

Museum Foundation Special Meeting

October 28, 2024 | 5:30 p.m.

Chandler Museum, Saguaro Room
300 S. Chandler Village Dr., Chandler, AZ
or Webex +1-415-655-0001
Code 2661 002 5792 Password quWT3UEEw63



Board Members

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Rich Feely, Treasurer
Adam Turner
Albert Quihuis
Brenda Abney
Calvenea Malloy
Jacki Ryan
Joshua Askey
Martin Sepulveda
Tom Escobedo

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 SPECIAL MEETING open to the public on Monday, October 28, 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: 2661 002 5792, password: quWT3UEEw63.

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

Special Meeting Agenda - October 28, 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 Minutes of 9-16-2024 Chandler Museum Foundation Board Meeting
Move for Approval of Minutes of 9-16-2024 Chandler Museum Foundation Board Meeting

Action Agenda

2. Approval of Museum Foundation Spending Policy
Move for Approval of Museum Foundation Spending Policy
3. Approval of a Slate of Recommended Museum Foundation Board Members
Move for Approval of a Slate of Recommended Museum Foundation Board Members

Discussion

4. Discuss Slate of Recommended Museum Foundation Board Members

Briefing

5. Status of Friends of the Chandler Museum Membership Campaign
6. Update on the OA+D Archives/Chandler Museum Foundation Special Event
7. Chandler Museum Numbers Report: FY23-24

8. Live Binders Demonstration

9. Museum Director's Report

Member Comments

Member Announcements

Calendar

10. Next Museum Foundation Executive Subcommittee Meeting will be November 4, 2024, at 1:00 p.m. at the Chandler Museum

Next Museum Foundation Board Meeting will be November 18, 2024, at 5:30 p.m. at the Chandler Museum

Information Items

Adjourn



Museum Foundation Cultural Development Memo No.

Date: 10/28/2024

To: Museum Foundation

From: Sarah Biggerstaff, Museum Storytelling Coordinator

Subject: Approval of Minutes of 9-16-2024 Chandler Museum Foundation Board Meeting

Proposed Motion:

Move for Approval of Minutes of 9-16-2024 Chandler Museum Foundation Board Meeting

Attachments

Minutes

Meeting Minutes

Chandler Museum Foundation

Regular Meeting

September 16, 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 5:30 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Joan Clark, Vice-Chair
Rich Feely, Treasurer
Joshua Askey
Tom Escobedo
Calvenea Malloy
Al Quihuis
Jacki Ryan
Martin Sepulveda
Adam Turner

Staff Attendance

Jody Crago, Museum Manager
Samantha Groff, Programs Coordinator
Rebecca Vega, Marketing & Volunteer Coordinator

Absent

Brenda Abney

Unscheduled Public Appearances

None.

Consent Agenda

1. August 2024 Board Meeting Minutes
 - Calvenea Malloy made a motion to approve the minutes of the Museum Foundation Board Meeting of August 19, 2024.
 - Rich Feely seconded the motion.
 - Jacki Ryan suggested that section six of the minutes be revised and that the misspelling of her name be corrected.

- Motion carried unanimously (10-0). The minutes with suggested changes were approved.

Action Agenda

2. Formation of a Museum Foundation Fundraising Workgroup
 - Rich Feely made a motion to approve the formation of a Museum Foundation Fundraising Workgroup.
 - Calvenea Malloy seconded the motion. Motion carried unanimously (10-0).
 - The Workgroup will be led by Adam Turner.
3. Approval of Waving Fees for November OAD Event
 - Calvenea Malloy made a motion to approve waving fees for the November 9th OAD event.
 - Martin Sepulveda seconded the motion. Motion carried unanimously (10-0).

Briefing

4. Introduction of new Museum Staff
 - Samantha Groff, Programs Coordinator, and Rebecca Vega, Marketing and Volunteer Coordinator, were introduced to the Foundation.
5. Museum Division Reorganization
 - The Vision Gallery and the gallery at the Chandler Center for the Arts will become part of the museum division.
 - Staffing changes within the Cultural Development Department were communicated.
 - There will be additional shifts in the organization chart which will be communicated in the future.
 - The department reorganization will happen in October.
6. Chandler Museum Store Report: FY 23-24
 - Jody Crago presented the FY23-24 Store Report. Foundation members were provided with a copy. Discussion about the Report commenced.
 - There was additional discussion about the Vision Gallery Store.
 - There was additional discussion about relocating the Chandler Museum Store.
7. Update on Friends of the Chandler Museum Membership
 - Foundation members submitted their lists of email addresses for contacting about Friends of the Chandler Museum Membership.
 - Foundation members discussed the launch of the membership, and communication and marketing strategies.
 - Jody Crago discussed the process of becoming a member online and in-person through the Museum Store.
 - The letter from the Foundation that will launch the membership program will be put on the agenda for approval at the next Executive Subcommittee meeting on October 7th.
 - The membership program will launch on October 8th.

8. Museum Director's Report

- Jody Crago provided an update on the following exhibits and associated programs:
 - *Portraits of Dementia* (traveling)
 - *Votes for Women* (poster show)
 - *Marvelocity: The Art of Alex Ross* (traveling)
 - *History Spot at City Hall: Veterans* (kiosk)
- Jody Crago provided an update on the progress of the redevelopment of The Ranch.
- Museum marketing and promotional signage was discussed.
- Jody Crago provided an update on potential Foundation member applications.

Member Comments

None.

Member Announcements

None.

Calendar

Next Museum Foundation Executive Subcommittee Meeting will be October 7, 2024, at 1:00 p.m. at the Chandler Museum.

Next Museum Foundation Governance Subcommittee Meeting will be October 14, 2024, at 10:00 a.m. at the Chandler Museum.

Next Museum Foundation Board Meeting will be October 21, 2024, at 5:30 p.m. at the Chandler Museum.

Next Museum Foundation Governance Subcommittee Meeting will be October 22, 2024, at 3:30 p.m. at the Chandler Museum.

Adjourn

The meeting was adjourned at 6:52 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison



Museum Foundation Cultural Development Memo No.

Date: 10/28/2024
To: Museum Foundation
From: Sarah Biggerstaff, Museum Storytelling Coordinator
Subject: Approval of Museum Foundation Spending Policy

Proposed Motion:

Move for Approval of Museum Foundation Spending Policy

Attachments

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.

DRAFT



Museum Foundation Cultural Development Memo No.

Date: 10/28/2024

To: Museum Foundation

From: Sarah Biggerstaff, Museum Storytelling Coordinator

Subject: Approval of a Slate of Recommended Museum Foundation Board Members

Proposed Motion:

Move for Approval of a Slate of Recommended Museum Foundation Board Members
