

**Standards and Excellence Program for History Organizations
(StEPs) Working Group of the Chandler Museum
McCullough-Price House Museum
300 S. Chandler Village Drive, Propstra Room
February 26, 2015 – 11:00 a.m.**

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 MUSEUMS ADVISORY BOARD and to the general public that the **StEPs Working Group of the Chandler Museum** will hold a meeting open to the public on **Thursday, February 26, 2015, at 11:00 a.m.**, in the 300 S. Chandler Village Drive, Propstra Room, Chandler, AZ.

(Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.)

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the City Clerk's office at (480) 782-2180. Requests should be made as early as possible to allow time to arrange accommodation.

Dated: *2/18/2015 8:46 AM*

A G E N D A

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. Minutes of September 17, 2014

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Museums Advisory Board from discussing an item that is not on the agenda, but the Museums Advisory Board does listen to your concerns and has staff follow up on any questions you raise.)

4. ACTION AGENDA

- a. None

5. BRIEFING ITEMS

- a. StEPs Workbook Collections Stewardship Standard 2: The institution legally, ethically, and effectively manages, documents, cares for, and uses the collections
 - i. Self Assessment Question M: Does the institution take appropriate measures to ensure the safety and security of artifacts and archival items in its care?
 - ii. Self Assessment Question N: Are there designated artifact and archives storage areas?

- iii. Self Assessment Question O: Does the institution use preventive conservation measures to provide a safe and stable environment for artifact and archives collections?
- iv. Self Assessment Question P: Does the institution use methods and materials for storing and exhibiting artifact and archives collections that promote their preservation?
- v. Self Assessment Question Q: Does the institution engage in conservation planning?

6. MEMBERS COMMENTS/ANNOUNCEMENTS

7. CALENDAR

- a. Next Meeting is scheduled for April 23, 2015

8. INFORMATION ITEMS

- a. None

9. ADJOURNMENT