



Chandler • Arizona

2019 Cultural Foundation Minutes

Regular Meetings

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

June 27, 2019

August 22, 2019

September 26, 2019

October 24, 2019

December 5, 2019

These minutes are fully searchable within this year by using the “Find Feature”.

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, JANUARY 24, 2019
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Lorah Neville, Mike Halle, Renee Levin, Steena Murray and Wendy Bates.

ABSENT: Linda Yarbrough

STAFF: Brenda Brown, Cynde Cerf, Judi Johnson, Kristin Marshall, Michelle Mac Lennan, Terri Rettig and Tracey Wyatt.

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Jim Gould, Laura Schairer, Sandra Hudgens and Tobin Ernst.

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Jeanne Forbis, Chair, in the Squaro Room, Chandler Museum, 300 S. Chandler Village Drive, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

New board member, Jason Ridley, was introduced and welcomed to the board of directors.

APPROVAL OF MINUTES

Renee Levin made a motion to approve the minutes of the December 6, 2018 Board Meeting. Steena Murray seconded the motion. The minutes were approved as written.

ACTION AGENDA

- a. Barbara Meyerson made a motion to approve the 2018 audit. Mike Halle seconded the motion. The motion was approved unanimously.
- b. Janet Tobias made a motion to approve the event budgets for The Allman Betts Band, Iyanla Vanzant, So You Think You Can Dance, Showtune Productions, The Mavericks, Ladysmith Black Mombazo, Rufus Wainwright, Bela Fleck & Abigail Washburn, Bernadette Peters, Cherish the Ladies, Meow Meow and Daniel Emmet. Julia Marreel seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

- a. Donor Wall--Jeanne Forbis
The lobby of the Center will be upgraded in the near future. The donor wall also needs to be updated using innovative techniques. A working group will be formed. Mike Halle and Lorah Neville volunteered to be part of the working group.
- b. Financial Report November/December—Steena Murray presented an overview of the financial results for November and December 2018.

c. Special Events Committee—Julia Marreel

Eat Your Art Out is set for Tuesday, February 26. Ten restaurants in downtown Chandler and Ocotillo are participating. Social media postings about the event will be sent to board members who are encouraged to share the postings. Arts Ambassadors will be in place at the restaurants.

The results from the Center Stage event were reviewed. The event was very successful.

d. Board Development Committee—Janet Tobias
No briefing due to lack of quorum.

e. AZ Commission the Arts Funding – Michelle Mac Lennan
Michelle reported that she received an e-mail from the commission regarding a shortfall in the trust. The Center will receive 90% of its grant. This shortfall will negatively impact the smaller arts organizations.

The Center and City of Chandler were well represented at the Arts Congress which was held at the State Capitol on January 22.

f. Profit & Loss Statements—Terri Rettig
Profit and loss statements for Get the Led Out, Mariachi & Folklorio Festival, Boney James, Don Felder, Lucia Micarelli, Center Stage, Run Boy Run, Travis Tritt, Lea DeLaria, Charles Phoenix and Raul Midon were reviewed.

g. PR & Marketing Update—Angles PR and Cynde Cerf
Seven diverse shows were presented in October. Don Felder was a highlight especially with The Eagles on a national tour. Lucia Macarelli was a class act. With Lea DeLaria there was the opportunity to reach out to different publications. Sons of Serendip and Drumline Live were strong performers. The 10 year anniversary of Zoppe, A Family Circus was a media favorite. Ticket sales were strong. The circus camp for kids was a sellout.

The Pick 5 program was very successful and doubled income. There was a decline in season tickets sales. The Showtune series sold well. Membership has increased.

Bus stop shelters and two freeway billboards feature upcoming shows at the Center.

The new website was previewed.

FRIENDS ANNOUNCEMENTS

Jim Gould announced there were 36 events, since the last board meeting, which equated to 1245 volunteer hours. At the orientation 15 volunteers were re-trained and 13 new friends were added to the roster for total of 155 active friends. The potluck dinner will be held on March 12. Preferred parking spaces for volunteers would be a nice 'perk'.

MEMBERS COMMENTS/ ANNOUNCEMENTS

CALENDAR

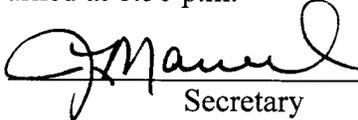
- a. Next meeting will be **Thursday, February 28, 2019** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS

- a. Rebels on Pointe Documentary Screening, January 25, 7:00 p.m.
- b. Organically Askew Opening, The Gallery at CCA, January 25, 6:00 p.m.
- c. We Banjo 3, February 1, 7:30 p.m.
- d. Les Ballets Trockadero de Monte Carlo, February 2, 7:30 p.m.
- e. Shirley MacLaine, February 10, 3:00 p.m.
- f. Murphy's Celtic Legacy, February 16, 7:30 p.m.
- g. Winston Churchill: The Blitz, March 17, 3:00 p.m.
- h. State of the City, February 21, 5:00 p.m., Chandler Center for the Arts**
- i. Digging Through the Darkness Documentary Screening, February 22, 7:00 p.m.
- j. The Doo Wop Project, February 23, 7:30 p.m.
- k. The Best of Broadway, February 24, 3:00 p.m.
- l. Eat Your Art Out Chandler, February 26**
- m. Board Development Committee, February 28, 4:15 p.m.
- n. Special Events Committee, February 28, 4:15 p.m.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:50 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, FEBRUARY 28, 2019
5:30 p.m.

PRESENT: David Woodruff, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Mike Halle, Renee Levin, Steena Murray

ABSENT: Barbara Meyerson, Wendy Bates

STAFF: Cynde Cerf, Kristin Marshall, Michelle Mac Lennan, Terri Rettig, Tracey Wyatt

GUESTS: Debbie Rubenstrunk, Diane Parkins, Jim Gould

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Jeanne Forbis, 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the January 24, 2019 Board Meeting. Deb Hoogestraat seconded the motion. The minutes were approved as written.

ACTION AGENDA

- a. Janet Tobias made a motion to approve the event budgets for Say Anything-John Cusack, Squeeze with X, Marc Broussard and Samantha Fish, Deva Mahal, Etienne Charles, Johnny & June Showtune Series, Ladysmith Black Mombazo, Music of the Carpenters Showtune Series, We Banjo 3, Buddy, Ritchie & The Big Bopper Showtune Series, Groovin' to the 60s Showtune Series. Renee Levin seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

- a. Governor's Arts Awards-Jeanne Forbis
- b. Board Member Vacancies-Jeanne Forbis:
There are two vacancies on the board. Three applications have been received. Board members were encouraged to recommend others to apply.
- c. Financial Report for January-Steena Murray
The balance sheet and the P&L were reviewed.
- d. Special Events Committee-Julia Marreel
Eat Your Art Out was very successful. The ambassadors stationed at each restaurant were helpful. Many patrons indicated they were at the restaurants because of Eat Your Art Out. Serranos was so busy, the owner was serving food. The Center Stage event is scheduled for October 26. There will be a new model of entertainment.

- e. Board Development Committee-Janet Tobias
Board member applications have been reviewed. The committee is reviewing the screening process. The selected applicants will be presented to the mayor by the end of March. The board member binder is completed. Michelle Mac Lennan to send board application link to the current board members.

- f. Brand Talking Points/30th Anniversary-Cynde Cerf
Economic impact numbers have been verified. Staff and friends of the center will be trained. The new branding card will be available for board members.

- g. 30th Anniversary Update-Michelle Mac Lennan
The member mixer is set for Sunday, March 24. The preview of the new brand and a sizzle reel of upcoming shows will be featured. The mixer is followed by the Chandler Symphony concert. The member mixer SWAG bag will be available at the next meeting

- h. Profit & Loss Statements-Terri Rettig
The profit and loss statements were reviewed. Zoppe, A Family Circus had the largest paid attendance ever. Patrons braved the bad weather in order to attend. There was great media coverage. Circus camp was sold out. The concession sales were good.

- i. Color Boards Capital Upgrades-Michelle Mac Lennan
The public art will be rotated and will have proper signage. The donor wall will be updated. The Mahaffey mural will stay in place. The handrails will be updated to meet ADA compliance. The lobby remodel project was approved by the city council. The project will begin in early April and is expected to last at least 90 days. The box office project is on hold due to budget.

FRIENDS ANNOUNCEMENTS

Jim Gould announced there were 15 events since the last board meeting. Mayor Hartke's State of the City address was a highlight. The quarterly meeting is set for March 12. Orientation is set for May 18. Evacuation training will take place in June. There are 152 active friends of Chandler Center for the Arts.

MEMBERS COMMENTS/ ANNOUNCEMENTS

Brenda Brown is retiring. Her retirement celebration will be held at the Vision Gallery on March 29, beginning at 4:00 p.m. The Youth Advisory Council graduation will be held on Wednesday, March 6 in the Recital Hall beginning at 6:30 p.m.

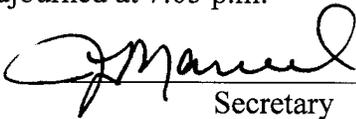
CALENDAR

- a. Next meeting will be **Thursday, March 28, 2019** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

- a. The 5 Browns, March 2, 7:30 p.m.
- b. The World Famous Glenn Miller Orchestra, March 3, 3:00 p.m.
- c. Meticulously Maximal Artist Reception, Gallery at CCA, March 8, 6:00 p.m.
- d. Let the Good Times Roll, March 10, 3:00 p.m.
- e. Pre-Concert Car Show, March 10, 3:30 p.m. to 6:30 p.m.
- f. La Santa Cecilia, March 10, 8:00 p.m.
- g. Dixie's Tupperware Party, March 14-16
- h. Pre-Concert Donor Whisky Tasting with Skerryvore, March 17, 6:00 p.m.
- i. Free Concert, Skerryvore, March 17, 7:00 p.m.
- j. Member Mixer, March 24, 1:00 p.m.
- k. Executive Committee, March 5, 9:00 a.m.
- l. Donor Wall Work Group, March 13, 1:00 p.m.
- m. Special Events Committee, March 28, 4:15 p.m.
- n. Board Development Committee, March 28, 4:15 p.m.

ADJOURNMENT

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


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, MARCH 28, 2019
5:30 p.m.

PRESENT: Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Renee Levin, Steena Murray.

ABSENT: Barbara Meyerson, David Woodruff, Mike Halle, Wendy Bates.

STAFF: Brenda Brown, Cynde Cerf, Judi Johnson, Kristin Marshall, Michelle Mac Lennan, Terri Rettig, Tracey Wyatt.

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Jim Gould, Laura Schairer, Sandra Hudgens, Sharon Mann.

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

SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Jeanne presented a plaque and recognized Brenda Brown for her years of support to the Chandler Center of the Arts.

APPROVAL OF MINUTES

Lorah made a motion to approve the minutes of the February 28, 2019 Board Meeting. Renee seconded the motion. The minutes were approved as written.

ACTION AGENDA

- a. Linda made a motion to approve the event budgets for Nuestras Voces Youth Mariachi Showcase, 20th Annual Mariachi and Folklorio Festival, Zoppe, An Italian Family Circus and Travis Tritt in partnership with MAC. Julia seconded the motion. The motion was approved unanimously.

- b. Cash Investment Policy-Jeanne Forbis
Jeanne corrected the title of discussion and the motion to the Deposit and Investment Policy. Jeanne read the policy to the board members. Linda made a motion to approve the Deposit and Investment Policy. Janet seconded the motion. The motion was approved unanimously.

- c. Event Budgets-Michelle Mac Lennan
Michelle reviewed the upcoming event budgets.

BRIEFING ITEMS

- a. Recognition-Jeanne Forbis
This agenda item was moved to the top of the agenda.

- b. Financial Report for February-Steena Murray
Steena reported the financial results for February

- c. Special Events Committee-Julia Marreel
Plans for the Center Stage event on Saturday, October 26 are in process. Financial results from Eat Your Art Out showed a decrease from last year. Fewer restaurants participated this year. The donations from the pledge envelopes showed an increase over last year.

- d. Board Development Committee-Janet Tobias
The Mayor reappointed all five board members whose terms will expire May 1, 2019. The mayor recommended two new board members, Christopher McMullan and Mari Jo Woolf-Whitaker. New board member orientation will take place prior to the next board meeting. At the next board retreat, the board self-assessment will be part of the agenda.

- e. PR and Marketing Report-Angles PR (Ania Kubicki) and Cynde Cerf
Ania presented information regarding the media coverage of recent events including Pink Martini, Showtune Series, The 5 Browns, Shirley MacLaine, Churchill, Dixie's Tupperware Party and the Youth Advisory Council graduation. The Chandler Lifestyle magazine will be using the Center as the backdrop of their Women in Chandler feature. Looking ahead, support will continue for the new season and 30th anniversary. A breakfast location is needed for TV coverage of Eat Your Art Out. Linda thanked Cynde for updating the CCA Wikipedia page.

- f. Profit and Loss Statements-Terri Rettig
Pink Martini was a sell out and a favorite of members. The show resulted in great merchandise and concession sales.

- g. Renovation Update-Terri Rettig
The lobby renovation has begun. The lobby walls are being prepped, the handrails are being raised, the floor will be remediated and new cabinets along the north hallway will be installed. The project is slated for completion at the end of June.

- h. Donor Wall Work Group Update-Michelle Mac Lennan
Mike Halle has worked on donor walls in other locations. The goals and objectives were set. The new donor wall will be located in the same area. Peter will bring forward an artist who will draw plans to integrate seating and lighting. The next meeting is set for April 5 at St. Matthew's Church to view Mike's project at that location. The project is slated for completion by early June.

i. Member Mixer Update-Michelle Mac Lennan

The mixer was very successful. There was a significant increase in both ticket and membership sales. The prospecting work is paying off.

FRIENDS ANNOUNCEMENTS

Jim announced there were 19 events since the last board meeting which equated to 852 volunteer hours. Orientation will be held in May. During the potluck dinner, volunteers were briefed on the 30th Anniversary and new brand roll-out. The Friends Appreciation dinner will be held on April 5. The mayor and several members of the City Council will be in attendance. There are 150 volunteer friends of the Center. Jim and Sandra will be retiring from the steering committee. New steering committee members, Sharon Mann and Janice Rubocki, will be attending the board meetings. Diane will also remain on the steering committee.

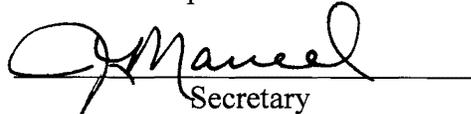
MEMBERS COMMENTS/ ANNOUNCEMENTS

CALENDAR

- a. Next meeting will be **Thursday, April 25, 2019** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.
- a. Brenda Brown Retirement Party, March 29, 4:00 p.m.
- b. En Vogue, March 31, 7:00 p.m.
- c. Together, Opening Reception, April 4, 6:00 p.m.
- d. Donor Wall Work Group, April 5, 1:00 p.m.
- e. Friends Appreciation Dinner, April 5, 5:30 p.m.
- f. California Guitar Trio, April 7, 3:00 p.m.
- g. Emily Brown and the Thing, April 12, 10:00 a.m.
- h. CUSD Student Exhibit, Opening Reception, April 18, 5:30 p.m.
- i. Special Events Subcommittee, April 25, 4:15 p.m.
- j. Board Development Subcommittee, April 25, 4:15 p.m.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:26 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, APRIL 25, 2019
5:30 p.m.

PRESENT: David Woodruff, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Renee Levin and Steena Murray.

ABSENT: Barbara Meyerson, Mike Halle and Wendy Bates.

STAFF: Anna Camino, Cynde Cerf, Judi Johnson, Kristin Marshall, Michelle Mac Lennan, Peter Bugg, Terri Rettig and Tracey Wyatt.

GUESTS: Chris McMullan, Debbie Rubenstrunk, Diane Parkins, Janice Rubucki, Jim Gould and Sandra Hudgens.

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

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Jeanne and Michelle welcomed and introduced new board member Mari Jo Woolf-Whitaker and future new board member Chris McMullan. Also welcomed and introduced was Anna Camino, Management Assistant to Michelle Mac Lennan and staff at Chandler Center for the Arts.

APPROVAL OF MINUTES

Linda made a motion to approve the minutes of the March 28, 2019 board meeting. Steena seconded the motion. The minutes were approved as written.

ACTION AGENDA

- a. Approval of 990 Form-Michelle Mac Lennan:
Steena made a motion to approve the 990 form. Julia seconded the motion. The motion passed unanimously. Tracey explained why year 2017 is listed on the 990 Form. It was noted that a quotation mark on page 8 needed to be corrected.

BRIEFING ITEMS

- a. Financial Report for March-Steena Murray
Steena reported on the financial statements for March. The statements showed March as a good month. The financial results for the concessions area were also strong.
- b. Special Events Committee-Julia Marreel
Julia reported the Special Events Committee is focused on the Center Stage Dinner scheduled for Saturday, October 26. The meal will consist of a buffet dinner catered by Robert's Catering in addition to beer and wine service. The entertainment, "Music through the Decades" will be provided by JR McAlexander of Showtune Productions. The committee is promoting a purchase by September 15 'early bird' option which features a discount for table and individual ticket purchases. There will be 50 Mystery Boxes available

for purchase. The wine sponsor and the table favor sponsor have been secured.

c. Board Development Committee-Janet Tobias

Janet reported the committee is preparing for the election of the Executive Officers. All current officers are willing to serve another term. Nominations will be opened and the election of officers will take place in the near future. Board members will see an e-mail message detailing the process for the election. The committee is also preparing for the board retreat which is scheduled for Friday, August 9. Lorah will facilitate the retreat. Additional details are forthcoming.

d. Donor Wall Workgroup Update-Michelle Mac Lennan

The workgroup met on April 5, at St. Matthew's Episcopal Church, to view the stained glass installation and donor wall. The workgroup reviewed the beginnings of a timeline (June-Draft of scope, August-Design review, September/October-Selection, November-Installation); discussed budget and potential for integrated seating design and current lighting options. Staff collected document with all the history on the wall before the current wall was taken down. Development opportunities to tie to the March 1 membership campaign. Discussion about a potential artist which, in turn, developed into interest in developing a scope of work to release for bid. Classic/Timeless, yet Modern and potential for Digital Messaging. Peter and Michelle will work on this item. The next Donor Wall Workgroup Meeting will be Monday, May 20th, at 3:00p.m. in the Vision Gallery.

e. Visual Arts Update-Peter Bugg

Peter reported about the plethora of activities at Vision Gallery, Gallery at CCA and City of Chandler public art installations. Of particular interest was the Mid-Century Modern exhibit at Vision Gallery which was held in conjunction with Phoenix Modern Week. Local Mid-Century architect Glenn McCollum, 92, was honored at a reception featuring his works. McCollum's extended family, including children, grandchildren and great-grandchildren, also attended the reception.

f. Profit and Loss Statements-Terri Rettig

Terri reviewed the profit and loss statements for We Banjo 3, Les Ballets Trockadero de Monte Carlo, Shirley MacLaine, Murphy's Celtic Legacy, Winston Churchill: Man of the Century and The Doo Wop Project.

g. Food & Beverage Report-Terri Rettig

Terri reported the great success in hiring a full-time Food and Beverage Coordinator who has built relationships with local and downtown restaurants. The food and beverage options, including high-end snack boxes and wine tastings, are being tailored to the customers' requests. Possession of both a full-time and special event liquor license has provided the opportunity to expand liquor sales to the terrace and other locations.

FRIENDS ANNOUNCEMENTS

Jim Gould announced there were 15 events since the last board meeting which equated to 530 volunteer hours. The Friends' Appreciation Dinner was held on April 5. Several board members, CCA staff members and elected officials were attendance, which was very meaningful to the volunteer friends. New Friends orientation is scheduled for May 18. The Friends' Potluck dinner is

scheduled for June 11. The evacuation training is scheduled for June 18. Jim will be stepping down as Friends/CCF liaison. Diane will be stepping in to the role. Jeanne and Michelle thanked the volunteer friends for their top-notch work representing the Center to all patrons.

MEMBERS COMMENTS/ ANNOUNCEMENTS

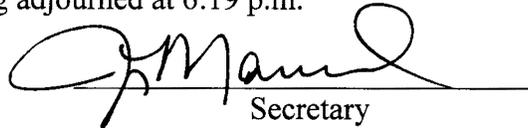
CALENDAR

- a. Next meeting will be **Thursday, May 23, 2019** at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

- a) Storm Large, April 26, 7:00 p.m.
- b) Together, through May 3, Vision Gallery
- c) CUSD 2019, through May 11, Gallery at CCA
- d) The Allman Betts Band, May 19, 7:00 p.m.
- e) Donor Wall Work Group, May 20, 3:00 p.m.
- f) Special Events Committee, May 23, 4:15 p.m.
- g) Board Development Committee, May 23, 4:15 p.m.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:19 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, MAY 23, 2019
5:30 p.m.

PRESENT: Chris McMullan, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, and Steena Murray.

ABSENT: Barbara Meyerson, David Woodruff, Mike Halle, Renee Levine, and Wendy Bates.

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

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Janice Rubucki, Jody Crago, Joshua Askey, Kim Moyers, Laura Schairer, and Sandra Hudgens.

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Jeanne Forbis, 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Jeanne and Michelle welcomed and introduced new Cultural Development Director, Kim Moyers. Also welcomed and introduced were Jody Crago, Museum Administrator, and Joshua Askey from the Museum Advisory Board.

APPROVAL OF MINUTES

Linda made a motion to approve the minutes of the April 25, 2019, board meeting. Steena seconded the motion. The minutes were approved as written.

ACTION AGENDA

a. Nomination of Officers-Board Development Committee

Janet made the nomination to obtain the Chandler Cultural Foundation Officers as it currently stands. There were no nominations from the floor. The nomination was approved unanimously. The Officers are as follows:

Jeanne Forbis	Chair
Linda Yarbrough	Vice-Chair
Julia Marreel	Secretary
Steena Murray	Treasurer

b. Special Events Committee Charter-Jeanne Forbis

Steena made a motion to approve the Special Events Committee Charter as red-lined with seven (7) members. Lorah seconded the motion. The motion was approved unanimously.

c. Event Budgets-Michelle Mac Lennan

Julia made a motion to approve the event budget for Center Stage and Late Night Catechism. Janet seconded the motion. The motion was approved unanimously.

d. Angles PR Contract Renewal-Michelle Mac Lennan

The Angles Communications, LLC contract was up for renewal. Angles Communications, LLC, has been the public relations firm since 2009. The firm has met or exceeded all criteria

on performance. The scope and evaluation criteria for the contract have changed. The previous focus was primarily on the performances, but now primary focus will be on brand.

The Executive Subcommittee recommended increasing Angles Communications, LLC, and annual salary from \$37,200 to \$60,000. Steena made a motion to approve the salary recommendations. Linda seconded the motion. The motion was approved unanimously.

- e. DLR33 Consulting Contract Renewal-Michelle Mac Lennan
The contract for DLR33 Consulting was up for renewal. DLR33 has been a consultant since 2012. There are no major changes in the contract for the upcoming year. However there will be an added focus on assistance with grant writing.

The Executive Subcommittee recommended a 10% increase for DLR33 Consulting. Linda made a motion to approve the salary recommendations. Julia seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

- a. Draft of FY20 Budget-Michelle Mac Lennan
Michelle reviewed the draft FY20 budget with the Board. The draft may change before it is reviewed for approval at the June meeting. Please e-mail Michelle if you have any questions.
- b. Financial Report for March-Steena Murray
Steena reported on the financial statements for April.
- c. Special Events Subcommittee-Julia Marreel
Julia reported the Special Events Subcommittee is continuing to focus on the Center Stage Dinner, which is scheduled for Saturday, October 26. There is an “early bird” option for tickets purchased by September 15, which features a discount for table and individual ticket purchases.
- d. Board Development Subcommittee-Janet Tobias
The committee is preparing for the Board Retreat, which is scheduled for Friday, August 9. The committee is working on securing a location and food for the retreat. Some of the topics at the retreat will be: Advocacy, Financial 101 – How to read a financial report and Robert’s Rules of Order.
- e. Educational Assessment Update-Terri Rettig
Terri updated the Board on the Education Assessment. Staff has reviewed a draft of the findings. The contract staff will meet to discuss on June 4. A final draft will be sent to the Board in June for board feedback.
- f. Profit & Loss Statements-Terri Rettig
Terri reviewed the Profit & Loss Statements for Eat Your Art Out, The 5 Browns, The Glenn Miller Orchestra, Show tune Series, La Santa Cecelia, Dixie’s Tupperware Party, Skerryvore, and En Vogue.
- g. Donor Wall Workgroup Update-Michelle Mac Lennan
The Donor Wall Meeting is being rescheduled. There will be more details following the next meeting.

FRIENDS ANNOUNCEMENTS

Diane Parkins announced there were 18 events since the last board meeting, which equated to 628.75 volunteer hours. There were 23 new volunteers added, for a total of 173 volunteers. The Emergency Evacuation Drill will be Tuesday, June 18.

MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Debbie announced that Youth Advisory applications have already been received.
- b. Michelle thanked Jody and Joshua of the Museum Advisory Board for attending the Chandler Cultural Foundation Board Meeting.

CALENDAR

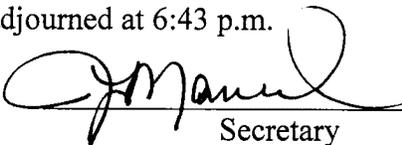
- a. Next meeting will be **Thursday, June 27, 2019**, at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- c. Summer Kids Camp 1, June 3-21, 9:00a.m. – Sold Out
- d. Summer Kids Camp 2, June 24-28, 9:00a.m. – Sold Out
- e. Special Events Subcommittee, No June or July meetings
- f. Board Development Subcommittee, June 27, 4:15p.m.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:43 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, JUNE 27, 2019
5:30 p.m.

PRESENT: Chris McMullan, David Woodruff, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Lorah Neville, and Mari Jo Woolf-Whitaker.

ABSENT: Barbara Meyerson, Julia Marreel, Linda Yarbrough, Mike Halle, Renee Levin, and Steena Murray.

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

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Diane Parkins, Janice Rubocki, John Owens, Kim Moyers, Sandra Hudgens, and Sharon Mann.

CALL TO ORDER: The meeting was called to order at 5:42 p.m. by Jeanne Forbis, 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Jeanne Forbis welcomed Kim Moyers, Cultural Development Director. Kim introduced John Owens, the new Downtown Redevelopment Specialist. John came to the City of Chandler from the Greater Phoenix Economic Council (GPEC). John will be handling the Downtown Redevelopment responsibilities, while Kim transitions over to her new role as the department director.

APPROVAL OF MINUTES

Janet Tobias made a motion to approve the minutes of the May 23, 2019, board meeting. Lorah Neville seconded the motion. The minutes were approved as written.

ACTION AGENDA

- a. FY20 Budget – Michelle Mac Lennan
Michelle Mac Lennan reviewed the Chandler Cultural Foundation FY2020 Proposed Budget. There were not many changes from when the draft was reviewed at the May board meeting. Jason Ridley made a motion to approve the FY20 Budget. Chris McMullen seconded the motion. The motion was approved unanimously.
- b. Event Sponsorship Review Panel – Jeanne Forbis
Jeanne Forbis shared with the board an opportunity for two CCF Board Members to sit on the Event Sponsorship Review Panel, which will be Wednesday, September 11, 2019, at 5:00 p.m. in the Council Chambers. The panel will review special events grants applications. There will be a City liaison who will work with the panel members.

David Woodruff made a motion to approve Jason Ridley, Chair, and Chris McMullen to represent the CCF Board on the Event Sponsorship Review Panel. Janet Tobias seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

a. Arts Awards – Jeanne Forbis

Jeanne Forbis announced the awardees to be recognized at the Center Stage Event in October.

The Applause Award will be awarded to Steve and Peggy Haase, and the Business Arts Award will be awarded to Blue Cross/Blue Shield of Arizona.

b. Meeting with Entertainment Events – Jeanne Forbis

Jeanne Forbis, Michelle Mac Lennan, and Kim Moyers met with Entertainment Events, Inc., to discuss having a live theater in Downtown Chandler. There is a potential to lease the space at 51 E. Boston Street, formerly Zoolikins. With a modular set up, the space could be used for different types of events.

c. Board Development Subcommittee & Retreat Update – Janet Tobias

There was no quorum for the meeting so no items were voted on. In previous meeting discussions, a location for the retreat has been chosen. This year's retreat will be at the Chandler Museum. Café Zupas will be providing the food. Please let Tracey Wyatt know if you have any food allergies and/or diet restrictions.

d. Financial Report for April – Michelle Mac Lennan

Michelle Mac Lennan reported on the financial statements for May.

e. Profit & Loss Statements – Terri Rettig

Terri Rettig reviewed the Profit & Loss Statements for California Guitar Trio and Storm Large.

f. Educational Assessment Update – Terri Rettig

Terri Rettig gave a presentation on the Education Assessment. A copy of the presentation will be sent to the board.

g. PR & Marketing – Angles and Cynde Cert

Cynde Cerf and Ania Kubicki gave a "Year in Review" presentation on the public relations and marketing campaigns, covering February through June 2019.

FRIENDS ANNOUNCEMENTS

Janice Rubocki announced there were 19 events since the last board meeting, which equated to 795.75 volunteer hours. The Emergency Evacuation Drill was held on Tuesday, June 18. There were 47 volunteers who participated in the drill. The Friends Potluck was held on Tuesday, June 11, and 45 volunteers attended that event.

MEMBERS COMMENTS/ ANNOUNCEMENTS

a. Michelle Mac Lennan directed the board to the Key Dates document handed out during the meeting.

b. Michelle Mac Lennan shared with the board that included in the State Budget, which was recently approved, is funding for the remaining 10% of the FY19 Arizona Commission on the Arts grant.

CALENDAR

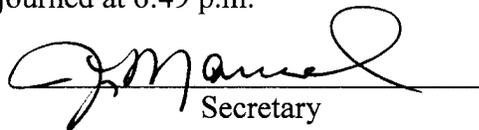
- a. Next meeting will be **Thursday, August 22, 2019**, at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a. Donor Wall Meeting, July 1, 2019, 4:00 p.m.
- b. Summer Kids Camp 3, July 8-12, 2019, 9:00 a.m.
- c. Melissa Etheridge, July 13, 2019, 7:30 p.m.
- d. Free Concert – Caro Pierotto, August 2, 2019, 7:30 p.m.
- e. **Retreat, August 9, 2019, 9:00 a.m. to 2:00 p.m.**
- f. Free Concert – Wynchester, August 9, 2019, 7:30 p.m.
- g. Free Concert – Elektric Voodoo, August 16, 2019, 7:30 p.m.
- h. Board Development Subcommittee, August 22, 2019, 4:15 p.m.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:49 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, AUGUST 22, 2019
5:30 p.m.

PRESENT: Barbara Meyerson, Chris McMullan, Deb Hoogestraat, Janet Tobias, Jason Ridley, Jeanne Forbis, Julia Marreel, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Steena Murray, and Susan Baker

ABSENT: David Woodruff and Renee Levin

STAFF: Anna Camino, Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Terri Rettig, and Tracey Wyatt

GUESTS: Ania Kubicki, Debbie Rubenstrunk, Janice Rubocki, and Sandra Hudgens

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

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

The newest Chandler Cultural Foundation Board Member, Susan Baker, was introduced. Susan has a wealth of knowledge and experience in radio and promotional advertising. Susan is also a board member of the Chandler Chamber Community Foundation.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the June 27, 2019 Board Meeting. Steena Murray seconded the motion. The minutes were approved as written.

The approval of minutes for the August 9, 2019 Board Retreat was tabled until the September 26, 2019 Chandler Cultural Foundation (CCF) Board Meeting.

ACTION AGENDA

- a. Event Budgets – Michelle Mac Lennan
Linda Yarbrough moved for Michelle Mac Lennan to negotiate with the promoters for Alicia Keys to perform at the Chandler Center for the Arts. Barbara Meyerson seconded the motion. An estimated events budget was distributed. The motion was approved unanimously. Michelle will keep the board updated on the negotiations.

BRIEFING ITEMS

- a. Retreat Update – Jeanne Forbis
The Board Retreat Update has been tabled until the September 26th CCF Board Meeting.
- b. Arts Awards – Jeanne Forbis
Jeanne Forbis announced an update for the Applause Award. The new recipient of this prestigious award is the Halle Family.
- c. Downtown Theatre Space – Jeanne Forbis

Jeanne Forbis shared with the board that there is an opportunity to lease the space at 51 E. Boston Street from the City of Chandler for a theater option in Downtown Chandler.

An architect walked through the space and historical data on tenant improvements is being gathered. Conceptual diagrams of some possible ideas on space usage was distributed to the board.

With this opportunity and possible other opportunities, there was discussion on reactivating the Long-Range Strategic Planning Subcommittee. If you are interested in being on this subcommittee, please let Jeanne know.

d. Annual Accomplishments – Michelle Mac Lennan
Michelle Mac Lennan distributed a list of the Annual Accomplishments of the Chandler Cultural Foundation. The board reviewed list. If there are any changes needed, please notify Michelle.

e. End of Year Financial Report FY19 – Michelle Mac Lennan
Michelle Mac Lennan reviewed the Fiscal Year 2018-19 Financial Report.

f. July Financial Report – Michelle Mac Lennan
The July Financial Report has been tabled to the September 26th CCF Board Meeting .

g. Board Development Subcommittee – Janet Tobias
Janet Tobias announced that Chris McMullan has joined the Board Development Subcommittee.

Janet Tobias recapped the Board Retreat. The subcommittee worked hard on the retreat and it showed. The retreat went very well.

h. Special Events Subcommittee – Julia Marreel
Julia Marreel announced LaTricia Woods is a new subcommittee member.

Julia Marreel reviewed status of the Center Stage Event in regards to tables and sponsor tickets sold and budget status. Julia also reminded the board the subcommittee is still looking for donations for the 50 Mystery Boxes.

Debbie Rubenstrunk will email the donation form to the board.

i. Profit & Loss Statements – Terri Rettig
Terri Rettig reviewed The Allman Betts Band Event Profit & Loss Statement. Terri also reviewed the Profit & Loss for the 2018-19 Season.

FRIENDS ANNOUNCEMENTS

Janice Rubocki announced there were 12 events since the last board meeting, which equated to 645 volunteer hours. There are currently 166 volunteers. Some of the upcoming events are:

September 10 th	Meeting and Potluck
September 12 th	Orientation
October 15 th	Evacuation Drill

MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Terri Rettig was selected as the Employee of the Year for the Cultural Development Department.
- b. Susan Patterson, Front-of-House Coordinator, is retiring. Susan's last day will be September 5th. Her retirement celebration will be held on Wednesday, September 4th. The invitation will be mailed to the board.

CALENDAR

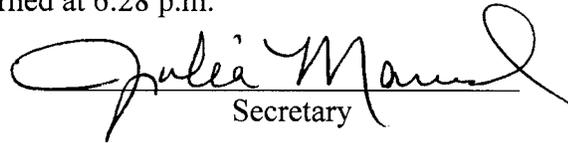
- a. Next meeting will be **Thursday, September 26, 2019**, at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a. Jacomé Flamenco, Sol y Luna, August 23, 7:30 p.m.
- b. Strangelove, The Depeche Mode Experience, August 24, 7:30 p.m.
- c. Say Anything, John Cusack, August 25, 7:00 p.m.
- d. Squeeze and X, September 15, 7:00 p.m.
- e. Aaron Neville Duo, September 21, 7:30 p.m.
- f. Board Development Committee, September 26, 4:15 p.m.
- g. Special Events Committee, September 26, 4:15 p.m.

ADJOURNMENT

Steen Murray made the motion to adjourn the meeting. Julia Marreel seconded the motion. With no other business to discuss, the meeting adjourned at 6:28 p.m.


Secretary

MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, SEPTEMBER 26, 2019
5:30 p.m.

PRESENT: Barbara Meyerson, David Woodruff, Deb Hoogestraat, Jason Ridley, Jeanne Forbis, Julia Marreel, Lorah Neville, Mari Jo Woolf-Whitaker, Renee Levin, and Susan Baker

ABSENT: Chris McMullan, Linda Yarbrough, Mike Halle, and Steena Murray

STAFF: Anna Camino, Michelle Mac Lennan, Peter Bugg, and Sai Powers

GUESTS: Debbie Rubenstrunk, Diane Parkins, Janice Rubocki, Kim Moyers, and Sandra Hudgens

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

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

The newest Chandler Cultural Foundation Board Member, Susan Baker, was introduced. Susan has a wealth of knowledge and experience in radio and promotional advertising. Susan is also a board member of the Chandler Chamber Community Foundation.

APPROVAL OF MINUTES

Julia Marreel made a motion to approve the minutes of the August 9, 2019 Board Retreat. Mari Jo Woolf-Whitaker seconded the motion. The motion was unanimously approved. The minutes were approved as written.

Lorah Neville made a motion to approve the minutes of the August 22, 2019 Board Meeting. Julia Marreel seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

- a. Special Events Funding – Hermelinda Llamas
Hermelinda Llamas reviewed the Special Events Budget. There were 12 applications received this year. A workshop was offered prior to the submission deadline to assist with the application process. Funding was allocated by the Sponsorship Funding Committee. David Woodruff made a motion to approve the Special Events Funding. Susan Baker seconded the motion. The motion was approved unanimously.
- b. Appoint Board Development Committee Chair – Jeanne Forbis
A moment of silence was observed in honor of Janet Tobias. A new chair is needed for the committee. The Chandler Cultural Foundation (CCF) Executive Subcommittee discussed and nominated Lorah Neville for Chair.

Jeanne Forbis made a motion to appoint Lorah Neville as the Chair for the Board Development Subcommittee. Barbara Meyerson seconded the motion. The motion was approved unanimously.

- c. Rules of Procedure – Jeanne Forbis
The Rules of Procedure for the CCF Board of Directors was reviewed. David Woodruff made a motion to approve the Rules of Procedure. Deb Hoogestraat seconded the motion. The motion was approved unanimously.
- d. Appoint Audit Workgroup – Jeanne Forbis
Two CCF Board members will be assigned to the Audit Workgroup. Steena Murray and Julia Marreel were nominated. Renee Levin made a motion to approve Steena and Julia for the Audit Workgroup. Mari Jo Woolf-Whitaker seconded the motion. The motion was approved unanimously. Steena and Julia will work with Michelle Mac Lennan and Tracey Wyatt.
- e. Events Budgets – Michelle Mac Lennan
Michelle Mac Lennan and Terri Rettig have attended two programming conferences. Event Budgets for proposed shows for next season were reviewed. Updates to the CCF Board will be provided as budgets change.

The focus for next season will be on audience development and community partnerships. Special attention will be given to fall programming to adapt to the election cycle. Terri is being further trained this year on Programming and will play a larger role in decision making and negotiation of contracts. This is part of the Center's succession planning efforts.

Barbara Meyerson made a motion to approve the events budget for Jesse and Joy, Dave Koz – Summer Horns, Tab Benoit, Clint Black, Emmylou Harris, A Night with Janis Joplin, Boney James, Sons of Serendip, Pink Martini, Drumline Live!, We Banjo 3, Les Ballets Trockadaros De Monte Carlo, The Doo Wop Project, Run Boy Run, Ledisi-Nina and M, The Golden Girls (A Puppet Parody), Gregory Alan Isakov, Trace Adkins, and Common. Renee Levin seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

- a. Retreat Update – Jeanne Forbis
Jeanne Forbis shared some of the feedback regarding the August 9th Board Retreat. Two areas focusing on will be financial reports and communication. Having an outside experts panel was successful.
- b. Conflict of Interest– Jeanne Forbis
The Conflict of Interest form is signed annually by each board member. A form was included in the board meeting packet. All board members in attendance signed the form and returned it to the staff liaison. Board members who have yet to sign the annual Conflict of Interest form are asked to complete it by the next CCF Board Meeting.
- c. August Financial Report – Michelle Mac Lennan
Michelle Mac Lennan reviewed the August Financial Report. Part of the more in-depth financial review, the financial report will have more line items of the budget included for a more comprehensive overview of the financial status.

d. Executive Subcommittee – Jeanne Forbis

Jeanne Forbis discussed updates from the last CCF Executive Subcommittee. Some of the items discussed were:

- The Board Development Chair vacancy.
- Strategic Long-Range Planning Subcommittee charter is being reactivated. If anyone is interested in serving on this subcommittee, please let Jeanne or Michelle know.
- Reviewed the Rules of Procedure.
- The Museum is creating a foundation similar to the Chandler Cultural Foundation.

e. Board Development Subcommittee – Lorah Neville

The Board Development Subcommittee will not be meeting in September due to schedules.

The subcommittee is planning on sharing monthly helpful tips. One example given by Lorah regarding navigating roadblocks.

A Paypal account has been established in Janet Tobias's name for Harmony Park. If interested in contributing and/or want more information, please speak with Lorah Neville.

f. Special Events Subcommittee – Julia Marreel

The Center Stage Event is one month away.

Contact Julia Marreel or Debbie Rubenstrunk if interested in donating to the mystery boxes. Items are still being collected.

g. Visual Arts Update – Peter Bugg

There are two exhibitions currently at the Vision Gallery.

Forty (40) applications for the Utility Boxes Project were received. Ten artists were selected. The remaining 30 received a letter stating they were not selected. Feedback from those not selected was gratefulness of being notified of the outcome.

FRIENDS ANNOUNCEMENTS

Diane Parkins announced there were 9 events since the last board meeting, which equated to 726.5 volunteer hours. There are currently 155 volunteers. More volunteers are attending the potlucks.

Over 1,700 people attended the recent Chandler Symphony Orchestra event held at the Chandler Center for the Arts. This was the new conductor's debut.

Some of the upcoming Friends events are:

- October 12th – Orientation
- October 15th – Evacuation Drill

MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Debbie Rubenstrunk updated the board on the Youth Arts Council (YAC). Thirty-eight (38) applications were received, with 15 being selected for the YAC.

CALENDAR

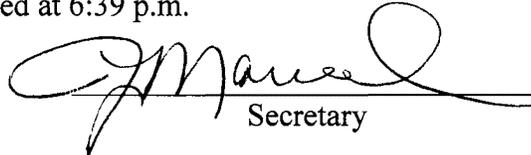
- a. Next meeting will be **Thursday, October 24, 2019**, at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a) New Power Generation, September 27, 7:30 p.m.
- b) India.Arie, September 28, 7:30 p.m.
- c) The Australian Pink Floyd Show, September 29, 7:00 p.m.
- d) Marc Broussard and Samantha Fish, October 1, 7:30 p.m.
- e) Neustras Voces Youth Mariachi Showcase, October 4, 7:00 p.m.
- f) Take Me To The River Memphis Film Screening, October 4, 7:30 p.m.
- g) 20th Annual Mariachi and Folklorico Festival, October 5, 7:00 p.m.
- h) Take Me To The River, New Orleans Live!, October 9, 7:30 p.m.
- i) Red River Fiddlers, October 10, 7:00 p.m.
- j) Arizona Watercolor Association Opening Reception, Gallery at CCA, October 11, 6:00 p.m.
- k) We Will Rock You, October 13, 6:30 p.m.
- l) Board Development Committee, October 24, 4:15 p.m.
- m) Special Events Committee, October 24, 4:15 p.m.

ADJOURNMENT

Renee Levin made the motion to adjourn the meeting. Julia Marreel seconded the motion. With no other business to discuss, the meeting adjourned at 6:39 p.m.


Secretary



MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, OCTOBER 24, 2019
5:30 p.m.

PRESENT: Chris McMullan, David Woodruff, Deb Mencl, Jeanne Forbis, Julia Marreel, Linda Yarbrough, LaTricia Woods, Mari Jo Woolf-Whitaker, Renee Levin, and Susan Baker

ABSENT: Barbara Meyerson, Jason Ridley, Lorah Neville, Mike Halle, and Steena Murray

STAFF: Anna Camino, Cynde Cerf, Judi Johnson, Michelle Mac Lennan, Sai Powers, and Terri Rettig

GUESTS: Debbie Rubenstrunk, Diane Parkins, Sharon Mann, and Tobin Ernst

CALL TO ORDER: The meeting was called to order at 5:35 p.m. by Jeanne Forbis, 2nd Floor Training Room A in the City Hall Complex, 175 S. Arizona Avenue, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

The newest Chandler Cultural Foundation Board Member, LaTricia Woods, was introduced. LaTricia has been in the Public Relations (PR) industry since 1994. She has worked with state, local, and nonprofit organizations. LaTricia now owns her own PR firm and has a love for the community and the arts. Welcome, LaTricia!

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the September 26, 2019 Board Meeting. David Woodruff seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

Events Budgets – Terri Rettig

Mari Jo Woolf-Whitaker made the motion to approve the event budgets for MV Caldera, Gaelica, Las Cafeteras, The World Famous Glenn Miller Orchestra, The Underwater Bubble Show: Alice in Wonderland, Ok Go, Mostly Kosher, Mavis Staples.

Renee Levin seconded the motion. The motion was approved unanimously.

Terri Rettig reviewed each event budget with the board.

BRIEFING ITEMS

a. Advocacy Opportunities – Jeanne Forbis

A list of Key Dates for Advocacy Opportunities was distributed to the board. Jeanne Forbis asked the board members to ensure these dates are on their calendars. If any of these dates change, the board will be notified. This is a great opportunity to mingle with key personnel.

b. Special Events Committee – Julia Marreel

The Center Stage Event is on Saturday, October 26th. There will be 165 people in attendance, which is 35 more than attended last year's Center Stage Event.

There will be 20 tables and 50 mystery boxes. QuartHaus was provided an in-kind table as they donated the take-home wine glasses. Spending for this event has remained under budget.

c. September Financial Report – Michelle Mac Lennan

Michelle Mac Lennan reviewed the monthly summary report with the board. She also announced that a full financial report will be reviewed on a quarterly basis to the board.

Michelle wanted to focus on the 4300 line which is for Grants and Sponsorships. The 3-year Grants and 3-year Sponsorship lists were reviewed. If any board members have questions, please contact Michelle Mac Lennan.

d. Capital Project Update – Michelle Mac Lennan

Michelle Mac Lennan reviewed the Capital Project update.

- The final punch list for the Lobby is in progress.
- The digital sound board is complete.
- New musician chairs and stands have been purchased.
- New brand signage has been installed. Punch list with additional signage being added on to the project.
- Phase 3 construction kicks off November 18, 2019. This phase includes the Gallery and Box Office.
- The Bogle rigging system project is being targeted for fiscal year (FY) 2021. It was not completed during the 2009/2010 renovations. This project will require the 6-8 week closure of the Bogle (not seating). Staff is currently targeting dates and making plans to execute in the summer of 2021.

e. Profit & Loss Reports – Terri Rettig

Terri Rettig reviewed the Profit & Loss Reports for the July and August events. Great start to the season!

f. Vision Gallery Brand Update – Cynde Cerf

The Vision Gallery's new brand will align with the Center for the Arts' new brand. It will be unveiled soon.

g. PR & Marketing Update – Angles PR/Cynde Cerf

Public Relations and Marketing activities were reviewed by Tobin Ernst and Cynde Cerf.

- Marketing
 - The Summer Concert Series was very successful. Various media outlets were used to promote the concerts.
 - Marketing has been focusing on the Pick 5 promotion.
 - Using more digital partners.
 - Various outlets being used to promote events: traditional marketing, mailing, media partners, television, radio, transit posters, and billboards.
- Public Relations
 - More story substance is being put in programs to highlight artists for richer content.
 - Awards Nominations for the Governor's Arts and North American Performance Arts Managers & Agents (NAPAMA).

FRIENDS ANNOUNCEMENTS

Sharon Mann announced there were 16 events since the last board meeting, which equated to 1,066 volunteer hours. There are currently 174 volunteers.

The Evacuation Drill was held on Tuesday, October 15, 2019. There were 36 volunteers and 14 staff members in attendance.

MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Jeanne Forbis got a new job at Avnet. Congratulations, Jeanne!
- b. Linda Yarbrough shared that she recently had the opportunity to speak to Mayor Hartke after an event they both attended. Mayor Hartke is very positive and supportive of the arts.

CALENDAR

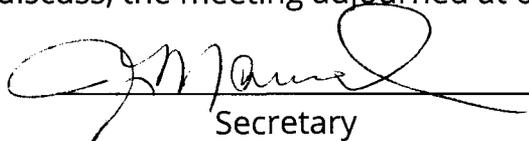
- a. Next meeting will be **Thursday, December 5, 2019**, at 5:30pm City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a) AZ Watercolor Association, Gallery at CCA, through Nov. 15
- b) Karolina Adams: Work in Progress, Vision Gallery, through Nov. 15
- c) Center Stage, Fundraising Dinner, October 26, 6:00 p.m.
- d) The President's Own Marine Band, October 29, 7:30 p.m.
- e) Billy Strayhorn Workshop, November 1, 7:00 p.m.
- f) LeAnn Rimes, November 9, 7:30 p.m.
- g) Art Quilts XIV: From Ordinary to Extraordinary Reception, Vision Gallery, Nov. 23rd from 4:00 p.m. to 6:00 p.m.
- h) Late Nite Catechism, November 22-24, Various times.
- i) Alpin Hong, November 22, 7:30 p.m.
- j) Board Development Committee, December 5, 4:15 p.m.
- k) Special Events Committee, December 5, 4:15 p.m.

ADJOURNMENT

Julia Marreel made the motion to adjourn the meeting. Renee Levin seconded the motion. With no other business to discuss, the meeting adjourned at 6:54 p.m.


Secretary



MINUTES OF THE
CHANDLER CULTURAL FOUNDATION MEETING
THURSDAY, DECEMBER 5, 2019
5:30 p.m.

PRESENT: Barbara Meyerson, Chris McMullan, David Woodruff, Deb Menci, Jason Ridley, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Mari Jo Woolf-Whitaker, Renee Levin, Steena Murray, and Susan Baker

ABSENT: Lorah Neville and Mike Halle

STAFF: Anna Camino, Cynde Cerf, Michelle Mac Lennan, Peter Bugg, and Tracey Wyatt

GUESTS: Debbie Rubenstrunk, Kim Moyers, and Sharon Mann

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Jeanne Forbis, 2nd Floor Training Room A at Chandler City Hall, 175 S. Arizona Avenue, Chandler, AZ.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Two students attended the board meeting to observe the process. They are Ethan Vakonich of Perry High School and Priyati Sharma of BASIS Phoenix.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the October 24, 2019 Board Meeting. Julia Marreel seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

- a. Approve Audit 2019 – Tracey Wyatt
 - The audit covered from July 1, 2018 – June 30, 2019.
 - The audit has been reviewed by the auditing firm, its management team, and the audit committee.
 - The board reviewed the audit information. There were no questions.
 - Linda Yarbrough made the motion to approve the 2019 Audit. Deb Menci seconded the motion. The motion was approved unanimously.

- b. Events Budgets – Michelle Mac Lennan
 - Renee Levin made the motion to approve the events budgets for Boz Skaggs, Ronny Chieng, 38 Special, Los Chicos Del 512: The Selena Experience, Beach Boys, Mykal Kilgore, Janis Ian, 21 Cartas, Linda Eder: Sings Judy Garland, Storm Large, Million Dollar Quartet, Sergio Mendes, and Beth Hart.

 - Julia Marreel seconded the motion. The motion was approved unanimously.

 - There have been four additional shows added to this season.

BRIEFING ITEMS

- a. Executive Subcommittee – Jeanne Forbis
 - The Chandler Center for the Arts submitted a nomination for the 2020 Governor’s Arts Awards in the venue category.
 - There was further discussion of a theatre concept for Downtown Chandler. Things are progressing, with more updates to follow.

- b. Donor Wall Update – Peter Bugg
 - There were three Requests for Proposal submitted, but none matched what was envisioned for the Donor Wall.
 - The direct select process was used, and Safwat Saleem, Chad Musch, and Bad Craft Studio were selected.
 - Peter Bugg shared the design concept with the board.

- c. October Financial Report – Tracey Wyatt
 - Tracey Wyatt reviewed the October Financial Report.

- d. Special Events Subcommittee – Julia Marreel
 - The Special Events Committee is focusing on “Eat Your Art Out” (EYAO), which will be Tuesday, February 25, 2020.
 - There are several new restaurants in Downtown Chandler. Subcommittee members are talking with them about joining the EYAO event.
- e. Board Development Subcommittee – Michelle Mac Lennan
 - Board applications have been received and are in review.
- f. Sign-up Sheets – Michelle Mac Lennan
 - Sign-up Sheets for Foundation events occurring at the Chandler Center for the Arts were distributed during the meeting. The events cover December 2019 – February 2020.
 - Board members were asked to sign up for events to attend. This is a great advocacy opportunity and a chance to meet patrons. When attending, please wear your name tag.
- g. Profit & Loss Reports – Michelle Mac Lennan
 - Michelle Mac Lennan reviewed the Profit & Loss Reports for the September events, and the Profit & Loss for the 2019-2020 Season (July through September).
- h. Recognition – Michelle Mac Lennan
 - Barbara Meyerson began as a board member in 1997 with the Chandler Arts Commission. She joined the Chandler Cultural Foundation in June 2008.
 - Barbara will soon be joining Chandler Museum Foundation Board.
- i. 30th Anniversary Print – Cynde Cerf
 - Framed 30th Anniversary Prints were presented to all the board members.

FRIENDS ANNOUNCEMENTS

Sharon Mann announced there were 22 events since the last board meeting, which equated to 685 volunteer hours. There are currently 165 volunteers.

Some of the recent events included Center Stage, President’s Own Marine Band, and four performances of Late Night Catechism.

MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Happy Holidays!
- b. There will be a Holiday Boutique at the Vision Gallery on Friday, December 20th, from 5:00 p.m. – 7:00 p.m. Ornaments made by local artists will be on sale. Hot cider and hot cocoa will be served.

CALENDAR

- a. Next meeting will be **Thursday, January 23, 2020**, at 5:30pm Chandler City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a. Blind Boys of Alabama, December 13, 7:30 p.m.
- b. Vision Gallery, Holiday Event, December 20, 5:00 p.m.
- c. Zoppé, An Italian Family Circus, December 26-January 5
- d. Executive Committee, January 6, 4:00 p.m.
- e. Opening Reception, Homegrown: Generations, January 10, 6:00 p.m.
- f. Jarabe Mexicano, January 17, 7:30 p.m.
- g. The Price Is Right Live, January 18, 4:00 p.m. & 8:00 p.m.
- h. Darlin' Companion: A Tribute to Johnny Cash and June Carter Cash, January 19, 3:00 p.m.
- i. Board Development Committee, January 23, 4:15 p.m.
- j. Special Events Committee, January 23, 4:15 p.m.

ADJOURNMENT

Renee Levin made the motion to adjourn the meeting. Julia Marreel seconded the motion. With no other business to discuss, the meeting adjourned at 6:29 p.m.


Secretary