2018 Cultural Foundation Minutes

Regular Meetings

January 25, 2018
February 22, 2018
April 26, 2018
May 24, 2018
June 28, 2018
August 2, 2018
August 23, 2018
September 27, 2018
October 25, 2018
December 26, 2018

These minutes are fully searchable within this year by using the “Find Feature”.
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, JANUARY 25, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Janet Tobias, Jeanne Forbis,
Julia Marreel, Lorah Neville, Mike Halle, Patti Serrano, Renee Levin, Steena Murray, Valerie
McPeters, Wendy Bates

ABSENT: Ian Cluroe, Linda Yarbrough

STAFF: Brenda Brown, Judi Johnson, Michelle Mac Lennan, Terri Rettig, Tracey Wyatt

GUESTS: Dan Lee, Debbie Rubenstrunk, Jim Gould, Laura Schairer, Patti Painter, Sandra
Hudgens, Surale Phillips

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Jeanne Forbis, Chair in the
2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Steena Murray made a motion to approve the minutes of the December 7, 2017 Board Meeting.
Mike Halle seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Renee Levin made a motion to appoint Julia Marreel and David Woodruff to review the logo
   RFQ submissions. Patti Serrano seconded the motion. The motion was approved
   unanimously.

b. Steena Murray made a motion to approve the 2017 audit results. Julia Marreel seconded the
   motion. The motion was approved unanimously.

c. Valerie McPeters made a motion to approve the event budgets for The Nitty Gritty Dirt
   Band, The Isley Brothers, Howie Mandel, Shirley MacLaine, En Vogue, and Roseanne
   Cash. Renee Levin seconded the motion. The motion was approved unanimously. During
   the Special Events Committee report, Janet Tobias made a motion to approve the event
   budget for Robert Black, Hollywood in the Desert. Julia Marreel seconded the motion and
   the motion was approved unanimously.

BRIEFING ITEMS
a. Long Range Planning – Information was given at the last meeting regarding long range
   planning and a feasibility study. When the Executive Committee met on January 9th, they
   discussed the existing feasibility study and determined that there is no need to request
   another feasibility study. The next step is to analyze the existing data and collect more to
   create a Case for Support. There is already money budgeted for consultancy projects and this
   is a good match for Steve Tardif, the Experience Matters consultant that helped with the
   Concessions project.
b. Financial Reports for November and December – Michelle Mac Lennan reviewed the condensed financials for November and December. A full set of financials for January and Year to Date will be reported at the February 22nd board meeting.

c. Marketing Research Presentation – Surale Phillips presented a brief report from the December focus groups. While in town this time, she led six more groups and the results from all the groups will be presented at the February 22nd board meeting.

d. The Special Events Committee reported Eat Your Art Out is going great. Wendy Bates reported that Ambassador training took place during the Special Events Committee meeting prior to this board meeting. Table hosts are still needed, please contact Wendy or Debbie Rubenstrunk. Please bring a group of friends and family to one of the restaurants on February 27th. Julia reported on the Robert Black fundraiser for the Vision Gallery. The event will be held on March 7th and the goal is to net $2,500 for the Vision Gallery. The Committee is working on the details, but there will be a raffle, auction and live auction.

e. Board Development Committee reported the next item they will be working on are the Board Member Guidelines. This is an opportunity to define the culture of the board and determine what is needed for members to feel engaged and that they contribute. Items that will be added will include a willingness to learn how to extend civic outreach, and how to help the President of the board. The self and organizational assessment questions will be turned in to statements that are included in the guidelines. A draft will be brought forward to the board and a future board meeting.

f. Concessions Report – Terri Rettig reported since July 1st 2017 the construction of the new concessions counter has been completed which included a new digital display menu board. A new Food and Beverage Coordinator has been hired. The Point of Sale system has been upgraded to a fully integrated Square system which allows for complete financials and automated inventory control. The staff is testing new things with each show. Line configuration is evolving. During the Mariachi Festival there was a satellite bar in the Bogle theatre. Premium wines and draft beer have been added to the menu with spirits expected later in the season. In fiscal year 2017, concession/bar sales were $32,402, in the first 6 months of fiscal year 2018 there have been almost $34,000 in sales.

g. Profit & Loss Event Budgets were presented for Get the Led Out, 3 Evenings for the Arts, Sons of Serendip, The Family Stone, B: The Underwater Bubble Show, and Straighten Up and Fly Right John Pizzarelli & Ramsey Lewis Nat King Cole Tribute.

h. Sign up for Member Mixer on March 11th from 1:00pm-3:00pm.

FRIENDS ANNOUNCEMENTS

Patti Painter announced there were 30 events since the last board meeting that equated to 960 volunteer hours. Thank you for stopping by and talking with the volunteers, it really makes them feel good. Despite the illness of just about everybody, the Circus was magnificent. New volunteers and seasoned volunteers commented about how crazy and fun Price is Right Live was. There was a volunteer orientation on January 13th with 23 new volunteers signing up. The next orientation will be February 17th. There will be a quarterly potluck and meeting on March 13th and all board members are invited. There will be an evacuation training in June.
MEMBERS COMMENTS/ ANNOUNCEMENTS
Michelle Mac Lennan thanked Steena Murray for her end of year matching donation. In 2016, year-end gifts were $780. In 2017, year-end gifts were $5,950.

CALENDAR
a. Next meeting will be Thursday, February 22, 2018 at 5:30pm 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
  a. Martin Gatrost: Pacific Crest Trail, CCA Gallery January 12-February 23
  b. Safwat Saleem: Concerned, but Powerless, Vision Gallery January 16-March 2
  1. Opening Reception: January 25, 6:00 p.m.
  c. The Texas Tenors, January 27, 7:30 p.m.
  d. The Price is Right Live, January 20, 4:00 p.m. and 8:00 p.m.
  e. Moscow Festival Ballet-Sleeping Beauty, February 2, 7:30 p.m.
  f. Bumper Jacksons, February 16, 7:30 p.m.
  g. Board Development Committee, February 22, 4:00 p.m.
  h. Special Events Committee, February 22, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:46 p.m.

 Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION
SPECIAL EVENTS SUB-COMMITTEE MEETING
THURSDAY, JANUARY 25, 2018
4:15 p.m.

PRESENT: Renee Levin, Mike Halle, Phil Hotchkiss, Mari Jo Whitaker, Julia Marreel, Valerie McPeters, Patti Serrano

ABSENT: Heidi Ross, Alex Palmatier, Wendy Bates, Ian Cluroe,

STAFF: Debbie Rubenstrunk, Judi Johnson, Terri Rettig, Peter Bugg

GUESTS: NONE

Members of the Chandler Cultural Foundation Special Events Fundraising Sub-Committee convened at the above stated date and time for a special events committee meeting.

CALL TO ORDER: The meeting was called to order at 4:23 p.m. by Julia Marreel at 10 E. Chicago Street, Chandler, AZ 85225 Vision Gallery Conference Room

APPROVAL OF MINUTES

Phil Hotchkiss made a motion to approve the minutes of the October 26, 2017 meeting. Mike Halle seconded the motion. The minutes were approved unanimously as written.

BRIEFING/DISCUSSION ITEMS

1. Eat Your Art Out Chandler: Eat Your Art Out marketing materials were handed out to ambassadors and the committee watched an ambassador training video.

2. Robert Black Event: Hollywood In The Desert March 7 fundraiser at the Vision Gallery was confirmed. Susan Clausen AKA Edith Head was confirmed for entertainment; Attire is Cocktail or Hollywood Glam; Raffle tickets for auction items will be sold for $25 each or 5 for $100. There will also be a live auction for the higher priced items received.

MEMBER COMMENTS/ANNOUNCEMENTS

1. The next meeting will be February 22, 2018 at 4:15 p.m. at Vision Gallery Conference Room.

With no other business to discuss, the meeting adjourned at 5:26 p.m.

Judi Johnson, Marketing Coordinator
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, FEBRUARY 22, 2018
5:30 p.m.

PRESENT
Barbara Meyerson, Deb Hoogestraat, Ian Cluroe, Jeanne Forbis, Julia Marreel, Linda Yarbrough,
Lorah Neville, Patti Serrano, Renee Levin, Wendy Bates

ABSENT
David Woodruff, Janet Tobias, Mike Halle, Steena Murray, Valerie McPeters

STAFF
Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Peter Bugg, Terri Rettig, Tracey Wyatt

GUESTS
Ania Kubicki, Debbie Rubenstrunk, Jim Gould, Patti Painter, Laura Schairer, Surale Phillips

CALL TO ORDER
The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair in the 2nd floor Training
Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Renee Leven made a motion to approve the minutes of the January 25, 2018 Board Meeting. Patti
Serrano seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Julia Marreel made a motion to approve the logo and branding proposal submitted by Cause
   Design and an alternate approval for Esser Design. Barbara Meyerson seconded the motion. The
   motion was approved unanimously.

b. Lorah Neville made a motion to approve the event budgets for Michael Feinstein, Zoppe Italian
   Family Circus and Janis Ian. Julia Marreel seconded the motion. The motion was approved
   unanimously.

BRIEFING ITEMS
a. Marketing Research Presentation – Surale Phillips presented her final report to the board
   regarding the focus group information.

b. Visual Arts Presentation – Peter Bugg presented a report on the status of the visual arts
   programs and upcoming events in the CCA and Vision Galleries.

c. Financial Reports for January were presented to the board. Balance Sheet as of January 31,
   2018, Profit and Loss by Class January 2018, Profit and Loss by Class July 2017 through
   January 2018, Profit and Loss Budget vs. Actual July 2017 through January 2018, Profit and
d. The Special Events Committee reported that there was no committee meeting prior to the board meeting due to lack of quorum. However, Julia Marreel reminded the board Eat Your Art Out Chandler is next Tuesday. A list of restaurants was handed out to each person in attendance and Debbie Rubenstrunk has sent instructions for posting to social media accounts. The next fundraiser is for the Vision Gallery on Wednesday March 7th at 6:00 p.m. during the reception for the exhibit, Hollywood in the Desert. Cocktail or Hollywood glam attire is appreciated. Save the date - Center Stage Dinner for next season will be held on October 27th 2018.

e. Board Development Committee reported there were five applications submitted to the Mayor’s office. Three applicants were no longer interested in serving on the board. Either of the remaining two would be a great addition to the board. The Executive Committee charged this committee with reviewing the Board Member Guidelines. As the committee began looking at the guidelines, it became apparent that all the documents in the board member binder need to be reviewed. The committee intends to take apart the entire book, review it and make recommendations for any document that needs to be updated. Barbara Meyerson thanked Linda Yarbrough for the idea of including a history of the Chandler Cultural Foundation to preserve the history and be able to make future decisions in context. The goal of the committee is to present a useful and friendly board member binder.

FRIENDS ANNOUNCEMENTS
Patti Painter announced there were nine events since the last board meeting that equated to 288 volunteer hours. The Friends passed out Eat Your Art Out cards to patrons that attended the BYU event, hopefully there will be more people eating out Tuesday. The Friends are looking forward to Black Violin and Music of the Knights this weekend. There will be a volunteer orientation in May. The evacuation training will be held in June. The Friends quarterly potluck and meeting will be March 13th and everyone is welcome to attend.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Jeanne Forbis thanks Patti Serrano and Renee Levin for being part of the YAC roundtables with her. Graduation is next Wednesday and all are invited. Jeanne shared a few ideas and questions the youth had regarding the CCA. 1) They would love a Starbucks® in the CCA. 2) More shows, programming and camps for teens - they find out about shows through their teachers and slides during school announcements. 3) Are there security checks? 4) Enjoyed YAC topics, any way to use the topics as a single “class” and expand the sessions to include more people? 5) Are there summer job opportunities at the CCA? 6) YAC age target discussion – should the program target 7th-10th graders?
Michelle Mac Lennan announced the Mayor’s Boards and Commissions Appreciation Event is March 29th. There is an opportunity for a group picture. Please attend if you are able.
Linda Yarbrough passed along a thank you from her husband, Steve Yarbrough for the people that attended Arts Congress on February 19th. He was able to speak with Annie Beach.
Michelle Mac Lennan asked Linda to pass along her thanks to Steve for his time at the Arts Congress.

CALENDAR
a. Next meeting will be **Thursday, March 22, 2018** at 5:30pm 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.
INFORMATION ITEMS

a. Martin Gatrost: *Pacific Crest Trail*, Gallery at CCA through February 23
b. Safwat Saleem: *Concerned, but Powerless*, Vision Gallery through March 2
c. Black Violin, February 23, 7:30 p.m. –SOLD OUT
d. Music of the Nights, February 24, 7:30 p.m.
e. Eat Your Art Out Chandler, February 27
f. 1,000 Words, Gallery at CCA, March 2 - April 14
  1. *Opening Reception, March 1, 6:00 p.m. to 8:00 p.m.*
g. Hollywood in the Desert, Vision Gallery, March 8 – April 6
  1. *Red Carpet Reception, March 7, 6:00 p.m. to 9:00 p.m.*
h. k.d. lang, March 8, 7:30 p.m.
i. Buddy Guy, March 9, 7:30 p.m.
j. Member Mixer, Gallery at CCA March 11, 1:00 p.m. to 2:30 p.m.
k. Celtic Nights, March 11, 3:00 p.m.
l. Classic Albums Live, Sgt. Peppers, March 16, 7:30 p.m.
m. Musical Thrones, March 18, 7:00 p.m.
n. Board Development Committee, March 22, 4:00 p.m.
o. Special Events Committee, March 22, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 7:08 p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, APRIL 26, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Ian Cluroe, Janet Tobias, Jeanne Forbis, Linda Yarbrough, Lorah Neville, Steena Murray

ABSENT: Deb Hoogestraat, Julia Marreel, Mike Halle, Patti Serrano, Renee Levin, Valerie McPeters, Wendy Bates

STAFF: Brenda Brown, Cynde Cerf, Josh Wright, Judi Johnson, Michelle Mac Lennan, Terri Rettig, Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Jim Gould, Laura Schairer, Patti Painter, Sandra Hudgens

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Jeanne Forbis, Chair in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Barbara Meyerson made a motion to approve the minutes of the February 22, 2018 Board Meeting. Steena Murray seconded the motion. The minutes were approved as written.

ACTION AGENDA
  a. Linda Yarbrough made a motion to approve the revised Special Events Committee charter. Ian Cluroe seconded the motion. The motion was approved unanimously.

  b. Janet Tobias made a motion to approve the event budgets for Boney James, Joe Nichols, Run Boy Run, Center Stage Fundraiser, Showtune Productions, Brandon Stanton, Storm Large, and Joanna Newson. Lorah Neville seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS
  a. Education RFQ Draft – Terri Rettig reviewed the draft Request for Quote with the board. The purpose of the RFQ is to assess the CCA’s educational programs.

  b. Marketing Project Strategic Plan – Laura Schairer presented a PowerPoint presentation highlighting the current marketing project and the marketing strategic plan for the future.

  c. Branding and Logo Update – Michelle presented a draft of the preliminary logos from Cause Design and discussed the brand and brand identity. Board members were encouraged to send their feedback to Michelle.

  d. Executive Committee – Jeanne Forbis reported a marketing update was reviewed. The CCA is undergoing a City cash handling audit. There was initial discussion of the 2018-2019 budget. Contracts for Angles PR and DLR Consulting were reviewed.
e. Board Development Committee – Barbara Meyerson reported the committee briefly looked at the board member binder. Future tasks include the board member guidelines, board member job description, and examine the executive committee job descriptions. The committee will bring forward any recommendations of changes. The goal is to make the introductory materials as exciting as it is to serve on the board. Patti Serrano has completed her term. There will be a new person joining the board. The committee was able to speak with her prior to being appointed.

f. March Financial Report presented by Michelle MacLennan

g. Profit and Loss Statements for Zoppe Italian Family Circus, Jarabe Mexicano, The Price is Right Live, The Texas Tenors, Moscow Festival Ballet Sleeping Beauty, Bumper Jacksons, Black Violin and The Music of the Knights were presented by Terri Rettig.

h. Acknowledgment – Jeanne Forbis acknowledged Patti Serrano’s service on the board. Her commitment to the CCA is appreciated. She will continue serving on the Special Events Committee and as a volunteer at events at the CCA.

FRIENDS ANNOUNCEMENTS
Patti Painter announced there were 26 events since the last board meeting that equated to 832 volunteer hours.
The Friend’s appreciation dinner is tomorrow night and all the volunteers are looking forward to the event. The next Friend’s orientation is May 12th and the next Quarterly meeting is June 12th. This is Patti’s last meeting. She has thoroughly enjoyed her time on the committee and being able to be at the board meetings. Patti introduced Diane Parkins. Diane’s term officially begins in May.

MEMBERS COMMENTS/ANNOUNCEMENTS
Michelle commented that long-time, dedicated members Craig and Mariann Shields have indicated to Michelle they have done their estate planning and have committed half their estate to the Chandler Railway Museum and half to the Chandler Center for the Arts. The estimated value of their estate is $4 million dollars. We are very appreciative of their commitment to support the CCA.

CALENDAR
a. Next meeting will be Thursday, May 24, 2018 at 5:30pm 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a) Desert Imprint Exhibit, Vision Gallery, through May 11, 2018
b) CUSD 2018: Art Collision, CCA Gallery, through May 12, 2018
c) Friends-Volunteer Recognition Dinner, April 27, 5:30 p.m.
d) La Santa Cecilia, April 29, 7:00 p.m.
e) Pacifico Dance and Mariachi Los Toros, May 4, 7:30 p.m.
f) Apocalyptica, May 13, 7:00 p.m.
g) Board Development Committee, May 24, 4:00 p.m.
h) Special Events Committee, May 24, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, MAY 24, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Ian Cluroe, Jeanne Forbis, Julia Marreel, Renee Levin, Steena Murray, Wendy Bates

ABSENT: Janet Tobias, Linda Yarbrough, Lorah Neville, Mike Halle, Valerie McPeters

STAFF: Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Susan Patterson, Terri Rettig, Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Jim Gould, Laura Schairer

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Steena Murray made a motion to approve the minutes of the April 26, 2018 Board Meeting. Julia Marreel seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. David Woodruff made a motion to approve the Executive Committee Officer Nominations. Barbara Meyerson seconded the motion. The motion to approve Jeanne Forbis as Chair was approved unanimously. The motion to approve Linda Yarbrough as Vice-Chair was approved unanimously. The motion to approve Steena Murray as Treasurer was approved unanimously. The motion to approve Julia Marreel as Secretary was approved unanimously.
b. Barbara Meyerson made a motion to approve the Education RFQ. David Woodruff seconded the motion. The motion was approved unanimously.
c. Steena Murray made a motion to approve DLR’s Contract. Julia Marreel seconded the motion. The motion was approved unanimously.
d. David Woodruff made a motion to approve Angles PR Contract. Steena Murray seconded the motion. The motion was approved unanimously.
e. Renee Levin made a motion to approve the event budgets for La Santa Cecilia and Take Me to the River New Orleans Live! Barbara Meyerson seconded the motion. The motion was approved unanimously.
f. Deb Hoogestraat made a motion to approve the Branding and Logo proposal. Ian Cluroe seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS
a. Annual Board Retreat – Lorah Neville has agreed to walk us through the strategic planning process. The board retreat will be Thursday, August 2 from 9:00 AM to 2:00 PM. We will not have a board meeting in July.
b. FY19 Budget Draft – grant sponsorships have decreased due to the Piper grant. There will be a significant Marketing Investment. It is an aggressive goal with admissions being 70% of capacity. Next year will focus on development. Audience development, new program development, and converting our single ticket buyers to multi ticket buyers. David Woodruff commented he would like to see the budget show a net profit of $50,000-$100,000. Really stretch the budget. He commented that Michelle’s three-year record of accomplishment has proven that the budgeted net profit can be increased.

c. Website RFQ Draft – A draft version of the Request for Quote for a new website was submitted for review.

d. Special Events Committee – Julia Marreel reported the committee recapped the February EYAO event. They discussed challenges, suggestions and ways to get more help in the restaurants next year. The Robert Black event on March 7 raised $1200 for the Vision Gallery. The committee is discussing whether to make the Vision Gallery events ticketed or free. The Little Black Dress event raised more funds selling tickets at $125 each. The next event coming up is Center Stage on October 27. The artist will be Run Boy Run.

e. Board Development Committee – No meeting due to lack of quorum.

f. April Financial Report – presented by Michelle Mac Lennan. David Woodruff asked if the alcohol sales listed on the individual profit and loss reports, could be presented quarterly. Michelle Mac Lennan agreed that concessions and alcohol sales would be reported on a quarterly basis with Foundation and Rental shows included.

g. Profit and Loss Statements for k.d. lang, Buddy Guy, Celtic Nights, Camp Kidz – Spring Intensive, Classic Albums Live Sgt. Peppers Lonely Hearts Club Band and Musical Thrones were presented by Terri Rettig.

h. City Budget Update – a decision package for USI, the venue management software, was approved. Council approved a 10 year capital fund for the Center for the Arts including the Vision Gallery. The first year is $758,000, then 9 years at approximately $200,000 every other year.

FRIENDS ANNOUNCEMENTS

Jim Gould reported that 216 Friends volunteered a total of 960 hours since the last board meeting. The Friends appreciation dinner on April 27th was great and well attended. The May 12th orientation for new Friends had 18 new people, including 4 couples. The Quarterly Potluck is June 12th and all board members are invited to attend. On June 19th there will be an Evacuation Training.

MEMBERS COMMENTS/ANNOUNCEMENTS

Renee Levin asked what was being done to address the security of the CCA. Michelle Mac Lennan responded that the CCA’s most recent upgrade was access control, which allows for total building lock down with a key swipe. There are several improvements scheduled such as LED exterior building lighting upgrades, building signage and enhanced box office security. Future projects that require funding are additional access control points, clearly defined walkways and security/parking enhancements.

Michelle Mac Lennan commented that there are copies of the Executive Summary of Market Research findings if anyone would like a copy. Lastly, if you did not attend the Mayor’s board and commission reception, please accept a copper mug as a thank you from Mayor Tibshraeny.
CALENDAR
a. Next meeting will be **Thursday, June 28, 2018** at 5:30 pm 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. The Monkees, June 1, 7:30 p.m.
b. Summer Camp, June 4-22, 9:00 a.m.
   Opening reception, May 31, 6:00 pm
d. Board Development Committee, June 28, 4:00 p.m.
e. Special Events Committee, June 28, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 7:05 p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, JUNE 28, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Janet Tobias, Julia Marreel,
Linda Yarbrough, Renee Levin, Valerie McPeters, Wendy Bates

ABSENT: Ian Cluroe, Jeanne Forbis, Lorah Neville, Mike Halle, Steena Murray

STAFF: Brenda Brown, Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Peter Bugg, Terri Rettig,
Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Jim Gould, Tobin Ernst

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Linda Yarbrough, Vice-Chair
in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Janet Tobias made a motion to approve the minutes of the May 24, 2018 Board Meeting. Barbara
Meyerson seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Barbara Meyerson made a motion to appoint David Woodruff as Chair and Valerie McPeters to
the Sponsorship Review Panel. Renee Levin seconded the motion. The motion was approved
unanimously.
b. David Woodruff made a motion to approve the event budgets for Kansas and Samantha Fish.
Julia Marreel seconded the motion. The motion was approved unanimously.
c. David Woodruff made a motion to approve the FY19 Chandler Cultural Foundation budget.
Renee Levin seconded the motion. The motion was approved unanimously.
d. Janet Tobias made a motion to approve the Website Request for Quote. Julia Marreel seconded
the motion. The motion was approved unanimously.

BRIEFING ITEMS
a. Review Draft Strategic Marketing Plan – Michelle Mac Lennan presented the executive
summary. The full document was emailed prior to the board meeting. Please review prior to the
board retreat as it will be on the action agenda for approval on August 2nd.

b. Special Events Committee – Julia Marreel reported the committee is getting organized for the
fall. Center stage is October 27th. Dinner will be on the main stage and patrons will move to the
Bogle for the entertainment. The décor will be bluegrass or country chic and a little more casual
that last year. There will be 45 mystery boxes that will be sold for $100. If any board member
would like to donate items, please contact Debbie Rubenstrunk. After several wonderful years
of hospitality from Deb and Bernie Hoogestraat, we are looking for a new home for Gift for the
Arts. If you would like to open your home, please contact Julia Marreel. Mark your calendars
for Eat Your Art Out on February 26, 2019.
c. Board Development Committee – Barbara Meyerson reported the committee discussed the current board vacancy. If any board member has a name of someone that would be a great fit on the board, please contact Barbara. The committee has also started the process of reviewing the board binder that is given to new board members during orientation.


e. Profit and Loss Statements for Cesar Millan, Lee Rocker, Ruben Studdard, Clint Black, La Santa Cecilia and Pacifico Dance Company were presented by Terri Rettig.

f. Vision Gallery Report presented by Peter Bugg.

g. Marketing and Public Relations Report presented by Cynde Cerf and Angles PR

h. Board Retreat – Linda Yarbrough reminded the board that the retreat will be held at Serrano’s on August 2, 2018 from 9am-2pm.

FRIENDS ANNOUNCEMENTS
Jim Gould announced there were 17 events since the last board meeting that equated to 1000 volunteer hours. The Friends are looking forward to the Summer Concert Series, several rentals and serving the patrons. Evacuation training had 45 in attendance and the potluck was also well attended. The Friends have been looking at a mentorship program now that there are three high school students volunteering regularly at the Center.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Linda Yarbrough announced that her son is the new owner of the Chick-fil-a franchise across from Hamilton High School.

Peter announced that today marks his one year anniversary at the Vision Gallery.

Debbie Rubenstrunk announced the Youth Advisory Council applications are due September 7th. Board members will be needed to interview the applicants.

The City of Chandler has an updated Anti-Bully/Anti-Harassment policy. Please sign and return to Tracey Wyatt.

CALENDAR
a. Next meeting will be **Thursday, August 2, 2018** at 9:00am Serrano’s Mexican Restaurant, 141 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. Summer Camp 3, July 9-13, 9:00 a.m.

b. Jacome Flamenco presents Cuatro, Free Concert, July 27, 7:30 p.m.


d. Executive Committee, July 10, 9:00 a.m.

e. Board Development Committee, August 23, 4:00 p.m.

f. Special Events Committee, August 23, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:56 p.m.

[Signature]
Secretary
PRESENT: Barbara Meyerson, David Woodruff, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Renee Levin, Steena Murray, Valerie McPeters, Wendy Bates

ABSENT: Deb Hoogestraat, Ian Cluroe, Janet Tobias, Mike Halle

STAFF: Brenda Brown, Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Peter Bugg, Terri Rettig, Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Laura Schairer, Tobin Ernst

CALL TO ORDER: The meeting was called to order at 9:09 a.m. by Jeanne Forbis, Chair in the Serrano’s Meeting Room at 141 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Linda Yarbrough made a motion to approve the minutes of the June 28, 2018 Board Meeting. Renee Levin seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Barbara Meyerson made a motion to approve the Marketing Plan. Lorah Neville seconded the motion. The motion was approved unanimously.

b. Julia Marreel made a motion to approve the event budgets for Alan Parsons Live Project, Las Cafeteras, Los Lobos and Los Lonely Boys. Linda Yarbrough seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS
a. Profit and Loss Statements for Apocalyptica and The Monkees present the Mickey and Mike Show was presented by Terri Rettig.

b. Education Programs Assessment Proposal was reviewed by Terri Rettig. Looking at starting the assessment in September. The assessment should take approximately 4-6 months. Will assess the current community needs for arts education and how the CCA and VG can fill in any gaps.

c. Key Dates and Board Roster were distributed.

RETREAT
a) Welcome and Introduction

b) Goals accomplished FY 15 - FY 18.

c) Performing arts trends and their implications, cultural and economic trends, 5 macro trends and a new way to present artists were presented by Michelle Mac Lennan.
d) Case for Support - Advocacy draft reviewed. Groups discussed pros and cons of each scenario.

e) Development Goals – Board members filled out the annual personal development goal sheet. Julia Marreel handed out Center Stage sponsorship levels. There will be 45 mystery boxes at Center Stage this year.

f) Visual Arts Trends presented by Peter Bugg included installations, video, performance and social practice trends.

g) Next Steps include the arts advocacy handout, how the CCA and VG can support large businesses, board members are encouraged to attend budget meetings as they are open to the public.

h) Closing

MEMBERS COMMENTS/ ANNOUNCEMENTS
None

CALENDAR
a. Next meeting will be Thursday, August 23, 2018 at 5:30pm 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a) Object Inspiration: A Collaborative exhibition with the Chandler Museum, Vision Gallery and the Gallery at CCA through August 25, 2018
b) Free Summer Concert-Blaine Long and Rosas Del Ray, August 3, 7:30 p.m.
c) Free Summer Concert-Leonard Patton and Danny Green Quartet, August 17, 7:30 p.m.
d) Board Development Committee, August 23, 4:00 p.m.
e) Special Events Committee, August 23, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 2:01 p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, AUGUST 23, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Janet Tobias, Jeanne Forbis, Linda Yarbrough, Lorah Neville, Wendy Bates

ABSENT: Ian Cluroe, Julia Marreel, Mike Halle, Renee Levin, Steena Murray, Valerie McPeters

STAFF: Michelle Mac Lennan, Terri Rettig, Tracey Wyatt

GUESTS: Debbie Rubenstrunk, Jim Gould, Diane Parkins, Laura Schairer

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Janet Tobias made a motion to approve the minutes of the August 2, 2018 Board Meeting and Retreat. Linda Yarbrough seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Linda Yarbrough made a motion to approve the event budget for Tales of Ladybug and Cat Noir. Deb Hoogestraat seconded the motion. The motion was approved unanimously.
b. Linda Yarbrough made a motion to approve the Website Vendor Selection. Wendy Bates seconded the motion. The motion was approved unanimously.
c. Barbara Meyerson made a motion to approve the Education Consultant Contract. Lorah Neville seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS
a. Board Retreat – Jeanne Forbis reported the retreat had an excellent turnout. Jeanne, Lorah and Michelle met to discuss the next steps for the board after a production retreat. Staff will do some research regarding the two case study scenarios. As the 30th anniversary of the CCA approaches, it would be helpful to see what the community vision for the CCA looks like. As the City looks to position itself as a “smart city” it would be great to leverage the arts and culture the community wants and position the City as a “smART city”.

b. Arts Awards – Michelle Mac Lennan reported the Arts Awards will be presented at Center Stage this year. Michelle is proud to announce the Applause Award is going to Jeanne Forbis and the Business Arts Award is going to First Credit Union.

c. Special Events Committee – Debbie Rubenstrunk reported Eat Your Art Out has two restaurants confirmed. The role of the ambassadors is changing. This year, 3-4 people will be in a group together and visit several restaurants in an area. Center Stage preparations are going great. Big Two Toyota is the event sponsor and has graciously increased their amount to $7,500. The performance of Run Boy Run has 30 seats remaining. This will be a great event.
d. Board Development Committee – Barbara Meyerson reported that one objective of the committee is to make the board binder easier to use. To that effort, the committee is going through the documents and determining if it is a document that tells new board members who we are or how we roll. The committee is also figuring out which documents need to be on paper and which ones can be online. A quick vote took place and three people indicated they prefer paper and 2 people indicated they preferred online documents. The projector could be used at each meeting to display the board packets instead of making paper copies.

e. Connecting Kidz FY18 – Terri Rettig reported on the success of the program. There were five Theater Kidz performances which served 3,371 students from kindergarten to high school. Thirteen students graduated from the Youth Advisory Council. Vision Kidz held 52 workshops which 711 students participated. Camp Kidz served 360 kids ages 7-14.

f. FY18 Financial Report – Michelle MacLennan reported the June 2018 and End of Year financial statements.

FRIENDS ANNOUNCEMENTS
Jim Gould announced there were 18 events since the last board meeting that equated to 700 volunteer hours. In an effort for the friends to know each other better, there will be stories highlighting other volunteers in the newsletter. There are six active volunteers that have served over 1,500 hours and two of them are close to 5,000 hours. The free summer concerts are great for new volunteers to learn where the seats are in the theatre. The next quarterly meeting is September 11th.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Debbie Rubenstrunk announced Youth Advisory Council applications are due September 7th.

CALENDAR
a. Next meeting will be **Thursday, September 27, 2018** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. Free Summer Concert, Finnegan Blue, August 24, 7:30 p.m.
b. Hop Art Reception, Vision Gallery, September 6, 6:00 p.m.
c. Hop Art Exhibit, Vision Gallery, September 7-29
d. Ida y Vuelta, Gallery at CCA, August 30-October 6
e. Ida y Vuelta, Gallery at CCA, Reception and Artist Talk,
f. September 8, 6:00 p.m. -8:30 p.m.
g. Jazz from the Silver Screen, Free Summer Concert, September 9, 3:00 p.m.
h. Mike Super Magic and Illusion, September 22, 7:00pm
i. Macy Gray, September 23, 7:30 p.m.
j. Board Development Committee, September 27, 4:00 p.m.
k. Special Events Committee, September 27, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:42 p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, SEPTEMBER 27, 2018
5:30 p.m.

PRESENT: Barbara Meyerson, Janet Tobias, Jeanne Forbis, Lorah Neville, Mike Halle, Renee Levin, Steena Murray, Valerie McPeters

ABSENT: David Woodruff, Deb Hoogestraat, Ian Cluroe, Julia Marreel, Linda Yarbrough, Wendy Bates

STAFF: Cynde Cerf, Michelle Mac Lennan, Peter Bugg, Susan Patterson, Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Hermalinda Llamas, Jim Gould, Tobin Ernst

CALL TO ORDER: The meeting was called to order at 5:43 p.m. by Jeanne Forbis, Chair in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Lorah Neville made a motion to approve the minutes of the August 23, 2018 Board Meeting and Retreat. Janet Tobias seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Renee Levin made a motion to approve the Special Event Funding Recommendation. Barbara Meyerson seconded the motion. The motion was approved unanimously.

b. Janet Tobias made a motion to approve the event budgets for Josh Turner, Strangelove, India Aire, EmmyLou Harris, Jesse Cook, Harlem 100, Melissa Etheridge, Blind Boys of Alabama, Jarabe Mexicano, LP & The Vinyl, Black Violin, Paul Anka, New Power Generation, Buddy Guy, Randy Newman, Folk Legends, Aaron Neville, Hollywood Blvd. and Tap Dogs. Mike Halle seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

b. Special Events Committee did not meet prior to the board meeting. Debbie Rubenstrunk reported that Center Stage on October 27th should be a great evening.

c. Board Development Committee – Barbara Meyerson reported six people applied for the board and the committee was able to talk with five of the applicants. Once the committee is able to talk with the sixth applicant they will discuss at the next committee meeting and make a recommendation to fill the vacant spot on the board. The committee also discussed the board binder and evaluating each document. The committee would like to have a board roster that includes pictures of each board member, staff and consultants. New board member orientation can also be done by accessing the material electronically.
d. Conflict of Interest statement – Michelle Mac Lennan handed out the annual conflict of interest statements. Please fill out the form and return to Tracey Wyatt.

e. Visual Arts Update presented by Peter Bugg

f. Summer Concert Series presented by Cynde Cerf

g. Marketing and PR update presented by Cynde Cerf and Angles PR

FRIENDS ANNOUNCEMENTS
Jim Gould announced that since August 23rd there were 12 events that utilized 155 volunteers for a total of 555 volunteer hours. The volunteer newsletter now features a section that highlights a volunteer so that as the number of volunteers grows, they can know each other. Evacuation training is October 16th and New Volunteer Orientation is October 27th.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Debbie Rubenstrunk commented that the Youth Advisory Council is getting ready for the second session. There were 21 applicants and 15 people were selected. Six of the YAC members have siblings that were previous YAC members.

Michelle Mac Lennan announced that Judi is out on leave. She is doing well but will be out for a couple of months. In addition, Debbie Lawless the Center’s Financial Specialist is retiring after 32 years of service to the City. Her last day will be October 19th. Tracey Wyatt will be filling in as an Interim Financial Specialist while the job is out for recruitment.

CALENDAR
a. Next meeting will be Thursday, October 25, 2018 at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. Hop Art Exhibit, Vision Gallery, through September 29
b. Gregory Popovich Pet Theatre, September 29, 11:00 a.m., 3:00 p.m., 7:00 p.m.
c. Get the Led Out, October 4, 7:30 p.m.
d. Ida y Vuelta, Gallery at CCA, through October 6

e. 19th Annual Mariachi and Folklorico Festival, October 6, 7:00 p.m.
f. Fall Kids Camp Intensive, October 8-12, 9:00 a.m. to 3:30 p.m.
g. Boney James, October 11, 2018, 7:30 p.m.
h. Jan Marshall and Joe McShane Reception, Gallery at CCA, October 12, 6:00 p.m.
i. Don Felder, Formerly of the Eagles, October 14, 7:00 p.m.
j. Lucia Micarelli, October 20, 7:30 p.m.
k. Board Development Committee, October 25, 4:00 p.m.
l. Special Events Committee, October 25, 4:15 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at _______ p.m.

[Signature]
Secretary
MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, OCTOBER 25, 2018
5:30 p.m.

PRESENT: Wendy Bates, Jeanne Forbis, Renee Levin, Julia Marreel, Barbara Meyerson, Lorah Neville, Janet Tobias, David Woodruff, Linda Yarbrough

ABSENT: Ian Cluroe, Mike Halle, Deb Hoogestraat, Valerie McPeters, Steena Murray

STAFF: Cynde Cerf, Michelle Mac Lennan, Terri Rettig

GUESTS: Jim Gould, Sandra Hudgens, Laurel Klimack, Diane Perkins, Debbie Rubenstrunk

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair, in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES
Janet Tobias made a motion to approve the minutes of the September 27, 2018 Board Meeting. Julia Marreel seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Barbara Meyerson made a motion to appoint Julia Marreel and Steena Murray to the Audit Work Group. Renee Levin seconded the motion. The motion was approved unanimously.

b. Renee Levin made a motion to approve the event budgets for Skerryvore, Madeline Peyroux & Paula Cole, Johnny Lang, Ozomatli & Flor de Toloache, Sammy Miller and The Congregation, Max Weinberg’s Jukebox, Alpin Hong, The Price is Right, Big Bad Voo Doo Daddy, Lucia Micarelli, The Big Molinsky: Considering Joan Rivers. Lorah Neville seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

b. Special Events Committee

Center Stage Dinner on October 27, 2018
Looking forward to seeing everyone. Mystery boxes available for sale. Tiffany Ticlo is a featured singer. Mark Lewis is emcee.

Eat Your Art Out Chandler on Tuesday, February 26, 2019
Mark your calendars. Goal is 10 restaurants concentrated in a few areas.

c. Board Development Committee
Barbara Meyerson reported the committee is working on board book. The committee recommends Jason Ridley and Sarah Hernandez-Bern (ESL teacher) as possible board members to fill the vacant seat. Other applicants will be contacted for possible work group opportunities.
d. Construction Update – Michelle Mac Lennan
   Sound system installed. Combining box office and lobby into one project for bid purposes.
   Change to the box office design, combining into one operational site, elevate the gallery experience.

e. Important Dates – Michelle Mac Lennan

FRIENDS ANNOUNCEMENTS
Jim Gould announced there were 15 events since the last board meeting that equated to 141.25 volunteer hours. Friends orientation is this Saturday.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Terri Rettig reported that Sonia de los Santos event on September 14 was ‘the best field trip ever’

CALENDAR
a. Next meeting will be **Thursday, December 6, 2018** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. By Popular Demand, Paintings and Sculpture by Anthony Banayat, October 4-November 2, Vision Gallery
b. Time and Space, Jan Marshall & Joseph W. McShane, The Gallery at CCA, October 11-November 10
c. Center Stage Fundraising Event, October 27, 5:00 p.m.
d. Run Boy Run, October 27, 7:30 p.m.
e. Travis Tritt, November 2, 7:30 p.m.
f. Lea Delaria, November 9, 7:30 p.m.
g. The United States Army Field Band from Washington D.C., November 11, 3:00 p.m.
h. Charles Phoenix, Retro Holiday Jubilee, November 16, 7:30 p.m.
i. Raul Midón, November 17, 7:30 p.m.
j. Special Events Committee, December 6, 4:15 p.m.
k. Board Development Committee, December 6, 4:00 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:22 p.m.
PRESENT: Deb Hoogestraat, Janet Tobias, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Steena Murray, Wendy Bates

ABSENT: Barbara Meyerson, David Woodruff, Mike Halle, Renee Levin, Valerie McPeters

STAFF: Brenda Brown, Kristin Marshall, Michelle Mac Lennan, Peter Bugg, Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Sandra Hudgens, Brenden Biegel, Stephen Erno, Kim Moyer, Deb Stapleton

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair, in the 2nd floor Training Room A of the City Hall complex at 175 S. Arizona Avenue.

APPROVAL OF MINUTES
Lorah Neville made a motion to approve the minutes of the October 25, 2018 Board Meeting. Linda Yarbrough seconded the motion. The minutes were approved as written.

ACTION AGENDA
a. Linda Yarbrough made a motion to appoint Janet Tobias as the Chair of the Board Development Committee. Steena Murray seconded the motion. The motion was approved unanimously.

b. Linda Yarbrough made a motion to approve the event budgets for Apocalyptica, Squeeze, Leann Rimes, The Australian Pink Floyd Shows, We Will Rock You, Boney James, Amy Grant, Georgia on My Mind, Tap Pack. Steena Murray seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

b. Special Events Committee – Julia Marreel

The total results for the Center Stage event have not yet been tabulated. However, results from the ‘ask from the floor’ and mystery box sales indicate the event exceeded expectations.

Eat Your Art Out is scheduled for February 26, 2019. The committee is awaiting confirmation from more restaurants. Materials will be available at the next board meeting.
c. Board Development Committee – Janet Tobias

The committee reviewed the draft of board member handbook. The handbook will be a great way to familiarize new board members as to the guidelines and expectations of board service.

The board members should submit a personal picture of their choosing to admin Kristin Marshall by December 13th. Kristin will send an e-mail message regarding the picture submission to the board members.

d. Profit & Loss Statements – Michelle Mac Lennan

The profit & loss statements from Mike Super Magic & Illusion, Macy Gray, Gregory Popovich Comedy Pet Theatre were reviewed.

e. Capital Projects Update – Michelle Mac Lennan

- Phase 1 sound (speakers, subwoofers, front & back fill, processing (electric) mainstage
  Installation of the CODA AiRAY sound system, becoming the first venue in the United States to have the innovative system. The sound system was installed by the City and School District to continue providing world-class performance experiences at the Center.
- Due to the initial bid for the Lobby & Box Office/Gallery coming in 250K over budget we are re-tooling the projects and will do the Lobby in this fiscal year and the box office/gallery in next fiscal year thanks to some support from the existing Cultural Affairs capital budget that is above and beyond the Center’s capital budget.
- Lobby, corridor, wall treatment, handrails and carpeting (Phase 1) is out to bid, we are expecting to have an estimate by December 12.
- The building bid has come in within budget and we are working through many wayfinding details.

Capital requests for next year will include

- Box Office & Gallery
- Phase 2 of the sound system (digital snakes, stage boxes console, wiring)
- Musicians Chairs

The needs for the Foundation in January/February;

- Donor Wall
- Lobby Furniture from the Adopt – A-Seat Fund

f. Vision Gallery Update-Peter Bugg

Peter Bugg presented a very informative slide deck showcasing the current and upcoming events at Vision Gallery and the Chandler Public Art spaces.
FRIENDS ANNOUNCEMENTS
Sandra Hudgens announced there were 21 events, since the last board meeting, which equated to 97.25 volunteer hours. At the orientation held on October 17, seventeen new friends were added to the roster for total of 139 active friends. The holiday potluck dinner was held on November 17. This is a very time in the season with multiple showings of The Nutcracker, Spirit of Christmas and Zoppe, a Family Circus.

MEMBERS COMMENTS/ ANNOUNCEMENTS
Michelle Mac Lennan reported that the draft of the audit is in. We will reach out to Steena Murray and Julia Marreel for review. The January 24, 2019 board of directors meeting may be held at the new Chandler Museum. The meeting notice will be updated if the location of the meeting changes. The Chandler Museum is holding its grand opening on Saturday, December 8 beginning at 9:30 a.m. An education assessment of the CCA you programs, using e-mail surveys, small focus groups and individual interviews, will be conducted the week of January 14-17, 2019. The board members will be contacted regarding the date, time and location of the small focus group interview session and when to expect the e-mail survey.

CALENDAR
a. Next meeting will be **Thursday, January 24, 2019** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS
a. Grand Opening of the Chandler Museum, December 8, 9:30 a.m.
b. Things That Matter, November 8-January 5, Vision Gallery
d. Sons of Serendip, December 14, 7:30 p.m.
e. Drumline Live! Holiday Spectacular, December 21, 7:30 p.m.
f. Zoppe An Italian Family Circus, December 26-January 6
g. Executive Committee, January 15, 9:00 a.m.
h. Pink Martini, January 18, 7:30 p.m.
i. Remember Patsy Cline, January 20, 3:00 p.m.
j. Special Events Committee, January 24, 4:15 p.m.
k. Board Development Committee, January 24, 4:00 p.m.
l. Rebels on Pointe-Free Film Screening, January 25, 7:00 p.m.

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:21 p.m.

[Signature]
Secretary