

Museum Foundation Executive Subcommittee Regular Meeting

May 6, 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, May 6, 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 - May 6, 2024

Call to Order/Roll Call

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

Action Agenda

2. **Recommend Approval of Proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget**
Move approval of the proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget.
3. **Recommend Approval of Museum Foundation Finance Committee Charter**
Move approval of the Museum Foundation Finance Committee Charter.
4. **Approve Purchase of Live Binder Annual Subscription**
Move approval of the purchase of Live Binder Annual Subscription.

Briefing

5. Update on Results of Museum Foundation Board Fundraising Letter
6. Report on Museum Store Sale
7. Discussion on Strategic Planning Subcommittee

8. Discussion on Fundraising Orientation/FAQ for Museum Foundation Board
9. Discuss Museum Foundation Annual Meeting Agenda for May 20, 2024
10. Discuss Museum Foundation Regular Meeting Agenda for May 20, 2024
11. Discussion on Idea Incubator Workgroup Work Plan

Member Announcements

Calendar

12. Museum Foundation Annual Meeting will be **Monday, May 20, 2024**, at 5:30 p.m. at the Chandler Museum.
13. Museum Foundation Regular Board Meeting will be **Monday, May 20, 2024**, at 5:35 p.m., at the Chandler Museum.
14. Next Executive Subcommittee Meeting will be **Monday, June 3, 2024**, at 1:00 p.m. at the Chandler Museum.

Adjourn



Museum Foundation Cultural Development Memo No.

Date: 05/06/2024

To: Museum Foundation

From: Jennifer Ekblad, Deputy City Clerk

Subject: April 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 April 1, 2024.

Attachments

April 2024 CMF Exec Subcommittee Minutes

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

April 1, 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. March 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 March 4, 2024.
 - Joan Clark seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Item

2. Recommend Approval of Changes to the Museum Foundation Bylaws
 - Joan Clark made a motion to recommend the approval of the Museum Foundation Bylaws.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0).

Briefing

3. Banking Account Options
 - Paulina Woo and Dana James from Western Alliance Bank attended the meeting.
 - Banking information was distributed to the Executive Subcommittee Members.
 - Discussion ensued on the definition of an Insured Cash Sweep account. This account gives the account owner access FDIC insurance on deposit balances exceeding

\$250,000 through partnerships between the account owner's bank and other banks. In summary, Western Alliance Bank partners with other banks so the account balance never exceeds the FDIC insured limit of \$250,000.

- The account holder still has access to all the funds.
- The Foundation's checking account was opened at JP Chase Morgan Bank. The Endowment Fund account is with Western Alliance Bank.
- As the Endowment Fund earns interest and brings the account balance over \$250,000, the monies above that threshold will be in one of the partnership banks. The Foundation's banking points of contact are still just JP Morgan Bank and Western Alliance Bank. Any withdrawals or deposits are made to the respective bank (whether going into checking or endowment account).
- The account holder (Foundation) will receive monthly statements. Online access is available to the President and City Staff who handles the Foundation's budget.
- Western Alliance Bank staff has offered to speak to the full board and other subcommittees (such as the Finance Subcommittee), if needed.

4. Museum Strategic Plan Support Request

- As the Museum completes its first five years, a comprehensive Strategic Plan will help direct the Museum over the next decade. The Strategic Plan will focus on the mission, environmental analysis, goals and objectives, audience development, exhibit and program development, and financial stability.
- Jody Crago obtained four quotes, which ranged from \$35,000-\$45,000.
- This Strategic Plan will be different than the one the Museum Foundation has recently approved. This plan will be researched and written by an outside firm.
- A Change Request (formerly Decision Package) has been submitted by staff as part of the City of Chandler's FY25 budget cycle.
- City management has requested the Museum Foundation help support the strategic plan financially to the best of their abilities. This request is to fund a portion of the total cost.
- 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.
- The Chandler Museum Strategic Plan proposition will be an Action Item on the full board meeting scheduled for April 15, 2024.

5. Review Museum Foundation Board Fundraising Commitment Letter

- The Executive Subcommittee reviewed the Fundraising Commitment Letter written by Barbara Meyerson.
- The subcommittee felt the letter was well-written and suggested only a few minor edits.
- Barbara Meyerson will email the edited letter to Tiffani Egnor and Jody Crago. City staff will print on letterhead and mail out.
- When accepting donations through Square, a notation will be made so can track donations from other revenue received through Square.

6. Review and Discuss Museum Foundation FY25 Draft Budget

- Jody Crago adjusted a few items, which are highlighted on the draft budget copy included in the meeting packet.

- The full board will review the draft agenda at the April 15th board meeting, then it will be reviewed by the Financial Subcommittee before returning to the full board for approval.

7. Workgroup Report-Outs

- Reviewed last meeting.
- Will review updated report-outs at a future Executive Subcommittee Meeting.

Member Comments

Joan Clark announced that Brenda Abney wants to be removed from the Governance Subcommittee. The plan is to not replace that position. Does the Governance Subcommittee Charter need to be updated in terms of membership?

- According to the Charter, the membership is the Chandler Cultural Foundation Vice-Chair and at least 2 other board members, but no more than 5 board members. Since there are still two board members, in addition to the Board Vice-Chair, on the subcommittee, the Charter would not need to be updated.
- The Governance Subcommittee Members are Joan Clark, Martin Sepulveda, and Rich Feely.

The annual meeting needs to be scheduled for May. It can be in addition to or in place of the currently Regular Meeting scheduled for May 20, 2024. At this annual meeting, the new slate of officers will be elected.

Member Announcements

None.

Calendar

8. The next Museum Foundation Board Meeting will be held on Monday, April 15, 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, May 6, 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 2:18 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison



Museum Foundation Cultural Development Memo No.

Date: 05/06/2024
To: Museum Foundation
From: Jennifer Ekblad, Deputy City Clerk
Subject: Recommend Approval of Proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget

Proposed Motion:

Move approval of the proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget.

Attachments

FY 2024-25 Draft Budget

Chandler Museum Foundation

Budget Overview: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL
Revenue	
4100-00 Admissions	
4110-01 Admissions - Adult	0.00
4110-02 Admissions - Senior	0.00
4110-03 Admissions - Youth	0.00
4120-00 Admissions - Fundraising	0.00
4130-00 Admissions - Outreach & Education	0.00
4140-00 Admissions - Workshops/Camps	0.00
4150-00 Admissions - Programs	0.00
Total 4100-00 Admissions	0.00
4200-00 Rentals	
4210-00 Facility Rental	1,200.00
4220-00 Rentals - After Hours Staff Fee	240.00
Total 4200-00 Rentals	1,440.00
4400-00 Grants & Sponsorships	
4420-00 Sponsorships	0.00
Total 4400-00 Grants & Sponsorships	0.00
4500-00 Contributed Income	
4510-00 Contributions - Donations, Unrestricted	
4511-00 Contributions - Donations, Unrestricted - Memberships	0.00
4512-00 Contributions - Donations, Unrestricted - General Admission	500.00
4513-00 Contributions- Donations, Unrestricted - Fundraising	50,000.00
Total 4510-00 Contributions - Donations, Unrestricted	50,500.00
4520-00 Contributions - Donations, Restricted	
4521-00 Contributions - Donations, Restricted - Memorials	0.00
4522-00 Contributions - Donations, Restricted - Miscellaneous	0.00
4523-00 Contributions - Donations, Restricted - Endowment	1,100.00
4524-00 Chandler Historical Society Legacy	0.00
4525-00 Contributions - Donations, Restricted - CHS - Collections - Oral History Program	0.00
4526-00 Contributions - Donations, Restricted - CHS - Exhibits - History Spot Downtown Breezeway	0.00
4527-00 Contributions - Donations, Restricted - CHS - Programs - Our Stories Speaker Series	0.00
4528-00 Contributions - Donations, Restricted - Outreach Program, Sun Lakes	0.00
Total 4520-00 Contributions - Donations, Restricted	1,100.00
4530-00 Contributions - Donations, In-Kind	0.00
Total 4500-00 Contributed Income	51,600.00
4600-00 Museum Store Revenue	
4610-00 Sales - Museum Store	25,500.00
4610-01 Sales of General Items	0.00
Total 4610-00 Sales - Museum Store	25,500.00
4640-00 Museum Store - Discount Income	-510.00
4650-00 Museum Store - Shipping Income	0.00
Total 4600-00 Museum Store Revenue	24,990.00
4700-00 Earned Income	

Chandler Museum Foundation

Budget Overview: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL
4710-00 Other Earned Income - Cash Over/Short	0.00
4720-00 Other Earned Income - Exhibition Fees	0.00
4725-00 Other Earned Income - Reproductions	0.00
4730-00 Other Earned Income - Museum Services	0.00
4735-00 Other Earned Income - Equipment Rental Revenue	0.00
4770-00 Other Earned Income - Recovery of Prior Year Expense	0.00
Total 4700-00 Earned Income	0.00
4800-00 Other Miscellaneous Revenue	
4810-00 Billable Expenditure Revenue	0.00
Total 4800-00 Other Miscellaneous Revenue	0.00
Total Revenue	\$78,030.00
GROSS PROFIT	\$78,030.00
Expenditures	
5000-00 Museum Foundation Administration	
5500-00 Administration Expenses	
5560-00 Board Member - Food	1,200.00
Total 5500-00 Administration Expenses	1,200.00
5600-00 Administration-- Professional Fees	
5670-00 Insurance	
5670-02 Liability Insurance -Special Event	800.00
Total 5670-00 Insurance	800.00
Total 5600-00 Administration-- Professional Fees	800.00
5700-00 Other Expenses	
5760-00 Travel Expense	0.00
5760-01 Travel - Airfare	0.00
5760-02 Travel - Hotel Expense	0.00
Total 5760-00 Travel Expense	0.00
Total 5700-00 Other Expenses	0.00
Total 5000-00 Museum Foundation Administration	2,000.00
6000-00 Museum Support Expenses	0.00
6100-00 Museum Exhibitions	
6120-00 Exhibitions - Marketing/Promotion	0.00
6121-00 Exhibitions - Marketing - Printing	0.00
6123-00 Exhibitions - Marketing - Prof. Serv.	0.00
6123-02 Exhibitions - Marketing - Consultant	0.00
Total 6123-00 Exhibitions - Marketing - Prof. Serv.	0.00
6124-00 Exhibitions - Marketing - Digital	0.00
Total 6120-00 Exhibitions - Marketing/Promotion	0.00
6140-00 Off-Site Exhibitions	
6142-00 Kiosks	
6142-01 History Spot Downtown Breezeway	4,000.00
Total 6142-00 Kiosks	4,000.00

Chandler Museum Foundation

Budget Overview: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL
Total 6140-00 Off-Site Exhibitions	4,000.00
6150-00 Traveling Exhibitions	
6151-00 Traveling Exhibition Rental Fee	20,000.00
6152-00 Traveling Exhibition - Shipping	2,400.00
6545-00 Exhibition Fees - Exhibit Security	0.00
Total 6150-00 Traveling Exhibitions	22,400.00
6160-00 Exhibition Events	
6161-00 Exhibitions - Food	1,000.00
Total 6160-00 Exhibition Events	1,000.00
Total 6100-00 Museum Exhibitions	27,400.00
6400-00 Museum Programming	
6410-00 Programming - Printing	200.00
6430-00 Programming - Professional Services	
6439-00 Royalties	0.00
Total 6430-00 Programming - Professional Services	0.00
6450-00 Programming - Labor	1,000.00
6451-00 Programming - Outreach / Off-site	1,200.00
6480-00 Oral History Program	4,000.00
6490-00 Our Stories Speaker Series	1,400.00
Total 6400-00 Museum Programming	7,800.00
Total 6000-00 Museum Support Expenses	35,200.00
7000-00 Museum Store Expenses	
7100-00 Cost of Museum Store Merchandise	18,000.00
7200-00 Museum Store Product Shipping	700.00
7800-00 Processing Charges	
7810-00 Processing Charges - Square	900.00
Total 7800-00 Processing Charges	900.00
Total 7000-00 Museum Store Expenses	19,600.00
8000-00 Fundraising Expenses	
8122-00 Fundraising - Postage	500.00
8125-00 Fundraising - Digital Marketing	5,000.00
8130-00 Fundraising Events	1,000.00
5136-00 Fundraising Events - Professional Service	
8136-02 Fundraising - Bartending Services	0.00
8136-03 Fundraising - Parking/Valet	500.00
8136-04 Fundraising - Security/Off-Duty Police Officers	500.00
Total 5136-00 Fundraising Events - Professional Service	1,000.00
8131-00 Fundraising Events - Alcohol	0.00
8135-00 Fundraising Events - Programming Costs	
8141-00 Fundraising - Music	1,000.00
8142-00 Fundraising - Speakers Fee	500.00
Total 8135-00 Fundraising Events - Programming Costs	1,500.00

Chandler Museum Foundation

Budget Overview: Budget_FY25_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL
8137-00 Staffing for Fundraising Events	500.00
8138-00 Fundraising Events - Equipment Rental	0.00
8139-00 Fundraising Events - Fees	250.00
Total 8130-00 Fundraising Events	4,250.00
8160-00 Fundraising - Professional Services	
8161-00 Fundraising Consultant	20,000.00
8162-00 Fundraising - Graphic Design	1,500.00
Total 8160-00 Fundraising - Professional Services	21,500.00
Total 8000-00 Fundraising Expenses	31,250.00
9000-00 Other Expenses - Miscellaneous	0.00
9010-00 Other Expenses	0.00
Total 9000-00 Other Expenses - Miscellaneous	0.00
Total Expenditures	\$88,050.00
NET OPERATING REVENUE	\$ -10,020.00
NET REVENUE	\$ -10,020.00



Museum Foundation Cultural Development Memo No.

Date: 05/06/2024

To: Museum Foundation

From: Jennifer Ekblad, Deputy City Clerk

Subject: Recommend Approval of Museum Foundation Finance Committee Charter

Proposed Motion:

Move approval of the Museum Foundation Finance Committee Charter.

Attachments

CMF Finance Committee Charter

Chandler Museum Foundation
Finance Subcommittee Charter

I. **Purpose**

The purpose of the finance subcommittee is to advise the Board of Directors on matters related to the capacity of the Chandler Museum Foundation (CMF) to fund its mission.

II. **Composition and Reporting**

The subcommittee includes the CMF Treasurer and at least three other board members but no more than five members. Staff shall be present at meetings. The subcommittee reports to the Executive Committee.

III. **Strategies**

Fiduciary – Provide oversight and strategy related to budget, fundraising, sponsorships, membership and other revenue generating activities. Provide oversight and strategy related to spending policies, directed donations and other expenditure activities.

Strategic – Set and monitor goals in areas related to financial performance.

IV. **Tasks / Tactics**

Provide input and approve CMF annual budget

Recommend policies pertaining to fundraising, sponsorships, membership and other revenue generating activities to the Governance Subcommittee

Recommend policies pertaining to spending, directed contributions and other expenditure activities to the Governance Subcommittee

Other financial related tasks as required

V. **Meeting Frequency** – Monthly or bi-monthly