

# Museum Foundation Executive Subcommittee Regular Meeting

September 3, 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  
Rich Feely, 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 Tuesday, September 3, 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 - September 3, 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. Minutes from August 5, 2024, Museum Foundation Executive Subcommittee Meeting  
Motion for Approval of Minutes from August 5, 2024, Museum Foundation Executive Subcommittee Meeting

## Action Agenda

## Briefing

2. Community Development Department Briefing (Kim Moyers)
3. Review Progress of Live Binder
4. Museum FY 23-24 Numbers Report
5. Museum Store FY 23-24 Numbers Report
6. Museum Foundation Audit Update
7. Review Agenda for Next Museum Foundation Board Meeting

## Member Comments

## Member Announcements

## Calendar

8. Next Museum Foundation Board Meeting will be September 16, 2024, at 5:30 p.m. at the Chandler Museum

Next Executive Subcommittee Meeting will be October 1, 2024, at 1:00 p.m. at the Chandler Museum

## Adjourn



**Museum Foundation Cultural Development Memo No.**

**Date:** 09/03/2024  
**To:** Museum Foundation  
**From:** Sarah Biggerstaff, Museum Storytelling Coordinator  
**Subject:** Approval of Minutes from August 5, 2024, Museum Foundation Executive Subcommittee Meeting

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**Proposed Motion:**

Motion for Approval of Minutes from August 5, 2024, Museum Foundation Executive Subcommittee Meeting

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**Attachments**

August 2024 Minutes

# Meeting Minutes

## Chandler Museum Foundation

### Executive Subcommittee

### Regular Meeting

August 5, 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 Joan Clark at 1:08 p.m.

## Roll Call

### Board Member Attendance

Joan Clark, Vice-Chair  
Rich Feely, Treasurer

### Staff Attendance

Jody Crago, Museum Manager

### Absent

Barbara Meyerson, Chair

## Unscheduled Public Appearances

None.

## Consent Agenda

1. June 3, 2024, Museum Foundation Executive Subcommittee Meeting Minutes
  - Rich Feely made a motion to approve the meeting minutes of the Museum Foundation Executive Subcommittee Meeting from June 3, 2024, with changes discussed.
  - Joan Clark seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

## Action Item

2. Recommend Sunsetting the Strategic Planning Subcommittee
  - Joan Clark made a motion to recommend the sunsetting of the strategic planning subcommittee.

- Rich Feely seconded the motion. Motion carried unanimously (2-0).

## Briefing

### 3. Review Museum Foundation Board Attendance Record

- The Foundation's policy states that members must attend 75% of the meetings. The policy does not specify if that 75% is counted after excused absences or if it includes excused and unexcused absences.
- Albert been absent for six out of the ten meetings.
- The policy states that the President can call a board member who has not attended at least 75% of the meetings, and ask that they resign, because from their attendance record, it seems they cannot make the necessary time commitments to the board. Previously, Barbara called Adam when his attendance was low and then his attendance improved.
- It is recommended that Barbara or Jody call Albert to discuss the attendance policy, if she has not already.
- The attendance policy will be reviewed in brief at the next regular meeting of the Museum Foundation.

### 4. Review Questions for Museum Foundation Board Member Candidates

- The application to be on any board has a series of questions. Barbara developed the questions in part from the questions that the CCA board is asked.
- There has been previous discussion that the board needs specific talents. There should be a question that addresses the skillsets that potential board members will bring. The question should be phrased around knowledge and experience so that the answers are not literal.

### 5. Review Draft of Museum Foundation's "Case for Support"

- Barbara drafted the case for support. It will be an important reference for board members, helping them to feel comfortable advocating for the museum.
- The document will be updated with missing information, copy edited, reviewed one more time and then sent to potential graphic design contractors. There is a designer that the museum frequently works with, who Jody will contact, and another individual who Joan will contact. The document will be designed to be used digitally.
- Joan will email Barbara with questions about the document's missing information.

### 6. Discussion/Plans for Possible Fundraising Events

- Barbara and Joan discussed the idea of fundraising for the Japanese Internment Camp barrack building at the Gila River Reservation. It is a good idea, but not something that the Foundation can take on.
- Rich will call Bill Staples to let him know that the museum is about two years away from having a site that the barrack can be moved to, and the board is not in a state to fundraise for this initiative.

- The board is establishing the Friends of the Chandler Museum. It will be a \$50 membership. Benefits will be a sticker, recognition on a poster at the museum, invitations to special events, and a newsletter. This will be presented at the next board meeting. Jody will ask IT to establish a general email for the Foundation and that would go to a Square site. There will be a processing fee. Create a button on Square that is just Friends of the Museum.
  - The November OAD event and inviting board members and Friends of the Chandler Museum was discussed.
7. Discuss Foundation Marketing Plan Proposal [submitted by Idea Workgroup]
    - Comprehensive proposal. Jacki and Calvenea will be acknowledged and thanked for their work at the next board meeting.
    - Previously asked to look at the foundation web presence on the city site and on Square. It was part of our strategic plan to enhance that marketing. The website is in the process of being built.
    - Digital marketing progress is a direct result of the marketing plan proposal.
  8. Review Idea Workgroup Research on Henrys and Monarchs non-profit groups
    - This information is good research, and the Executive Subcommittee will thank Jacki and Calvenea for collecting and putting together the information.
  9. Review Agenda for Next Museum Foundation Board Meeting
    - Attendance Policy
    - November Fundraising Initiative
    - November Membership Event
    - Report on Foundation Marketing Plan

## **Member Comments**

None.

## **Member Announcements**

None.

## **Calendar**

10. The next Museum Foundation Regular Meeting will be held on August 19, 2024, at 5:30 p.m., at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.
11. The next Executive Subcommittee Meeting will be held on September 2, 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 2:48 p.m.

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Barbara Meyerson, Chair

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Jody Crago, Staff Liaison