

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

June 3, 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 1:00 p.m.

Roll Call

Board Member Attendance

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

Staff Attendance

Jody Crago, Museum Manager

Absent

Scheduled and Unscheduled Public Appearances

None.

Consent Agenda

1. April 2024 Museum Foundation Executive Subcommittee Meeting Minutes
 - Joan Clark made a motion to approve the meeting minutes of the Museum Foundation Executive Subcommittee Meeting from April 1, 2024.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0). The minutes were approved as written.

Action Item

2. Recommend Approval of Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget
 - Tom Escobedo made a motion to recommend the approval of the Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget.
 - Joan Clark seconded the motion. Motion carried unanimously (3-0).

3. Recommend Approval of Museum Foundation Finance Subcommittee Charter
 - Joan Clark made a motion to recommend the approval of the Museum Foundation Finance Subcommittee Charter.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0).
4. Recommend Approval of Purchase of Live Binder Annual Subscription
 - Joan Clark made a motion to recommend the approval of the purchase of Live Binder Annual Subscription.
 - Tom Escobedo seconded the motion. Motion carried unanimously (3-0).

Briefing

5. Update on Results of Museum Foundation Board Fundraising Letter
 - There were 7-8 responses to the 11 letters that were sent.
 - The Board's thank you letter for donations was discussed. The goal is to be in-line with Chandler Center for the Arts letter, as it provides a good framework. Barbara Meyerson will draft the thank you letter, and she will be the signatory.
6. Report on Museum Store Sale
 - The Store Committee approved the Museum Store Sale which will take place May 14-19, the week that Land Sale Day happened (May 16). Clearance items will be 25%-off for everyone. Members will receive 10%-off on non-clearance items.
 - The museum will advertise the sale with a banner that can then be used annually, a press release, and through social media.
 - The executive subcommittee discussed advertising in other places that the museum has a presence such as downtown Chandler and Tumbleweed Park. Jody will investigate this.
 - Using QR codes will be put on a future agenda.
7. Discussion on Strategic Planning Subcommittee
 - There was no meeting on May 28th. The next meeting will be June 24th.
 - Suggested agenda for June 24th strategic planning subcommittee meeting:
 - Discuss the future of the committee and changing meeting dates
 - Action item: change to quarterly meetings
 - Discuss the purpose for a board retreat
 - Discussion agenda item for the next executive subcommittee: discussion on recommending to the board fundraising programs and a board member assessment, and which subcommittees should take the lead on what.
 - The executive subcommittee discussed bringing in local fundraising professionals to speak at learning sessions for the board.
 - The executive subcommittee agrees that the strategic planning subcommittee should continue and focus on a few points of the strategic plan at a time.

8. Discussion on Fundraising Orientation/FAQ for Museum Foundation Board
 - The executive subcommittee discussed developing a handout with a bullet point list of facts about the museum and the foundation to serve as a tool to help board members cultivate prospective board members.
 - Joan Clark will draft a list of facts about the museum and the foundation for Jody Crago to review.
9. Discussion on Museum Foundation Annual Meeting Agenda for May 20, 2024
 - Nomination of officers from the floor
 - Election of officers
10. Discussion on Museum Foundation Regular Meeting Agenda for May 20, 2024
 - Action Item: Approval of FY24-25 Budget
 - Action Item: Approval of Finance Subcommittee Charter
 - Action Item: Creation of a marketing workgroup
 - Discussion on Live Binder
 - Recap of the Chandler Chamber of Commerce event about the economic impact of the arts
 - Summary report on the Idea Incubator Workgroup Work Plan
 - Announcement that Chandler city Lifestyle Magazine has named Museum Foundation Board member Jacki Ryan as a "Woman of Chandler."
11. Discussion on Idea Incubator Workgroup Work Plan
 - The executive subcommittee reviewed each item of the Idea Incubator Workgroup Work Plan.
 - At the next Board meeting, the Executive Subcommittee will present the following ideas from the report and ask members to volunteer to work on them and bring information back to the Board:
 - Creation of a marketing workgroup
 - Ask the Finance Subcommittee to research using bricks with donor names as benefit to donating money
 - Ask the Finance Subcommittee to formalize the grants process
 - Research diverse fundraising groups of local non-profit organizations, like the Henry's of ICAN and the Monarchs of the Desert Botanical Garden
 - Request that the museum add the Foundation to its marketing materials as appropriate
 - Remind Board members that it is important to represent the Foundation in the community at networking events

Member Comments

None.

Member Announcements

None.

Calendar

12. The next Museum Foundation Annual Meeting will be held on Monday, May 20, 2024, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
13. The next Museum Foundation Regular Meeting will be held on Monday, May 20, 2024, at 5:35 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
14. The next Executive Subcommittee Meeting will be held on Monday, June 3, 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 2:45 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison