

# Museum Foundation Board Finance Subcommittee Special Meeting

September 16, 2024 | 5:00 p.m.

Chandler Museum, Saguaro Room  
300 S. Chandler Village Dr., Chandler, AZ



## Subcommittee Members

Rich Feely, Chair  
Tom Escobedo  
Jacki Ryan  
Joshua Askey

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 Finance Subcommittee will hold a SPECIAL MEETING open to the public on Monday, September 16, 2024, at 5:00 p.m., at Chandler Museum, Saguaro Room, 300 S. Chandler Village Dr., Chandler, AZ. One or more Board Members may be attending virtually or 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 Finance Subcommittee Special Meeting Agenda - September 16, 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. Approval of Museum Foundation Finance Subcommittee Meeting minutes from 4/30/2024  
Move for Approval of Museum Foundation Finance Subcommittee Meeting minutes from 4/30/2024

### Action Agenda

2. Review and Approve Museum Foundation Spending Policy  
Move for Approval of Museum Foundation Spending Policy

### Member Comments/Announcements

### Calendar

3. The next Museum Foundation Finance Subcommittee Meeting will be **October 22, 2024**, at 3:30 PM at the Chandler Museum.

### Adjourn



**Museum Foundation Cultural Development Memo No.**

**Date:** 09/16/2024

**To:** Museum Foundation

**From:** Sarah Biggerstaff, Museum Storytelling Coordinator

**Subject:** Approval of Museum Foundation Finance Subcommittee Meeting minutes from 4/30/2024

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**Proposed Motion:**

Move for Approval of Museum Foundation Finance Subcommittee Meeting minutes from 4/30/2024

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**Attachments**

Minutes

# Meeting Minutes

## Chandler Museum Foundation Board

### Finance Subcommittee Meeting

April 30, 2024 | 3:30 p.m.  
Chandler Museum, Saguaro Room  
300 S. Chandler Village Drive, Chandler, AZ



### Call to Order

The meeting was called to order by Rich Feely at 3:31 p.m.

### Roll Call

#### Member Attendance

Rich Feely, Chair  
Joshua Askey  
Tom Escobedo

#### Staff Attendance

Jody Crago, Museum Manager  
Sarah Biggerstaff, Museum Storytelling Coordinator

#### Absent

Jacki Ryan

### Scheduled and Unscheduled Public Appearances

None

### Action Agenda

1. Recommend Charter to Executive Subcommittee
  - Tom Escobedo made a motion to recommend the Finance Subcommittee Charter to the Executive Subcommittee for approval.
  - Joshua Askey seconded the motion to recommend the Finance Subcommittee Charter to the Executive Subcommittee for approval. Motion carried unanimously (3-0).
2. Review and Approve Annual Schedule for Finance Subcommittee Meetings
  - Tom Escobedo made a motion to approve the annual schedule for Finance Subcommittee meetings, consisting of the following 2024 dates: May 21, August 27, October 22, December 17.
  - Joshua Askey seconded the motion to approve the annual schedule for Finance Subcommittee meetings, consisting of the following 2024 dates: May 21, August 27, October 22, December 17. Motion carried unanimously (3-0).

3. Approve Museum Foundation Board Fiscal Year 2024-25 Annual Budget
  - Rich Feely made a motion to approve the Museum Foundation Board Fiscal Year 2024-25 Annual Budget.
  - Tom Escobedo seconded the motion approve the Museum Foundation Board Fiscal Year 2024-25 Annual Budget. Motion carried unanimously (3-0).

## Briefing

4. Review Spending Policy
  - Review and approve the Spending Policy at the meeting on May 21, 2024 with the following updates:
    - Add a line item on service or consultant contracts.
    - Determine how unrestricted funds are addressed.
    - Add interest from all sources.
    - Add the overall dollar amount for approval by the subcommittee.
    - Add approval process for purchases at and above a certain amount.

## Member Comments

None

## Member Announcements

Museum Foundation Board Member Jacki Ryan is in the latest edition of Chandler City Lifestyle Magazine.

## Calendar

The next Museum Foundation Board Finance Subcommittee Meeting is scheduled for **Tuesday, May 21, at 3:30 p.m.**, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive, in Chandler, Arizona.

## Adjourn

The meeting was adjourned at 4:19 p.m.



**Museum Foundation Cultural Development Memo No.**

**Date:** 09/16/2024  
**To:** Museum Foundation  
**From:** Sarah Biggerstaff, Museum Storytelling Coordinator  
**Subject:** Review and Approve Museum Foundation Spending Policy

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**Proposed Motion:**

Move for Approval of Museum Foundation Spending Policy

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**Attachments**

Chandler Museum Foundation Spending Policy

# Chandler Museum Foundation Spending Policy

## I. Purpose

The spending policy defines the guidelines for how Chandler Museum Foundation (CMF) Funds can be spent to support CMF activities, while ensuring compliance with all city and regulatory requirements.

## II. Scope

The requirements stated within this policy apply to all spending undertaken by CMF as defined.

## III. References

Chandler Museum Foundation Deposit and Investment Policy, Adopted by the Chandler Museum Foundation on March 15, 2021

Current City of Chandler Financial Policies, Effective January 14, 2016

Chandler Museum Foundation Fundraising Policy, Adopted by the Chandler Museum Foundation Board on February 16, 2021

Chandler Museum Foundation Board Member Conflict of Interest Statement

Chandler Museum Foundation Whistleblower Protection Policy, Adopted by the Chandler Museum Foundation on December 14, 2020

Chandler Museum Foundation Non-Discrimination Policy, Adopted by the Chandler Museum Foundation on December 14, 2020

## IV. Terms and Definitions

**Budgeted Expenditures:** Distribution of Funds tied to approved CMF budgeted line items.

**CMF Members:** Members of the Chandler Museum Foundation board.

**Discretionary Spending:** Distribution of Funds to support the CMF mission as defined by CMF Members.

**Endowment Spending:** Distribution of Restricted Funds specified for a specific purpose. Any spending from Restricted Funds must meet all requirements of the donor as determined by the CMF Members.

**Funds:** Sources of revenue as listed as CMF budgeted line items. Funds may be restricted or unrestricted.

**Museum Staff:** Chandler Museum employees with the authority to spend CMF budgeted line items.

**Restricted Funds:** Donated funds with donor instructions on the particular purpose for which the funds can be spent.

**Supplier:** Any outside entity providing a good or service in which CMF can direct Funds.

**Unrestricted Funds:** Funds without designated restrictions for distribution. Sources of Unrestricted Funds include interest on endowments, museum store sales, space rentals and general donations.

V. Responsibilities

All CMF Members and Museum Staff that are involved in any financial expenditures or discretionary spending to any supplier must comply with this policy.

VI. Discretionary Spending Procedure

To authorize spending of Unrestricted Funds for activities **NOT** listed in the CMF budget:

- a. Draft a written statement that clearly outlines the purpose of the spending request. The request should identify what part(s) of the CMF Mission Statement are relevant to approve the expense.
- b. Submit the written statement to obtain approval from either the Executive Subcommittee or the Finance Subcommittee.
- c. If approved, direct the Funds to the Supplier per the references listed in Section II.

VII. Endowment Spending Procedure

To authorize spending of Restricted Funds:

- a. Identify the line item on the CMF budget that pertains to the endowment fund source and that Funds remain in that budgeted line item.
- b. Verify with Museum Staff that the expenditure meets the requirements of the donor.
- c. If the expenditure is less than \$500, direct the Funds to the Supplier per the references listed in Section III.
- d. If the expenditure is more than \$500, obtain approval from either the Executive Subcommittee or the Finance Subcommittee prior to directing the Funds to the Supplier per the references listed in Section III.

VIII. Budgeted Expenditures Procedure

To authorize spending of Funds identified in the CMF budget:

- a. Identify the line item on the CMF budget that pertains to the spending request.
- b. Verify with Museum Staff that Funds remain in that budgeted line item.
- c. If the expenditure is less than \$5000, direct the Funds to the Supplier per the references listed in Section III
- d. If the expenditure is more than \$5000, obtain approval from either the Executive Subcommittee or the Finance Subcommittee prior to directing the Funds to the Supplier per the references listed in Section III

IX. Supplier Documentation

Upon request, Supplier will provide written documentation including receipts for payment, adherence to applicable regulations, warranties for work provided, etc. as required to support CMF financial and compliance audits.

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