

Meeting Minutes

Chandler Museum Foundation

Governance Subcommittee

Regular Meeting

August 12, 2024 | 10:00 a.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 10:00 a.m.

Roll Call

Board Member Attendance

Joan Clark, Chair
Rich Feely

Staff Attendance

Jody Crago, Museum Manager

Absent

Martin Sepulveda

Scheduled and Unscheduled Public Appearances

None.

Consent Agenda

1. May 2024 Museum Foundation Governance Subcommittee Meeting Minutes
 - Rich Feely made a motion to approve the meeting minutes of the Museum Foundation Governance Subcommittee Regular Meeting of May 13, 2024.
 - Joan Clark seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

Briefing

2. Review Governance Subcommittee Charter
 - At the previous meeting, the subcommittee went through different areas of strategic priority for the Governance subcommittee which were fiduciary, strategic, and generative. Each member took an area to focus on in terms of execution. Brenda

Abney is no longer on the subcommittee, so Joan Clark is taking responsibility for the strategic area. Rich Feely has responsibility over fiduciary. Martin Sepulveda has responsibility over generative/engagement and awareness.

- The fiscal year just started, so it's a good time for the Governance subcommittee to review how it will function to achieve the subcommittee's goals in monitoring the Foundation's strategic plan and overall operations.

3. Format & Schedule of Progress Report on CMF Strategic Plan Goals

- Each member will report periodically to the rest of the subcommittee. Members will be assigned to specific meetings.
 - Joan Clark – Strategic Progress Report – October 14, 2024.
 - Rich Feely – Fiduciary Progress Report – December 9, 2024.
 - Martin Sepulveda – Engagement & Awareness Progress Report – January 13, 2025.
 - Joan Clark – Strategic Progress Report – March 10, 2025.
 - Rich Feely – Fiduciary Progress Report – May 13, 2025.
 - Martin Sepulveda – Engagement & Awareness Progress Report – June 9, 2025.

4. Update on Status of CMF Board LiveBinder

- LiveBinder is almost ready. Almost everything is loaded and Joan is working to reorganizing some things.
- Joan's next step is to create a board orientation type space for new members so they aren't overwhelmed by information.

5. Role of Governance Subcommittee in Creating 2024-25 Annual CMF Retreat Agenda

- Governance subcommittee will share a consolidated report with the full board in January, as a prelude to a retreat, which Joan proposes should be in March 2025. She proposes a half-day session with the full board.
- Joan proposes the retreat consist of a SWOT analysis, to engage everyone in voicing strengths, weaknesses, opportunities, and threats. Then the board can analyze if the strategic plan needs any adjustments. A regular Foundation meeting is scheduled for March 18, 2025, at 5:30pm. That meeting can be changed to a retreat, and if everyone is available, would start earlier in the day. Rich Feely agreed.
- Rich Feely suggested that the Governance subcommittee brings the City's Arts Initiative Plan, which should be out sometime in the March timeframe, for discussion.
- The Governance subcommittee will propose to the Executive subcommittee that the March regular foundation meeting be changed from a regular, open meeting into a half-day retreat (closed). Jody will add this item to the next Executive Subcommittee meeting agenda.

Member Comments

None.

Member Announcements

None.

Calendar

Next Governance Subcommittee Meeting is scheduled for October 14, 2024, at 10:00 a.m., at the Chandler Museum.

Adjourn

The meeting was adjourned at 10:20 a.m.

Joan Clark, Chair

Jody Crago, Staff Liaison