

Museum Foundation Executive Subcommittee Regular Meeting

July 23, 2025 | 2:00 p.m.

Chandler Museum, Saguaro Room
300 S. Chandler Village Dr., Chandler, AZ
or Webex 1-415-655-0001
Code 2663 805 4777 Password QPtCuZt3y3



Board Members

Barbara Meyerson, Chair
Rich Feely, Vice-Chair
Gregory Herriman, Treasurer

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 Executive Subcommittee will hold a REGULAR MEETING open to the public on Monday, July 23, 2025, at 2:00 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: 2663 805 4777. 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 Executive Subcommittee Regular Meeting Agenda - July 23, 2025

Call to Order/Roll Call

Scheduled/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. Approve Minutes from June 11, 2025 Museum Foundation Executive Subcommittee
Motion to Approve Minutes from June 11, 2025 Museum Foundation Executive Subcommittee

Action Agenda

2. Recommend 2025 Updated Executive Subcommittee Meeting Dates
Motion to Recommend 2025 Updated Executive Subcommittee Meeting Dates
3. Recommend 2026 Updated Executive Subcommittee Meeting Dates
Motion to Recommend 2026 Updated Executive Subcommittee Meeting Dates
4. Recommend Approval of Revised Memorandum of Understanding for Chandler Museum Management Procedures
Motion to Recommend Approval of Revised Memorandum of Understanding for Chandler Museum Management Procedures

Briefing

5. Update on Fall Fundraising Event
6. Museum Manager's Update

Member Comments

Member Announcements

Calendar

7. Events and Exhibits Calendar

Adjourn



Museum Foundation Cultural Development Memo No.

Date: 07/23/2025
To: Museum Foundation
From: Rebecca Vega, Museum Adult Program Associate
Subject: Minutes

Proposed Motion:

Motion to Approve Minutes from June 11, 2025 Museum Foundation Executive Subcommittee

Attachments

Minutes

Meeting Minutes

Chandler Museum Foundation

Executive Subcommittee

Regular Meeting

June 11 2025 | 2:00 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 2:01 p.m.

Roll Call

Board Member Attendance

Barbara Meyerson, Chair
Rich Feely, Vice-Chair

Staff Attendance

Jody Crago, Museum Manager
Peter Bugg, Museum Operations Manager
Sarah Biggerstaff, Storytelling Coordinator
Becca Vega, Marketing & Volunteer Coordinator

Absent

Greg Herriman, Treasurer

Unscheduled Public Appearances

None.

Consent Agenda

1. Approve Minutes from May 7, 2025, Museum Foundation Executive Subcommittee
 - Rich Feely made a motion to approve Minutes from May 7, 2025.
 - Barbara Meyerson seconded the motion. Motion carried unanimously (2-0). The minutes were approved as presented.

Action Agenda

2. Recommend Passing Chandler Museum Foundation FY 2025-2026 Proposed Budget.

- Rich Feely made a motion to recommend passing Chandler Museum Foundation FY 2025-2026 proposed budget.
- Barbara Meyerson seconded the motion. Motion carried unanimously (2-0). The motion was approved as presented.

Briefing

3. Discussion of New FY 2025-2026 Board Meeting Days and Times

- Subcommittee members discussed moving Chandler Museum Foundation Board meetings to the first Tuesday of each month and moving Executive Subcommittee meetings to the Wednesday two weeks before the Board meeting (usually on the third Wednesday of each month).
 - Subcommittee members agreed that this would be prudent, so as to avoid meeting at the same time as the Chandler City Council or Chandler Cultural Foundation regular meetings.

4. Presentation of Signature Exhibit Fundraising Budget

- Sarah Biggerstaff, Chandler Museum Storytelling Coordinator presented a PowerPoint of the Chandler Museum's confirmed and probable upcoming exhibitions through 2030. This was followed by a presentation of an example of tiered fundraising opportunities that would support the Chandler Museum's exhibitions.
- Mrs. Biggerstaff recommended that the Board focuses on fundraising for the following areas:
 - Exhibitions that are already scheduled, especially the upcoming Frank Lloyd Wright focused exhibition
 - Sustainability and reusability

5. Staffing for Evening Events

- Jody Crago, Chandler Museum Manager, reminded subcommittee members of the existing agreement that the Chandler Museum Foundation has with the City of Chandler that the budget for after-hours rental staffing comes from the rental fees that people pay when renting museum facilities.
- Mr. Crago then informed the subcommittee that the museum would be invoicing the Chandler Museum Foundation for staffing for events that happened in 2024 and 2025.

6. Vision Kids Program Costs

- Mr. Crago presented information about the current standing of the Vision Kids program at the Vision Gallery and how the Chandler Center for the Arts has agreed to cover program costs for two more fiscal years.
- Mr. Crago asked the Chandler Museum Foundation to consider preparing how to fund the program after the two years pass.
- Subcommittee members discussed how the program currently does not make a profit and its fundraising opportunities.

- Mr. Crago also informed the subcommittee members that, when the Vision Gallery store moves from the oversight of the Chandler Center for the Arts to the Chandler Museum Foundation, the cash currently in the cash drawer will be returned to the Chandler Center for the Arts and the Chandler Museum Foundation will need to pull money from the budget for use in the cash drawer.
7. P-Card for Special Events Committee Chair
- Mr. Crago recommended that the Special Events committee chair receive a purchase card from the Foundation. Subcommittee members agreed with the recommendation.
8. Marketing Workgroup Update
- Mr. Crago and Becca Vega, Chandler Museum Marketing & Volunteer Coordinator updated the subcommittee members on the progress of the Chandler Museum Foundation Marketing Workgroup:
 - Chandler Museum Foundation rack cards have been printed and would be distributed to board members at the upcoming Board meeting
 - Progress on a pitch folder has begun
 - Discussion about asking Chandler Museum Foundation Board members to attend outreach events
 - The Chandler Museum website now includes a “Support the Chandler Museum” page
9. President’s Report
- Mr. Crago provided updates on the Chandler Museum’s current staffing:
 - Lizzie Olson, Chandler Museum Store & Rentals Coordinator, is moving over to work at the Chandler Center for the Arts
 - The museum has posted a job opening for a part-time front desk/education employee
 1. The position had over 30 applicants, of which 30 who reach minimum qualifications
 - Mrs. Olson’s former position will be filled later in the year, but the functions of the job will be different when it is posted. The exact changes are still to be determined.
 - The Chandler Museum signed an agreement on a discounted rate with the Chandler Mall to advertise in their advertising kiosks for twelve weeks for \$3000.
 - The Chandler Museum has started its strategic planning with upcoming meetings scheduled to continue planning
 - Mr. Crago will be out of office for 2 weeks starting June 17, 2025.

Member Comments

None.

Member Announcements

None.

Calendar

10. Next Museum Foundation Board Meeting will be June 16, 2025, at 5:30 p.m. at the Chandler Museum.
11. Next Executive Subcommittee Meeting will be August 6, 2025, at 2:00 p.m. at the Chandler Museum.
12. Chandler Museum Exhibits:
 - *Gaman: Enduring Japanese American Internment at Gila River* – February 4, 2025– January 26, 2026
 - *Ceangal/Connections* – March 15, 2025 – July 20, 2025
 - *¡MONSTRAS! Female Legends of Latin America* – April 26, 2025 – August 31, 2025
 - *Pony Up! Cowgirls of Chandler* – May 9, 2025 – November 2, 2025
13. Chandler Museum Events:
 - In the Exhibits – June 8, 2025 at 2:00 p.m.
 - Art Tots: Narrative Art – June 11 & 25, 2025 at 10:30 a.m.
 - C-Town: Words & Pictures – June 18 at 10:30 a.m.
 - Museum Closed – June 19, 2025
 - History Bites: Phoenix Lights Inside Story – July 1, 2025 at 12:00 p.m.
 - C-Town: Toys – June 2 & 16, 2025 at 10:30 a.m.
 - Museum Closed – July 4, 2025
 - Art Tots: Maximalism – July 9 & 23, 2025 at 10:30 a.m.
 - Play Day: So Fun! – July 13, 2025 at 2:00 p.m.
 - Book Club: *The Haunting of Alejandra* by V. Castro – July 15, 2025 at 12:00 p.m.
 - C-Town: Museum Helpers: Pony Up! – July 30, 2025 at 10:30 a.m.
 - History Bites: _____ – August 5, 2025 at 12:00 p.m.
 - C-Town: Folklore – August 6, 2025 at 10:30 a.m.
14. Vision Gallery Exhibits:
 - *M|otherworlds* – March 22, 2025 – June 7, 2025
 - *Creatures and Cosmos* – June 14, 2025 – August 16, 2025
15. Vision Gallery Events:
 - Make and Take: Mixed Media Bookmarks – June 7, 2025 at 11:00 a.m.
 - Make and Take: DIY Stickers – June 28, 2025 at 11:00 a.m.
16. Gallery at CCA Exhibits:
 - *Shifting to Joy: Mike Margolis* – May 24, 2025 – August 2, 2025
 - *Con cariño siempre: Ariana Enriquez* – August 9, 2025 – November 8, 2025

Adjourn

With no other business to discuss, the meeting was adjourned at 2:59 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison



Museum Foundation Executive Subcommittee Cultural Development

Date: 07/23/2025
To: Museum Foundation Executive Subcommittee
From: Rebecca Vega, Museum Adult Program Associate
Subject: 2025 Meeting Dates

Proposed Motion:

Motion to Recommend 2025 Updated Executive Subcommittee Meeting Dates

Attachments

2025 Calendar



DRAFT 2025 Meeting Schedule
Museum Foundation Executive Subcommittee
Approved: xx, xx, xxxx
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Monday	Jan. 6, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	Feb. 3, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	March 3, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	April 7, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	May 5, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Monday	June 2, 2025	1:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	July 23, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Wednesday	Aug. 20, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Sept. 24, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Oct. 22, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	July 19, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Dec. 17, 2025	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are held two weeks before the Museum Foundation Board Meeting and, therefore, usually falls on the third Monday of the month. If that Wednesday is a holiday, the meeting is the next day (Thursday). Exception is the subcommittee meeting before the January board meeting.

There is no June subcommittee meeting.

Until further notice, Museum Foundation Board Meetings are offered as hybrid meetings (virtual and in-person at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ).



Museum Foundation Executive Subcommittee Cultural Development

Date: 07/23/2025
To: Museum Foundation Executive Subcommittee
From: Rebecca Vega, Museum Adult Program Associate
Subject: 2026 Meeting Dates

Proposed Motion:

Motion to Recommend 2026 Updated Executive Subcommittee Meeting Dates

Attachments

2026 Calendar



DRAFT 2026 Meeting Schedule
Museum Foundation Executive Subcommittee
Approved: xx, xx, xxxx
Jody Crago, x2873

Day of Week	Date	Time	Location: Bldg. Name/Conf. Room Name/Street Address	Type of Mtg: Study/Regular/ Retreat
Wednesday	Jan. 21, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Feb. 18, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Mar. 18, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	April 22, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	May 20, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
			NO JUNE MEETING	
Wednesday	July 22, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Wednesday	Aug. 19, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Sept. 23, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Oct. 21, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Nov. 18, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular
Wednesday	Dec. 16, 2026	2:00 p.m.	Chandler Museum/Saguaro Rm 300 S. Chandler Village Drive	Regular

Notes/Additional Information:

Meetings are held two weeks before the Museum Foundation Board Meeting and, therefore, usually falls on the third Monday of the month. If that Wednesday is a holiday, the meeting is the next day (Thursday). Exception is the subcommittee meeting before the January board meeting.

There is no June subcommittee meeting.

Until further notice, Museum Foundation Board Meetings are offered as hybrid meetings (virtual and in-person at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ).



Museum Foundation Cultural Development Memo No.

Date: 07/23/2025
To: Museum Foundation
From: Rebecca Vega, Museum Adult Program Associate
Subject: MOU

Proposed Motion:

Motion to Recommend Approval of Revised Memorandum of Understanding for
Chandler Museum Management Procedures

Attachments

MOU



REVISED Memorandum of Understanding for Chandler Museum Management Procedures

This **Revised** Memorandum of Understanding for Chandler Museum Management Procedures is entered into on **[date]**, between the City of Chandler, Arizona, and the Chandler Museum Foundation, an Arizona non-profit corporation. **This revised agreement replaces and supersedes that version previously executed by the parties dated December 14, 2020.**

The parties agree and understand that each will perform the following:

1. Responsibilities of the Chandler Museum Foundation

- A. The Chandler Museum Foundation will establish an endowment fund for the benefit of the Chandler Museum and seek to grow this endowment fund.
- B. The Chandler Museum Foundation agrees to apply for and strive to obtain grants from corporations and foundations to encourage, expand, and promote exhibits, programs, and other mission-related obligations of the Chandler Museum.
- C. The Chandler Museum Foundation will strive to obtain financial support from industries, individuals, businesses, and other organizations to expand the exhibitions and programs, and other mission related activities of the Chandler Museum.
- D. The Chandler Museum Foundation will look for ways to bring earned revenue into the Chandler Museum to further the Museum's mission.
- E. The Chandler Museum Foundation agrees that it will set the policy for the operation of the retail gift shop onsite, offsite, and online consistent with the City's cash handling policy, and state and local tax laws.
- F. The Chandler Museum Foundation will review the exhibits and programs of the Chandler Museum to assure that planned activities align with the Chandler Museum mission.
- G. The Chandler Museum Foundation will support promotion, advertising, and marketing the Chandler Museum, and its exhibits and programs.
- H. The Chandler Museum Foundation will be responsible for all direct and indirect expenses of special events produced **(including special event liability insurance)** by the Foundation. There will be no rental charge for the use of museum facilities for the Chandler Museum Foundation produced events.
- I. The Chandler Museum Foundation will operate the Chandler Museum Store and retain the revenue from store sales as earned revenue. **The Chandler Museum Foundation will be responsible for purchasing all new stock for the Museum Store.**

- J. The Chandler Museum will operate the Vision Gallery Store and retain the revenue from the store sales as earned revenue. The Chandler Museum Foundation will be responsible for purchasing all new stock for the Vision Gallery Store.
- K. The Chandler Museum Foundation will operate the two (2) Art-O-Mat vending machines. The Chandler Museum Foundation will be responsible for purchasing new stock for the machines and for repair and maintenance of the machines.
- L. The Chandler Museum Foundation will retain application fees for the annual Vision Gallery Quilt Show as earned revenue.
- M. The Chandler Museum Foundation will retain the revenue of Vision Gallery programs as earned revenue.
- N. The Chandler Museum Foundation will financially support all costs of the Vision Kids program beginning in FY27-28.
- O. The Chandler Museum Foundation will operate the rental program of the Chandler Museum and the Vision Gallery and retain the revenue from rentals as earned revenue.
- P. The Chandler Museum will not increase rental fees for the Chandler Museum more than 5% over any consecutive two-year period.
- Q. The Chandler Museum Foundation will be invoiced by the Chandler Museum for any after-hours staffing fees incurred as part of the Museum or Vision Gallery rental program.
- R. The Chandler Museum Foundation will retain records for all revenues and expenses, with records kept as per generally accepted accounting principles of the City of Chandler.
- S. The Chandler Museum Foundation will make available its records of accounting activities to the City of Chandler upon request of the City Manager or his/her designee.
- T. The annual budget of the Chandler Museum Foundation will contain projected details of activities, and said budget will be presented for an annual review and approval by the City of Chandler.

2. Responsibilities of the City of Chandler.

- A. The City of Chandler will assume all necessary obligations, as the owner of the Chandler Museum building, to maintaining the facility in good operating condition, including good state of repair of equipment and furnishings, and general maintenance including, but not limited to: landscaping, custodial services, and maintenance contracts.
- B. The City of Chandler will assume duties and responsibilities for the arrangement and payment of all utilities, maintenance costs of the heating and cooling system, insurance for all public liability, insurance for building contents including museum collections and merchandise values as supplied with accuracy by the Museum Foundation, and all other operating expenses pertaining to responsibilities for the facility and related exterior areas.

- C. The City of Chandler will provide a Museum Administrator, administrative personnel, office equipment, and other such employees and services as the City of Chandler may find necessary for proper operation and maintenance of the Museum.
- D. The City of Chandler will arrange and provide for the necessary bank accounts for the activities of the Chandler Museum Foundation. Said accounts will be established as Trust and Agency Accounts under the City of Chandler, established in a manner in which deposited funds will not be accessible to the City of Chandler or its creditors.
- E. Said accounts will be maintained by the President [City employee] and/or their designee, with monthly reporting to the Chandler Museum Foundation Board.
- F. The City of Chandler will be responsible for all insurance policies related to the operations, programming, exhibits, and collections of the Chandler Museum.
- G. Administrative personnel from the Chandler Museum and the office equipment of the Chandler Museum will be made available by the City, at no charge, for use in connection with the promotion and marketing of the Chandler Museum, and its exhibits and programs.

3. No recourse

Neither the City of Chandler nor the Chandler Museum Foundation shall have any responsibility under this Agreement other than to render the services called for hereunder in good faith. Neither the City of Chandler, nor its directors, officers, or employees, and neither the Chandler Museum Foundation, nor its directors, officers, and staff, shall be liable to the other party pursuant to this memorandum of understanding.

CITY OF CHANDLER

Cultural Development Director

CHANDLER MUSEUM FOUNDATION

Chair



Museum Foundation Cultural Development Memo No.

Date: 07/23/2025
To: Museum Foundation
From: Rebecca Vega, Museum Adult Program Associate
Subject: Calendar

Attachments

Events and Exhibits

07/23/2025 Chandler Museum Executive Subcommittee Meeting Calendar

1. Next Museum Foundation Board Meeting will be August 5, 2025, at 5:30 p.m. at the Chandler Museum.
2. Next Executive Subcommittee Meeting will be September 3, 2025, at 2:00 p.m. at the Chandler Museum.
3. Chandler Museum Foundation Event:
 - a. Friend-Raising/Fundraising Event – October 4, 2025
4. Chandler Museum Exhibits:
 - a. *Gaman: Enduring Japanese American Internment at Gila River* – February 4, 2025–January 26, 2026
 - b. *Ceangal/Connections* – March 15, 2025 – August 24, 2025
 - c. *¡MONSTRAS! Female Legends of Latin America* – April 26, 2025 – August 31, 2025
 - d. *Pony Up! Cowgirls of Chandler* – May 9, 2025 – Spring 2026
5. Chandler Museum Events:
 - a. C-Town: Museum Helpers: Pony Up! – July 30, 2025 at 10:30 a.m.
 - b. History Bites: Arizona Cowgirls – August 5, 2025 at 12:00 p.m.
 - c. C-Town: Folklore – August 6 & 20, 2025 at 10:30 a.m.
 - d. In the Exhibits – August 10, 2025 at 2:00 p.m.
 - e. Art Tots: Creature Feature – August 13 & 27, 2025 at 10:30 a.m.
 - f. The Legends Continue Lecture and Performance – August 16, 2025 at 10:30 a.m.
 - g. Our Stories: Victorian & Edwardian Summer Fashion – August 23, 2025 at 10:30 a.m.
 - h. History Bites: The Detroit Connection – September 2, 2025 at 12:00 p.m.
6. Vision Gallery Exhibits:
 - a. *Creatures and Cosmos* – June 14, 2025 – August 16, 2025
 - b. *So Fun! An Exploration of Maximalism* – August 23, 2025 – November 2, 2025
7. Gallery at CCA Exhibits:
 - a. *Shifting to Joy: Mike Margolis* – May 24, 2025 – August 2, 2025
 - b. *Con cariño siempre: Ariana Enriquez* – August 9, 2025 – November 8, 2025