

# Museum Foundation Regular Meeting

April 15, 2024 | 5:30 p.m.

Chandler Museum, Saguaro Room  
300 S. Chandler Village Dr., Chandler, AZ  
or [Webex](#) +1-602-666-0783  
Code 2663 902 7981 Password CMF2024



## Board Members

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

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 will hold a REGULAR MEETING open to the public on Monday, April 15, 2024, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Dr., Chandler, AZ.

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

## Regular Meeting Agenda - April 15, 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 Board Meeting Minutes**  
Move Museum Foundation Board approve the board meeting minutes of the Museum Foundation Board Meeting of March 18, 2024.

### Action Agenda

2. **Revised Museum Foundation Bylaws**  
Move Museum Foundation Board approve Revised Museum Foundation Bylaws.
3. **Chandler Museum Strategic Plan**  
Move Museum Foundation Board approve expenditure for Chandler Museum Strategic Plan.

### Discussion

### Briefing

4. Executive Subcommittee Update
5. Museum Foundation FY24-25 Budget Status

6. Preliminary Discussion of Election of Officer in May meeting
  1. Chair
  2. Vice Chair
  3. Treasurer
  
7. Discuss Date and Time for Finance Committee
  
8. Museum Update

## Member Comments

## Member Announcements

## Calendar

9. Next Museum Foundation Board Meeting is scheduled for Monday, May 20, 2024, at 5:30 p.m., at the Chandler Museum.
  
10. Next Museum Foundation Executive Subcommittee Meeting is scheduled for Monday, May 6, 2024, at 1:00 p.m., at the Chandler Museum.

## Information Items

## Adjourn



**Museum Foundation City Clerk's Office Memo No.**

**Date:** 04/15/2024  
**To:** Museum Foundation  
**From:** Regina Guisto, Management Assistant  
**Subject:** March 2024 Museum Foundation Board Meeting Minutes

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**Proposed Motion:**

Move Museum Foundation Board approve the board meeting minutes of the Museum Foundation Board Meeting of March 18, 2024.

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**Attachments**

March 2024 CMF Board Minutes

# Meeting Minutes

## Chandler Museum Foundation

### Regular Meeting

March 18, 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  
Adam Turner  
Brenda Abney  
Joshua Askey  
Martin Sepulveda  
Rich Feely

### Staff Attendance

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

### Absent

Al Quihuis  
Calvenea Malloy  
Jacki Ryan  
Tom Escobedo, Treasurer

## Scheduled and Unscheduled Public Appearances

None

## Consent Agenda

1. February Board Meeting Minutes
  - Rich Feely made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of February 20, 2024.
  - Joan Clark seconded the motion. Motion carried unanimously (7-0). The minutes were approved as written.

## Action Agenda

2. Approve Museum Foundation Strategic Plan
  - Joan Clark made a motion to approve the Museum Foundation Strategic Plan.
  - Brenda Abney seconded the motion. Motion carried unanimously (7-0).
  - Great job by everyone for all the work and inputting to create the Strategic Plan.
  
3. Approve the Creation of the Museum Foundation Finance Subcommittee
  - Martin Sepulveda made a motion to approve the creation of the Museum Foundation Finance Subcommittee.
  - Joan Clark seconded the motion. Motion carried unanimously (7-0).
  - Finance is one of the three goals of the Strategic Plan.
  - The Foundation's FY25 Budget and Spending Policy continue to be worked on. Once approved, the Finance Subcommittee will oversee the budget and policy.
  
4. Assign Board Members to the Museum Foundation Finance Subcommittee
  - Martin Sepulveda made a motion to assign board members to the Museum Foundation Finance Subcommittee.
  - Joan Clark seconded the motion. Motion carried unanimously (7-0).
  - Barbara Meyerson contacted several board members to inquire about their interest serving on this subcommittee.
  - The board members assigned to serve on the Finance Subcommittee are Rich Feely, Tom Escobedo (Treasurer), Jacki Ryan, and Joshua Askey.

## Briefing

5. Review Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget
  - Jody Crago reviewed the refined draft budget.
  - The Executive Subcommittee and Finance Subcommittee will review the draft budget, then recommend it for approval to the full board at the June board meeting.
  
6. Governance Subcommittee Update
  - The Governance Subcommittee met on March 11, 2024.
  - The Foundation's Bylaws changes were reviewed and recommended for approval.
  - The Governance Subcommittee Charter was reviewed. Joan Clark announced the tasks were divided amongst members on who to take lead for each task.
  - The Governance Subcommittee will meet bimonthly for now.
  - Brenda Abney will send Joan Clark the hard copy of the current Board Binder.
    - Clark will revise the Board Binder and present it at the May board meeting for review and approval.
  - After the Board Binder is approved, there will be one hard copy and a LiveBinder copy, an electronic version that board members can print out documents.

## 7. Review Museum Foundation Revised Bylaws

- Jody Crago reviewed the proposed changes to Museum Foundation Bylaws.
- The revised Bylaws will be presented for approval at the April board meeting.

## 8. Workgroup Report-Outs

- After reviewing each Workgroup, the Executive Subcommittee has decided to sunset some of the Workgroups.
- Thank you to everyone for all the work each Workgroup has accomplished.
- The Foundation Spending Policy Workgroup has been sunsetted. The work they have accomplished thus far will be transferred over to the Finance Subcommittee.
- The Board Binder will be taken over by the Governance Subcommittee. The Board Binder Workgroup has been sunsetted.
- Membership/Friends of the Museum has been sunsetted. Their work will be transferred to the Finance Subcommittee.
- The Idea Incubator Workgroup is an ongoing workgroup and reports to the Executive Subcommittee.

## 9. Discuss Museum Foundation Board Fundraising Commitment

- Barbara Meyerson provided a presentation on fundraising, which included comparison and differences between marketing and fundraising; Case for Support questions; and donor recognition opportunities.
- The Case for Support is the “Why” donors contemplate:
  - Why should I support this institution?
  - Why should I give you money?
  - Why is this important?
- The Foundation is “selling” a product: the Museum, and the Museum is a positive product and sells itself.
- Being familiar with the budget will assist when asking for donations.
- The Executive Subcommittee will continue discussing fundraising and will prepare an “Ask for donation” document board members can use.

## 10. City Update

- The new Volunteers and Adult Programs Coordinator will be starting the first week of April. His name is Michael Stark.
- Additional security cameras will be installed at the Museum, mostly on the exterior of the campus.
- The replacement fins are being manufactured and hoping they will be installed soon.
- There was electrical preventative maintenance work done at the Museum which caused slight issues with the lights show. This issue has been fixed.
- The Textures of Remembrance exhibit has closed. Opening soon are the Shutter and Sound Exhibit opening April 6<sup>th</sup> and the Fourth Grade Project opening April 23<sup>rd</sup>.

- At a recent meeting, the Partners of Tumbleweed Ranch reviewed some recent challenges and decided to discontinue the Chuckwagon Event after 13 years. The Partners will continue supporting The Ranch.

## Member Comments

Joan Clark shared some of the events advertised in the quarterly calendar and reminded the board what a useful tool this calendar can be when talking with possible donors. Barbara Meyerson inquired if this calendar can be sent to each board member so they can have it on-hand when talking with the public. Museum staff will add each board member to the distribution list of the quarterly calendar.

## Member Announcements

Martin Sepulveda announced that City Council recently approved establishing a Historic Preservation District within the Silk Stocking Neighborhood.

## Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, April 1 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, April 15, 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 6:32 p.m.

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Barbara Meyerson, Chair

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Jody Crago, Staff Liaison