

Meeting Minutes

Chandler Cultural Foundation

Executive Subcommittee

Regular Meeting

January 7, 2025 | 4:00 p.m.
Chandler Center for the Arts
General Manager's Office
250 N. Arizona Avenue, Chandler, AZ



Call to Order

The meeting was called to order by Julia Marreel at 4:05 p.m.

Roll Call

Board Member Attendance

Julia Marreel, Chair
LaTricia Woods, Vice-Chair
Erika Castro, Secretary
Sherida McMullan, Treasurer

Staff Attendance

Michelle Mac Lennan, General Manager
Lindsay Bernardez
Sandra Bassett

Absent

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. October 2024 Cultural Foundation Executive Committee Meeting Minutes
 - ERIKA CASTRO made a motion to approve the minutes. Sherida McMullan seconded the motion. Motion carried unanimously 4-0. The minutes were approved as written.

Consent Agenda

2. Recommend Reschedule of May 22, 2025, Board Meeting

- The board recommends rescheduling the May 22, 2025, Board Meeting to June 5, 2025. This change is due to the addition of the Wynton Marsalis show on May 22, which will require the presence of board liaisons. Adjusting the meeting date ensures full participation and support for both the event and board responsibilities.
- ERIKA CASTRO made a motion to approve the minutes. LaTricia Woods seconded the motion. Motion carried unanimously 4-0.

Briefing

3. Policy Review (Fundraising, Memberships Donation)

- MICHELLE MAC LENNAN facilitated the review of the Fundraising and Membership policies. The purpose of this review was to ensure alignment with current organizational needs and industry best practices. No changes were made to the Membership Policy, as it remains relevant and effective in its current form. The Fundraising Policy required minor language improvements to better reflect current practices and trends. These adjustments were made to enhance clarity and consistency without altering the policy's intent or structure.
- The recommended changes were approved as drafted, next steps are to bring the policy for formal adoption at the upcoming Chandler Cultural Foundation Board meeting.

4. Discuss Annual Meeting

- JULIA MARREEL facilitated the discussion on the planning of the Annual Board Retreat, which is tentatively set for either August 1 or August 8. To accommodate all board members, a survey will be distributed to determine the most suitable date. Additionally, the board will collaborate on identifying key discussion topics for the retreat. These topics should align with the organization's strategic objectives and priorities to ensure a productive and engaging session. Board members are encouraged to submit any suggestions or areas of focus they would like included in the agenda.

5. Visual Gallery Updates

- MICHELLE MAC LENNAN provided an update on the Vision Gallery. The Human Resources component is fully integrated with Chandler Center for the Arts. Plans are in place to transition its operations, with the goal of having the Vision Gallery function independently from the CCA by July 1, 2025. As part of this transition, funding will be reallocated to the Museum, resulting in an estimated annual cost reduction of approximately \$40,000. This shift aims to streamline financial management, optimize resource allocation, and support the long-term sustainability of the Vision Gallery.

6. Staffing Updates

- MICHELLE MAC LENNAN provided an update on the staffing changes. An offer has been extended to the prospective Program Manager. Upon acceptance, reference checks will be conducted as part of the final hiring process. The goal is for the new hire to begin their role in March.

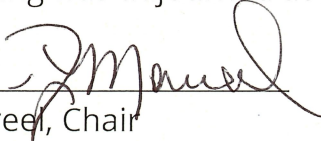
Member Comments/Announcements

Calendar

The next Cultural Foundation Executive Committee Meeting is scheduled for **Tuesday, April 1, 2025, at 4:00 p.m.**, at the Chandler Center for the Arts, General Manager's Office, 250 N. Arizona Avenue, in Chandler, Arizona.

Adjourn

The meeting was adjourned at 4:51 p.m.



Julia Marree, Chair



Michelle Mac Lennan, Staff Liaison