

RESULTS

**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: *2/26/2015 2:32 PM*

A G E N D A

1. CALL TO ORDER / ROLL CALL

Members Present: Jody Crago, Museum Administrator
Nate Meyers, Curator of Collections
Tiffani Egnor, Curator of Education

Members Absent: Roger Lidman, Museums Advisory Board Member
Seth Graham, Museums Advisory Board Member

Jody Crago called the meeting cancelled at 11:10 a.m. as there was not a quorum present.

RESULTS

**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
September 17, 2014 – 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 **Wednesday, September 17, 2014, 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: *9/17/2014 2:51 PM*

A G E N D A

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. Minutes of June 26, 2014 / **Approved**

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 J: Are there written procedures for deaccession and disposal of collection items?
 - ii. Self Assessment Question K: Is there a formal recorded system for numbering and describing artifacts and archival collections?

- iii. Self Assessment Question L: Does the institution have an institutional archive?
- iv. Self Assessment Question M: Does the institution take appropriate measures to ensure the safety and security of artifacts and archival items in its care?
- v. Self Assessment Question N: Are there designated artifact and archives storage areas?
- b. Follow-up on Collection Standard 1 work: research on developing a collecting plan
- c. Follow- up on Collection Standard 2 Self Assessment Question C: making staff and volunteers aware of professional ethics regarding collections

6. MEMBERS COMMENTS/ANNOUNCEMENTS

7. CALENDAR

- a. Next meeting is October 23, 2014

8. INFORMATION ITEMS

- a. None

9. ADJOURNMENT

RESULTS

**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
June 26, 2014 – 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, June 26, 2014, 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.)

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Dated: *7/2/2014 11:31 AM*

A G E N D A

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. Minutes of April 24, 2014 / **Approved**

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 E: Does the institution allocate financial resources for collections care and management?
 - ii. Self Assessment Question F: Are there written criteria for accepting and refusing collections?

- iii. Self Assessment Question G: Can staff or volunteers locate artifact items in the collections?
- iv. Self Assessment Question H: Is there a filing system for collections records?
- v. Self Assessment Question I: Are there written procedures for acquiring, borrowing, and lending collection items?
- b. Follow-up on Collection Standard 1 work: research on developing a collecting plan

6. MEMBERS COMMENTS/ANNOUNCEMENTS

7. CALENDAR

- a. August 28, 2014

8. INFORMATION ITEMS

- a. None

9. ADJOURNMENT

RESULTS

**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
April 24, 2014 – 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, April 24, 2014 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: *4/30/2014 9:45 AM*

A G E N D A

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. Minutes of February 27, 2014 / **Approved**

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 1: The institution owns, exhibits, or uses collections that are appropriate to its mission
- b. StEPs Workbook Collections Stewardship Standard 2: The institution legally, ethically, and effectively manages, documents, cares for, and uses the collections
 - i. Self Assessment Question A: Does the institution have a written, governing authority-approved collections policy?

- ii. Self Assessment Question B: Are staff and volunteers aware of laws and regulations with regard to collections?
- iii. Self Assessment Question C: Does the institution recognize the role of professional ethics regarding collections?
- iv. Self Assessment Question D: Are there designated staff (paid or unpaid, part- or full-time) responsible for collections?

6. MEMBERS COMMENTS/ANNOUNCEMENTS

7. CALENDAR

- a. June 26, 2014

8. INFORMATION ITEMS

- a. None

9. ADJOURNMENT

RESULTS

**Standards and Excellence Program for History Organizations
(StEPs) Working Group of the Chandler Museum
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300 S. Chandler Village Drive, Propstra Room
February 27, 2014 – 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 27, 2014 at 11:00 a.m.**, in the 300 S. Chandler Village Drive, Propstra Room, Chandler, AZ.

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Dated: 2/28/2014 9:27 AM

R E V I S E D A G E N D A

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. None

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. Establish meeting schedule for StEPs Working Group of the Chandler Museum / **The next meeting will be Thursday, April 24, 2014 at 11:00 a.m. The group decided to meet every other month with consequent dates and times to be determined.**

5. BRIEFING ITEMS

- a. Review of StEPs Program and Process
- b. Review current Chandler Museum Collection Policy
- c. Review Section Four: Stewardship of Collections of the StEPs Workbook

6. MEMBERS COMMENTS/ANNOUNCEMENTS

7. CALENDAR

- a. None scheduled

8. INFORMATION ITEMS

- a. None

9. ADJOURNMENT