

Museum Foundation Regular Meeting

June 17, 2024 | 5:30 p.m.

Chandler Museum, Saguaro Room
300 S. Chandler Village Dr., Chandler, AZ
or Webex 1-415-655-0001
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, June 17, 2024, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Dr., Chandler, AZ, or virtually via Webex or by calling phone 1-415-655-0001, access code: 2663 902 7981, password CMF2024.

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 - June 17, 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. Approve Museum Foundation Board Minutes from May 20, 2024
Motion to approve Museum Foundation Board Minutes from May 20, 2024

Action Agenda

2. Approval of Museum Foundation Spending Policy
Motion to approve Museum Foundation Spending Policy
3. Approve 2025 Board Meeting Dates
Motion to approve 2025 Board Meeting dates
4. Approve 2025 Executive Subcommittee meeting dates
Motion to approve 2025 Executive Subcommittee meeting dates
5. Approve 2025 Governance Subcommittee meeting dates
Motion to approve 2025 Governance Subcommittee meeting dates
6. Approve 2025 Strategic Planning Subcommittee meeting dates
Motion to approve 2025 Strategic Planning Subcommittee meeting dates
7. Approve 2025 Finance Subcommittee meeting dates
Motion to approve 2025 Finance Subcommittee meeting dates

Discussion

Briefing

8. Board Book Status Update
9. Museum Foundation Contract Positions
10. Chair's Report
11. Director's Report

Member Comments

Member Announcements

Calendar

12. Executive Subcommittee Date
Museum Foundation Board Meeting Date
Governance Subcommittee Meeting Date
Strategic Planning Subcommittee Meeting Date
Finance Subcommittee Meeting Date

Information Items

Adjourn



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approve Museum Foundation Board Minutes from May 20, 2024

Proposed Motion:

Motion to approve Museum Foundation Board Minutes from May 20, 2024

Attachments

May 2024 Minutes

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

May 20, 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 5:35 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
Brenda Abney
Joshua Askey

Staff Attendance

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

Absent

Martin Sepulveda
Rich Feely

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. March Board Meeting Minutes
 - Vice-Chair Joan Clark made a motion to approve the board meeting minutes of the Museum Foundation Board Meeting of April 15, 2024.

- Jacki Ryan seconded the motion. Motion carried unanimously (9-0). The minutes were approved as written.

Action Agenda

2. Motion for Approval of Proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget
 - Tom Escobedo made a motion to approve the Proposed Museum Foundation Fiscal Year (FY) 2024-25 Draft Budget.
 - Calvenea Malloy seconded the motion. Motion carried unanimously (9-0).
3. Amotion for Approval of Museum Foundation Finance Subcommittee Charter
 - Vice-Chair Joan Clark made a motion to approve the Museum Foundation Finance Subcommittee Charter.
 - Jacki Ryan seconded the motion. Motion carried unanimously (9-0).

Discussion

4. Discussion of Museum Foundation Board Representative for Celebration Plaza
Celebration Plaza is in the center of Tumbleweed Park and consists of plaques recognizing people who have made significant contributions to the community in their work and efforts. Past inductees include Eddie Basha, Henry Salinas, the eight Black students who integrated Chandler High School in 1949, and Chandler Service Club.

The public can nominate people from February to April. The nominations are voted on by two representatives from the Museum Foundation Board and one representative from the Parks Board. Up to two individuals can be selected for recognition each fiscal year. There is currently one nomination for Celebration Plaza.

Jacki Ryan and Tom Escobedo volunteered to represent the Museum Foundation Board in reviewing the nominations.

Briefing

5. Board Book/Live Binder Progress Report
 - The Governance Subcommittee met on May 13, 2024, to review Live Binder and an outline of titles that will become tabs in Live Binder. The subcommittee reviewed and approved Live Binder at its last meeting.
 - Vice-Chair Joan Clark will upload documents into the system and maintain it. She will also create and maintain one hard copy binder to be located at the museum.
6. Creation of a Marketing Workgroup
 - Chair Barbara Meyerson recommend that the Museum Foundation Board creates a Marketing Workgroup.

- Jacki Ryan and Calvenea Malloy volunteered to work on the marketing workgroup.
7. Recap of the AEP6 Presentation at the Chamber of Commerce
 - The AEP7 Presentation showed the economic impact of arts and culture on the City of Chandler.
 - Museum Administrator Jody Crago gave an overview of the presentation.
 - Chair Barbara Meyerson recommended that all Museum Foundation Board members attend Chamber of Commerce events and the like.
 8. Executive Subcommittee Report on Idea Incubator Report from February 2024
 - The Executive Subcommittee requested that the Incubator group pursues accepting donations through the Museum Store with Lizzie Olson and Tiffani Egnor.
 - The Executive Subcommittee discussed the marketing portion of the report. The Marketing Workgroup has been established.
 - The Executive Subcommittee discussed the idea of naming parks or areas in parks. This is not an option as the Museum Foundation Board has no authority in this matter.
 - The Executive Subcommittee requested that the Finance Subcommittee investigate the idea of engraving bricks with the names of donors.
 - The Executive Subcommittee requested that the Incubator group investigate expanding board membership by engaging with The Henrys from ICAN and The Monarchs from Desert Botanical Garden.
 - The Executive Subcommittee requested that the Finance Subcommittee investigate the grant process at top-ranking institutions in Chandler.
 9. Report on Board Vacancy Process
 - There are two additional vacancies on the Museum Foundation Board to be filled in October.
 - In June & July the board will think about potential new members and encourage them to apply. Current board members are encouraged to bring potential new members to the museum. In August the board will ask the city clerk for the application. The board will review the applications, talk to some of the applicants on the phone, and then make a recommendation. The board does not have the final decision.
 10. Director's Report
 - The Museum opened *After OVERLORD - The Combat Photography of Leander P. Zwick, Jr.*, on May 14, 2024.
 - *Shutter and Sound* closes on May 26, 2024.
 - Two part-time employees have resigned.
 - Buildings & Facilities has started to install the replacement fins of *Infinite Wave*.
 - Landscaping, met with Parks & our landscaping company. Removed some dead plants. Several thousand-dollar continuous process.
 - Building improvements:

- Installing additional security cameras.
- Purchasing additional walls for exhibits in the Agave Room and the Price Gallery.
- Purchasing new furniture for the Front Desk, Collections Processing, and the History Center.
- The Museum opens *High Flying Humor at Williams Field Air Force Base*, in the Price Gallery in early June 2024.

Member Comments

None.

Member Announcements

None.

Calendar

The next Museum Foundation Executive Subcommittee Meeting is scheduled for **Monday, June 3, 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, June 17, 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 6:52 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approval of Museum Foundation Spending Policy

Proposed Motion:

Motion to approve Museum Foundation Spending Policy



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: 2025 Board Meeting Dates

Proposed Motion:

Motion to approve 2025 Board Meeting dates

Attachments

Meeting Dates



**2025 Meeting Schedule Draft
Museum Foundation Board**

**Approved: xx/xx/xxx
Jody Crago, x2873**

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Tuesday	Jan. 21, 20245	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Tuesday	Feb. 18, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Mar. 17, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Apr. 21, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	May 19, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Special/Annual
Monday	May 19, 2025	5:35 p.m.	Museum/Saguaro Room 300 S. Chandler Village Drive	Regular
Monday	June 16, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
			NO JULY MEETING	

Monday	Aug. 18, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Sept. 15, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Oct. 20, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Nov. 17, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular
Monday	Dec. 15, 2025	5:30 p.m.	Museum/Saguaro Rm & Webex 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are the 3rd Monday of the month. If that Monday is a holiday, the board meeting is held on the next day (Tuesday).

There is no board meeting in July.

The Annual Meeting is scheduled for May 19, 2025.

Until further notice, Museum Foundation Board Meetings are offered as hybrid meetings (in person and virtual option).



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approve 2025 Executive Subcommittee Meeting Dates

Proposed Motion:

Motion to approve 2025 Executive Subcommittee meeting dates

Attachments

Executive Subcommittee Dates



2025 Meeting Schedule
Museum Foundation Executive Subcommittee
Approved: xx/xx/xxx
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Monday	Jan. 6, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Feb. 3, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	March 3, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	April 7, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	May 5, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	June 2, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
			NO JULY MEETING	
Monday	Aug. 4, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Tuesday	Sept. 2, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Oct. 6, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Nov. 3, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Dec. 1, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are held two weeks before the Museum Foundation Board Meeting and, therefore, usually falls on the first Monday of the month. If that Monday is a holiday, the meeting is the next day (Tuesday). Exception is the subcommittee meeting before the December board meeting.

There is no July subcommittee meeting.

Until further notice, Museum Foundation Executive Subcommittee Meetings are in-person meetings and held at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ.



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approve 2025 Governance Subcommittee Meeting Dates

Proposed Motion:

Motion to approve 2025 Governance Subcommittee meeting dates

Attachments

Governance Dates



2024 Meeting Schedule
Museum Foundation Governance Subcommittee
Revised March 11, 2024
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Monday	Jan. 8, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Feb. 12, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	March 11, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	April 8, 2024 CANCELLED	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	May 13, 2024	10:00 a.m..	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	June 10, 2024 CANCELLED	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
			NO JULY MEETING	
Monday	Aug. 12, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Tuesday	Sept. 9, 2024 CANCELLED	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Oct. 14, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	Nov. 12, 2024 CANCELLED	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Dec. 9, 2024	10:00 a.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

UPDATED: Meetings are held on the 2nd Monday of every-other-month. If that Monday is a holiday, the meeting is the next day (Tuesday).

There is no July subcommittee meeting.

Until further notice, Museum Foundation Governance Subcommittee Meetings are hybrid. In-person meetings are at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ. Webex information will be provided for each meeting when the agenda is prepared.



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approve 2025 Strategic Planning Subcommittee Meeting Dates

Proposed Motion:

Motion to approve 2025 Strategic Planning Subcommittee meeting dates

Attachments

Strategic Planning Dates



2025 Meeting Schedule Draft
Museum Foundation Strategic Planning Subcommittee
Approved xx/xx/xxxx
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Monday	Feb. 24, 2025	5:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	May 26, 2024	5:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
			NO JULY MEETING	
Monday	Aug. 25, 2024	5:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Nov. 24, 2024	5:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are held on the 4th Monday once a quarter.

There is no July subcommittee meeting.

Until further notice, Museum Foundation Strategic Planning Subcommittee Meetings are hybrid. In-person meetings are at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ. Webex information will be provided for each meeting when the agenda is prepared.



Museum Foundation Cultural Development Memo No.

Date: 06/17/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approve 2025 Finance Subcommittee Meeting Dates

Proposed Motion:

Motion to approve 2025 Finance Subcommittee meeting dates

Attachments

Finance Dates



2025 Meeting Schedule
Museum Foundation Finance Subcommittee
Approved xx/xx/xxxx
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Tuesday	Feb. 25, 202	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	Apr. 22, 2025	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	June 24, 2025	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Special
			NO JULY MEETING	
Tuesday	Aug. 26, 2025	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	Oct. 28, 2025	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Tuesday	Dec. 17, 2025	3:30 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are held on the 4th Tuesday of every other the month.

There is no July subcommittee meeting.

The December 2025 meeting is held on the third Tuesday of December, December 16, 2025 @ 3:30 p.m.

Until further notice, Museum Foundation Finance Subcommittee Meetings are hybrid. In-person meetings are at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ. Webex information will be provided for each meeting when the agenda is prepared.