

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 2:02 p.m.

Roll Call

Board Member Attendance

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

Staff Attendance

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

Absent

Unscheduled Public Appearances

None.

Consent Agenda

1. Approve Minutes from June 11, 2025 Museum Foundation Executive Subcommittee
 - Rich Feely made a motion to approve Minutes from June 11, 2025.
 - Greg Herriman seconded the motion. Motion carried unanimously (3-0). The minutes were approved as presented.

Action Agenda

2. Recommend 2025 Updated Executive Subcommittee Meeting Dates.

- Rich Feely made a motion to recommend 2025 updated Executive Subcommittee meeting dates.
 - Greg Herriman seconded the motion. Motion carried unanimously (3-0). The motion was approved as presented.
3. Recommend 2026 Updated Executive Subcommittee Meeting Dates.
- Rich Feely made a motion to recommend 2026 updated Executive Subcommittee meeting dates.
 - Greg Herriman seconded the motion. Motion carried unanimously (3-0). The motion was approved as presented.
4. Recommend Approval of Revised Memorandum of Understanding for Chandler Museum Management Procedures.
- Rich Feely made a motion to recommend approval of revised Memorandum of Understanding for Chandler Museum Management Procedures.
 - Greg Herriman seconded the motion. Motion carried unanimously (3-0). The motion was approved as presented.
 - Museum Manager Jody Crago presented and explained changes to the Memorandum of Understanding. The changes mainly consisted of the Chandler Museum Foundation (CMF) taking on the operations of the Vision Gallery and having charge over any revenue from the Vision Gallery store and exhibitions.
 - CMF Chair Barbara Meyerson and CMF Vice-Chair Rich Feely asked clarifying questions about Vision Gallery rentals, the Quilt Show applications fee, and how to go about changing fees in the future.

Briefing

5. Update on Fall Fundraising Event
- Mrs. Meyerson invited Jacki Ryan to present on the status of the Fall Fundraising Event, named “Discover Your Museum,” and thanked Mrs. Ryan for all the work she has done to prepare for the event.
 - Mrs. Meyerson shared how she and Mr. Feely talked with business owners in downtown Chandler about the event.
 - Mrs. Ryan thanked Chandler Museum Operations Manager Peter Bugg for his help in planning the event and presented the status of elements of the event:
 - Draft invitation
 - 1. The contact phone number on the invitation will be changed to the museum’s main phone number, 480-782-2717
 - Invitation List
 - 1. Mrs. Ryan is waiting for several CMF Board members to submit their lists
 - 2. As of the time of this meeting, the invitation list had roughly 150-line items (including both individuals and couples)
 - Event Layout/Map

1. Because there are no longer plans to have alcohol at the event, less security measures are required
 2. City of Chandler Special Events Senior Program Manager Hermelinda Llamas has acknowledged receiving the event information and has sent the plan to the fire marshal for approval.
- Mocktails
 1. Mrs. Ryan is working with the mocktail company Pour Masters on designing blended drinks
 2. Mrs. Ryan plans to purchase branded cups, napkins, water bottle labels, etc.
 - Parking Lot Overflow Plan
 - Catering from a Chandler company, specific company to be determined
 - Support from CUSD Students
 1. String quartet
 2. Catering class students
 - Tables, Chairs, Linens
 1. Mrs. Ryan may rent more, in addition to the tables, chairs, and linens owned by the Chandler Museum
 - Event Program
 1. Interspersed announcements through AV system about the CMF, the raffle, donation opportunities, etc.
 - Email Follow-Up
 1. Have a method for capturing emails so attendees can be contacted again in the future
 - Silent Auction
 1. Silent auction raffle baskets donated or sourced by CMF Board members of at least \$100 value
 - a. Board members will be reminded of this at the next CMF Board meeting in August and expected to bring their donation by the September CMF Board meeting
 - Donation Wall
 - Event Insurance
 1. Mrs. Ryan will talk with Mr. Crago about what has been done in the past
 - Security
 1. Subcommittee members discussed hiring an off-duty police officer or security company, especially for ensuring people can safely cross the road
 - Photographer
 1. Mrs. Ryan shared that a photographer has been booked for the event
 - Videography
 1. Subcommittee members discussed a desire to have videography capture people's stories

- 2. Subcommittee members discussed the need for video release forms and if they will take physical or digital form
 - Donation QR codes
 - 1. Codes for how to donate to the Chandler Museum will be placed all around the museum, including as part of the table centerpieces
 - Photos of the Museum
 - 1. Mrs. Ryan requested for Chandler Museum Marketing and Volunteer Coordinator Becca Vega help gather old photographs of the museum to use in a slideshow in the Saguaro Room and as part of the table centerpieces.
 - Step and Repeat
 - 1. Mrs. Ryan asked Mrs. Vega to design a step and repeat for a photo backdrop
 - CMF Board Member Name Lanyards
 - 1. Mrs. Ryan asked Mrs. Vega to design lanyard name badges for the CMF Board members.
 - Mr. Feely provided updates on additional elements of the event:
 - Mr. Feely shared that the Board had applied with AZ Lottery asking for \$100 worth of lottery tickets to use as one of the raffle prizes.
 - Mr. Feely created a draft Museum Foundation donation receipt
 - Mr. Feely created an event information letter for potential donors
 - Mr. Feely shared that the Board is considering applying to the Salt River Project (SRP) for a donation of \$2000 for the event and \$50,000 to support the CMF
6. Museum Manager's Update
- The Chandler Museum has hired three new staff members
 - Hannah Boese is a former volunteer, then intern for the Chandler Museum. Ms. Boese curated the Williams Airforce Base exhibit that was shown in 2024.
 - 1. Ms. Boese will primarily be working weekday afternoons
 - Vivian Lucero is a former intern at the Vision Gallery.
 - 1. Ms. Lucero will usually be working weekends and some weekday afternoons
 - Ruby Maderafont is new to the Chandler Museum and will usually work weekends with some weekdays.
 - The administrative assistant position will be posted for hiring soon, with hopes that it will go up in the next few weeks
 - The Chandler Museum hopes to have the person started in September
 - The Chandler Museum had multiple very successful events recently:
 - History Bites: Phoenix Lights Inside Story with Dr. Lynne Kitei had thirty-five attendees, many of whom stayed for a long time after the program
 - Gaman Double Feature had seventy attendees
 - Play Day: So Fun!, which featured free ice cream, had over ninety attendees
 - Basha Project

- Nadine Basha brought hundreds of objects to the museum to be digitized
 - Staff members are going to Basha headquarters as much as possible because the building will be decommissioned in roughly six weeks
- The Chandler Cultural Foundation (CCF) will be guest speaking at the August CMF Board meeting
 - Cultural Arts Manager Michelle MacLennen and a CCF Board member will be the presenters
 - A CMF Board member and Mr. Crago will be attending the August CCF Board Meeting to guest speak
- Keen Consultants' strategic planning is in process. Meetings are continuing, including a meeting about the museum's stakeholders.
- New exhibits will be opening at the Chandler Museum in September and October.

Member Comments

- Mrs. Meyerson mentioned that CMF Board Member Martin Sepulveda has been dissatisfied with the rate of completion for oral histories of older Chandler residents. She suggested that the Foundation can help support the progress of this project in some way, to be discussed at the next CMF Board and Governance Subcommittee meetings.
- Mr. Crago shared about previous conversations that museum staff had had with Mr. Sepulveda explaining the efforts they were making to complete the requested oral histories and the reasons that they had not been completed that were out of the hands of museum staff.

Member Announcements

None.

Calendar

7. Events and Exhibits Calendar

Adjourn

With no other business to discuss, the meeting was adjourned at 2:41 p.m.

Barbara Meyerson, Chair

Jody Crago, Staff Liaison