will be opening April 23, 2024.

## Member Comments

The Museum landscaping situation topic will be discussed at a future board meeting.

The City of Chandler is hosting an Appreciation Breakfast for current and former board and commission members. This will be on Wednesday, April 17<sup>th</sup>, starting at 7:30 a.m. at Chandler City Hall.

The board member contact information sheet will be distributed in the May board meeting for all to review and update their contact information.

## Member Announcements

None.

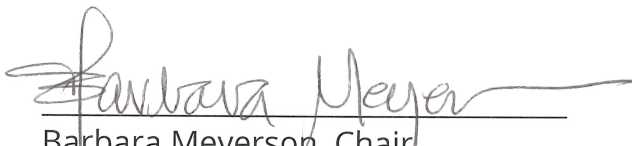
## Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, May 6, 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, May 20, 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 6:17 p.m.

  
Barbara Meyerson, Chair  
Jody Crago, Staff Liaison