

# Museum Foundation Governance Subcommittee Regular Meeting

December 9, 2024 | 10:00 a.m.

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



## Board Members

Joan Clark, Chair  
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 Governance Subcommittee will hold a REGULAR MEETING open to the public on Monday, December 9, 2024, at 10:00 a.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 Governance Subcommittee Regular Meeting Agenda - December 9, 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 of the Museum Foundation Governance Subcommittee Regular Meeting of October 14, 2024  
Move for Approval of Minutes of the Museum Foundation Governance Subcommittee Regular Meeting of October 14, 2024

## **Action Agenda**

2. Governance Subcommittee Biannual Report 2024 Part Two--Financial  
Move for Approval of Governance Subcommittee Biannual Report 2024 Part Two--Financial

## **Briefing**

3. Discuss Biannual Report 2024 Part Three--Generative (Marketing & Awareness)
4. Completion of Full Report and Communication to Full Board

## **Member Comments**

## **Member Announcements**

## Calendar

5. Next Governance Subcommittee Meeting will be January 13, 2025, at 10:00 a.m. at the Chandler Museum

## Adjourn



**Museum Foundation Governance Subcommittee  
Memo No.**

**Cultural Development**

**Date:** 12/09/2024

**To:** Museum Foundation

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

**Subject:** Minutes of the Museum Foundation Governance Subcommittee Regular  
Meeting of October 14, 2024

---

**Proposed Motion:**

Move for Approval of Minutes of the Museum Foundation Governance  
Subcommittee Regular Meeting of October 14, 2024

---

**Attachments**

Minutes

# Meeting Minutes

## Chandler Museum Foundation

### Governance Subcommittee

### Regular Meeting

October 14, 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 Jody Crago at 10:15 a.m.

### Roll Call

#### Board Member Attendance

Jody Crago, Acting Chair  
Joan Clark  
Martin Sepulveda

#### Staff Attendance

Jody Crago, Museum Manager

#### Absent

Rich Feely

### Scheduled and Unscheduled Public Appearances

None

### Consent Agenda

1. Approval of Museum Foundation Governance Subcommittee Minutes from August 12, 2024 Meeting
  - Martin Sepulveda made a motion to approve the meeting minutes of the Museum Foundation Governance Subcommittee Meeting of August 12, 2023.
  - Joan Clark seconded the motion. Motion carried unanimously (2-0). The minutes were approved as written.

### Action Agenda

2. Approval of Governance Subcommittee Biannual Report 2024 Part One--Strategy

- Martin Sepulveda made a motion to recommend the Governance Subcommittee Charter with changes to the Executive Subcommittee for approval.
- Joan Clark seconded the motion. Motion carried unanimously (2-0).

## Briefing

3. Discuss Governance Subcommittee Biannual Report 2024 Parts Two and Three
  - Joan Clark reviewed the content of the report for the committee.

## Member Comments

Jody Crago provided updates from most recent Chandler Museum Foundation Board Meeting.

## Member Announcements

None.

## Calendar

Next Governance Subcommittee Meeting will be December 9, 2024, at 10 a.m. at the Chandler Museum.

## Adjourn

The meeting was adjourned at 10:37 a.m.

---

Jody Crago, Acting Chair

---

Jody Crago, Staff Liaison



**Museum Foundation Governance Subcommittee      Cultural Development**  
**Memo No.**

**Date:** 12/09/2024  
**To:** Museum Foundation  
**From:** Sarah Biggerstaff, Museum Storytelling Coordinator  
**Subject:** Governance Subcommittee Biannual Report 2024 Part Two--Financial

---

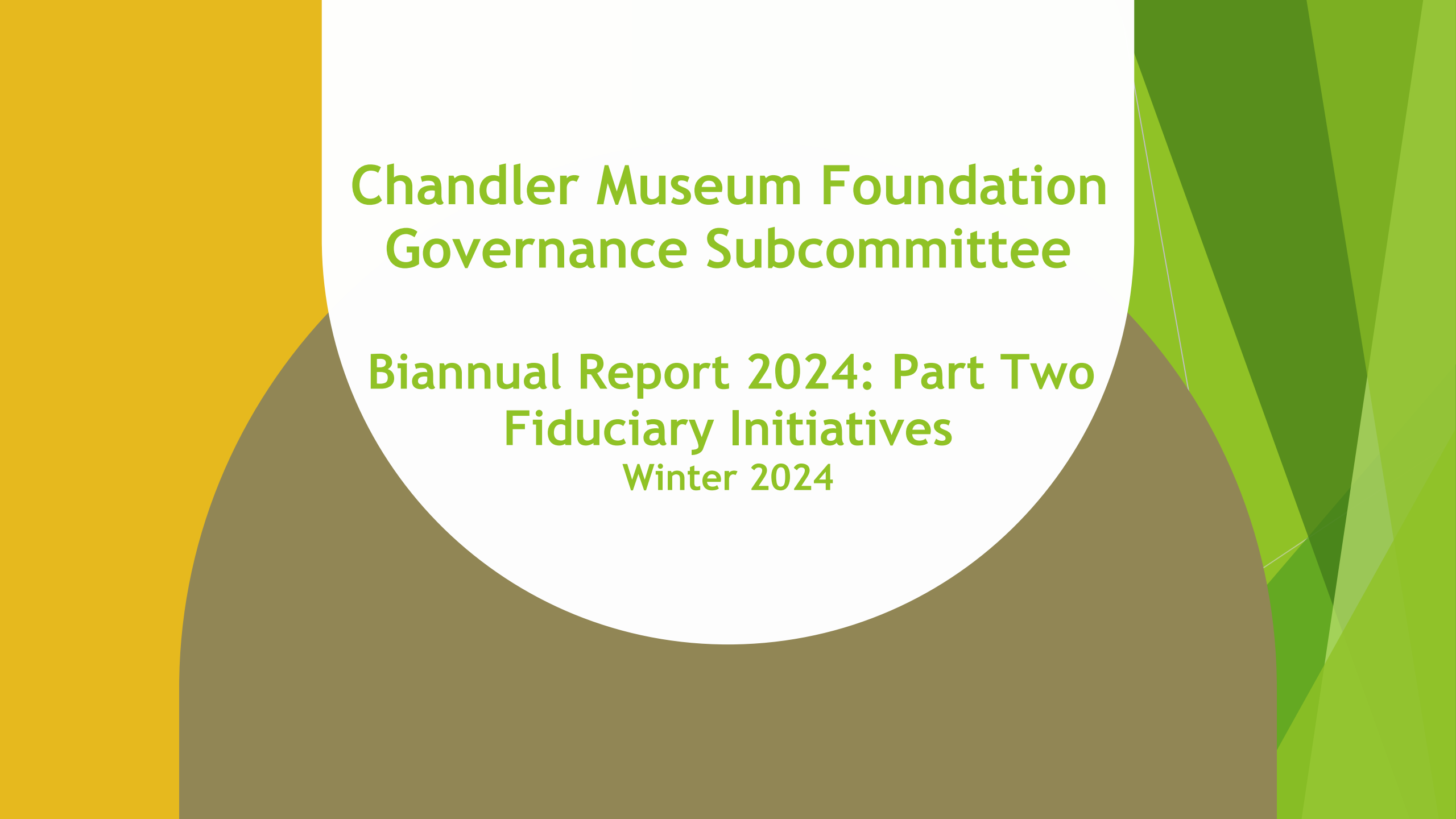
**Proposed Motion:**

Move for Approval of Governance Subcommittee Biannual Report 2024 Part Two--Financial

---

**Attachments**

Biannual Report Part 2

The background features abstract, overlapping shapes in yellow, green, and brown. A large white semi-circle is centered on the page, containing the text.

# **Chandler Museum Foundation Governance Subcommittee**

## **Biannual Report 2024: Part Two Fiduciary Initiatives**

Winter 2024



# GSC's Governance Oversight Role

- ▶ Strategic - Set and monitor goals in all area of CMF
- ▶ Fiduciary - Oversee budget and revenue-generating activities
- ▶ Generative - Initiate discussion around challenges and opportunities

# Finance Workgroup and Subcommittee Members

3

Workgroup/Subcommittee	Board Members
Finance Subcommittee	Rich Feely, Chair Jacki Ryan Tom Escobedo Joshua Askey
Fundraising Workgroup	Adam Turner, Chair Jacki Ryan (pending) Martin Sepulveda (pending) Mary Cimaglio (pending appointment to CMF)

# Strategic Initiatives & Results

Initiative	Measurement/Action	Target	Actual
Launch Finance Subcommittee	Completed & Adopted	FY2024	3 / 2024
Adopted Finance Subcommittee Charter	Completed & Adopted	FY2024	5 / 2024
Obtain Donations from CMF Board Members	\$100 donations received per board member	FY2024	8 / 2024
CMF Spending Policy	Completed & Adopted	FY2024	9 / 2024
Launch “Friends of the Museum”	~ 200 new targets solicited - 15 donors contributed	Q4 2024	10 / 2024
Launch Fundraising Workgroup	- Chair appointed - Members appointed	Q4 2024	10 / 2024 12 / 2024

# SWOT

## Strengths

- Progress made on key initiatives
- Council support on bond initiative

## Weaknesses

- No significant sponsor or benefactor
- Low revenues from few sources

## Opportunities

- OA+D collaborative study center
- Sponsorship support for Tumbleweed site
- Community input from strat plan

## Threats

- Voter bond fatigue (CUSD)
- Corporations already committed to other groups
- Overhead costs (audits) too high for CMF scope

# 1H 2025 Initiatives

Initiative	Measurement/Action	Target	Actual
Review Chandler Arts/Museum Strategic Plan Results	Determine funding needs	6 / 2025	
Determine financing for 20K sq.ft. OA+D site	Support bond initiative	6+ / 2025	
Approve FY 2026 Budget	Budget approved	6 / 2025	
Launch Fundraising Activities	Two (2) activities launched in 1H 2025	6 / 2025	
Increase “Friends of the Museum” membership	<ul style="list-style-type: none"><li>- Add 5 members (Q1)</li><li>- Add 5 members (Q2)</li></ul>	<ul style="list-style-type: none"><li>3 / 2025</li><li>6 / 2025</li></ul>	



**Museum Foundation Governance Subcommittee      Cultural Development**  
**Memo No.**

**Date:** 12/09/2024  
**To:** Museum Foundation  
**From:** Sarah Biggerstaff, Museum Storytelling Coordinator  
**Subject:** Discuss Biannual Report 2024 Part Three--Generative (Marketing & Awareness)

---