



## **2020 Chandler Cultural Foundation Minutes**

### **Regular Meetings**

January 23, 2020

February 27, 2020

April 23, 2020

May 28, 2020

June 25, 2020

August 27, 2020

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



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
THURSDAY, JANUARY 23, 2020  
5:30 p.m.

PRESENT: Chris McMullan, Deb Mencl, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mike Halle, Renee Levin, Steena Murray, and Susan Baker

ABSENT: David Woodruff, Jason Ridley, and Mari Jo Woolf-Whitaker

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

GUESTS: Debbie Rubenstrunk and Jim Gould

CALL TO ORDER: The meeting was called to order at 5:33 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  
None

APPROVAL OF MINUTES

Steena Murray made a motion to approve the minutes of the December 5, 2019 Board Meeting. Mike Halle seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

- a. Approve Events Budgets – Michelle Mac Lennan & Terri Rettig
  - Steena Murray made the motion to approve the events budgets for Clay Walker, Bruce Hornsby & the Noisemakers, Tommy Emmanuel/Jesse Cook, Bruce in the USA, Brian McKnight & Friends, Chris Thile, Nitty Gritty Dirt Band, Josh Turner, Kenny G, Layer the Walls, Layer the Walls, The Greatest Love of All, Kenny Wayne Shepherd, Ani DiFranco, Somos Amigos, Piano Battle, The Billy Joel Songbook, Judy Collins and Janis Ian, America, Live from Laurel Canyon, War, Lalah Hathaway, Drew Lynch, Broadway in HD-Film Recital, and The Magic of Bill Blagg
  - Renee Levin seconded the motion. The motion was approved unanimously.

## BRIEFING ITEMS

- a. Executive Subcommittee – Michelle Mac Lennan
  - The Executive Subcommittee met on January 6, 2020.
  - This was the last year for The Zoppé - An Italian Family Circus to be presented at the Chandler Center for the Arts. More family programs and other opportunities will be pursued for this time period in upcoming years.
  - The last day for Angles PR to be the public relations firm will be February 5, 2020. A Request for Proposal (RFP) will be submitted.
  - The expanded facilities proposal for 51 E. Boston Street is being presented at a Council Subcommittee Meeting in late February.
  - The Executive Subcommittee discussed the CCF Board vacancy.
- b. Governor's Arts Awards – Cynde Cerf
  - There will be a reception on February 13<sup>th</sup> to acknowledge all nominees of the 2020 Governor's Arts Awards. At this reception, the 3 finalists of the Governor's Arts Awards will be named.
  - The 2020 Governors Arts Awards is on March 26<sup>th</sup>, which is the same night as the March CCF Board Meeting. More information will be shared at the February CCF Board Meeting.
- c. December Financial Report – Michelle Mac Lennan
  - Michelle Mac Lennan reviewed the December 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. Several new restaurants will be joining this year’s EYAO event.
- e. Board Development Subcommittee – Lorah Neville
  - Board applications have been received and are in review. There are 3 candidates being recommended for the board vacancy.
  - The subcommittee discussed various avenues to honor people who have served on the CCF Board after they pass away.
- f. Profit & Loss Reports – Terri Rettig
  - Michelle Mac Lennan share with the board: The actual profit for the Center Stage event was \$53,760.59.
  - Terri Rettig reviewed the remainder of the Profit & Loss Reports for the October and November events.

#### FRIENDS ANNOUNCEMENTS

Jim Gould announced there were 45 events since the last board meeting, which equated to 1987.25 volunteer hours. There are currently 186 volunteers.

Some of the recent events included: 8 shows of The Nutcracker, 6 shows of The Spirit of Christmas, 16 Zoppé Circus shows, and 2 shows of The Price is Right.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. The breezeway mural has been completed.
- b. There will be a Youth Arts Council (YAC) fundraiser preshow to The Texas Tenors event on January 25th.
- c. The memorial for Jerry Brooks will be Saturday, February 1<sup>st</sup>, at 10 a.m. at the Chandler Center for the Arts.

#### CALENDAR

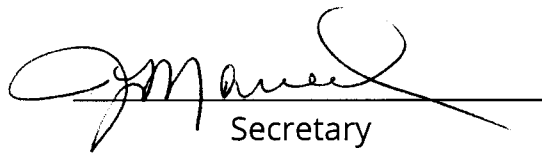
- a. Next meeting will be **Thursday, February 27, 2020**, at 5:30pm Chandler City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

INFORMATION ITEMS:

- a. The Texas Tenors, January 25, 7:30 p.m.
- b. Black Violin, January 31, 7:30 p.m.
- c. Nellie McKay, February 8, 7:30 p.m.
- d. Ladysmith Black Mambazo, February 9, 3:00 p.m.
- e. Jonny Lang, February 14, 7:30 p.m.
- f. We've Only Just Begun, Music of the Carpenters, February 16, 3:00 p.m.
- g. State of the City, February 20, 5:00p.m.
- h. Georgia on My Mind, Music of Ray Charles, February 21, 7:30 p.m.
- i. Lucia Micarelli, February 23, 7:00 p.m.
- j. Travis Tritt @ Mesa Arts Center, February 23, 7:00 p.m.

ADJOURNMENT

Renee Levin made the motion to adjourn the meeting. Mike Halle seconded the motion. With no other business to discuss, the meeting adjourned at 6:48 p.m.

  
Secretary



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
THURSDAY, FEBRUARY 27, 2020  
5:30 p.m.

PRESENT: Chris McMullan, Deborah Mencl, Jason Ridley, Jeanne Forbis, Julia Marreel, Lorah Neville, Mari Jo Woolf-Whitaker, Renee Levin, Steena Murray, and Susan Baker

ABSENT: David Woodruff, LaTricia Woods, Linda Yarbrough, and Mike Halle

STAFF: Anna Camino, Cynde Cerf, Judi Johnson, Peter Bugg, Terri Rettig, and Tracey Wyatt

GUESTS: Debbie Rubenstrunk and Jim Gould

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  
Jillian Nakornthap, Exhibits Curator for the Museum and Vision Gallery.

APPROVAL OF MINUTES

Steena Murray made a motion to approve the minutes of the January 23, 2020, Board Meeting. Renee Levine seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

- a. 990 Tax Year 2018 Draft Approval – Tracey Wyatt
  - Lorah Neville made the motion to approve the 990 Tax Year 2018 Draft.
  - Julia Marreel seconded the motion. The motion was approved unanimously.
  - The Audit Committee, General Manager, and Management Analyst reviewed the 990 Tax Year 2018 Draft.
  - A summary of the audit was shared with the board. If any board member would like the full packet, Tracey Wyatt can send it to them.
- b. Appoint Board Development Subcommittee Member – Jeanne Forbis
  - Recommendation for David Woodruff to serve on the Board Development Committee.
  - Lorah Neville made the motion to approve the recommendation for David Woodruff to serve on the Board Development Committee.
  - Renee Levine seconded the motion. The motion was approved unanimously.
- c. Appoint Partners Group Members – Jeanne Forbis
  - The Partners Meeting is a quarterly meeting.
  - Representation is from the Chandler Cultural Foundation (CCF), Center for the Arts (CCA), Chandler Unified School District (CUSD), and the City of Chandler.
  - Request to appoint two CCF board members to the Partners Group.
  - Steena Murray and Chris McMullan were appointed to the Partners Group.
  - Renee Levin made the motion to approve the appointment of Steena Murray and Chris McMullan to the Partners Group.
  - Susan Baker seconded the motion. The motion was approved unanimously.
- d. Approve Event Budgets – Terri Rettig
  - Julia Marreel made the motion to approve the events budgets for CCA and Chandler Symphony Orchestra present 2020 Pops Concert, Marc Broussard, Winston Churchill: Man of the Century, Damien Escobar, Andrew Bird, Sara Evans, O'Connor Band Featuring Mark O'Connor, and Melissa Etheridge.
  - Mari Jo Woolf-Whitaker seconded the motion. The motion was approved unanimously.

## BRIEFING ITEMS

- a. Governors Arts Awards – Jeanne Forbis
  - The Governors Arts Awards and the next CCF Board Meeting are both on March 26<sup>th</sup>.
  - Council Members are not available that evening due to the Council Meeting.
  - The CCA was not a finalist this year for the Governors Arts Awards and, therefore, board members were asked to attend the CCF Board Meeting and not the Governors Arts Awards that evening.
- b. January Financial Report – Tracey Wyatt
  - Tracey Wyatt reviewed the January Financial Report.
- c. Visual Arts Update – Peter Bugg
  - Peter Bugg shared a Visual Arts presentation documenting current projects.
- d. Special Events Subcommittee – Julia Marreel
  - Eat Your Art Out (EYAO) was on Tuesday, February 25<sup>th</sup>.
  - The event went really well.
  - The envelopes have been turned in. There will be more information at next month's CCF Board Meeting.
- e. Board Development Subcommittee – Lorah Neville
  - The meeting was not held due to not having quorum.
- f. Profit & Loss Reports – Terri Rettig
  - Terri Rettig shared with the board the Profit & Loss report for the Blind Boys of Alabama and Zoppe – An Italian Family Circus.

## FRIENDS ANNOUNCEMENTS

Jim Gould announced there were 18 events since the last board meeting, which equated to 931.25 volunteer hours. There are currently 182 volunteers.

Some of the recent events included: Jerry Brooks: A Celebration of Life, a Wine Tasting event, and the State of the City.



## MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Jeanne Forbis shared 2020 Youth Arts Council (YAC) feedback.
  - The majority of the feedback was positive.
  - Good suggestions were shared:
    - Advertising to more students
    - More selective process for picking students – focus on students who are focused on the Arts advocacy.
    - Meeting Alpin Hong was a highlight.
    - Field trips are good. Extend the program for more field trips.

## CALENDAR

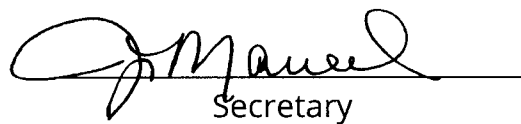
- a. Next meeting will be **Thursday, March 26, 2020**, at 5:30pm Chandler City Hall, Training Room A, 175 S. Arizona Avenue, Chandler, AZ.

## INFORMATION ITEMS:

- a. Two Players, Two Quarters, Vision Gallery, through March 27
- b. Buddy, Ritchie & the Big Bopper, March 1, 3:00 p.m.
- c. Free Bollywood Movie Screening, March 6, 6:00 p.m.
- d. Bernadette Peters, March 7, 7:30 p.m.
- e. Groovin' to the 60's, March 8, 3:00 p.m.
- f. Buddy Guy, March 13, 7:30 p.m.

## ADJOURNMENT

Steena Murray made the motion to adjourn the meeting. Lorah Neville seconded the motion. With no other business to discuss, the meeting adjourned at 6:26 p.m.

  
Secretary



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
THURSDAY, APRIL 23, 2020  
5:30 p.m.

PRESENT: Chris McMullan, David Woodruff , Deborah Mencl, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Renee Levin, Sherida McMullan, Steena Murray, and Susan Baker

ABSENT: None

STAFF: Anna Camino, Michelle Mac Lennan, Terri Rettig, and Tracey Wyatt

GUESTS: Debbie Rubenstrunk

CALL TO ORDER: The meeting was called to order at 5:39 p.m. by Jeanne Forbis, virtually via WebEx, Phone #1-415-655-0001, Meeting #924 827 213.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Welcome to new board member, Sherida McMullan! Sherida shared her excitement to be on the Chandler Cultural Foundation. She is the Tech Inclusion & Diversity Leader for Lyft.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the February 27, 2020, Board Meeting. Lorah Neville seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

None

## BRIEFING ITEMS

- a. Board Member Check In – Jeanne Forbis
  - Chris McMullan – Getting used to the new normal. Helps to have separate offices at home. Enjoying additional family time.
  - Linda Yarbrough – So many things are online now, including artist performances.
- b. Closure Update – Michelle Mac Lennan
  - The Chandler Center for the Arts (CCA) is currently closed until May 30<sup>th</sup>.
  - Staff is healthy and most are working remotely.
  - Succession and redeployment plans have been completed.

### Refocus on mission:

- Support our local economy (artists and restaurants).
- Limited virtual programming at the CCA and Vision Gallery.
- Personal phone calls being made to stakeholder groups
- Focusing on low-cost and free activities through the On the House Series and Connect Kids programs. Full refunds will be honored for postponed shows for anyone who asks.

### Plan for the future:

- Retool Camp Kids to assist with childcare and deliver with safe physical distancing. Survey will go to parents.
- Create social distanced seating maps to move to Bogle/Lower fee to shows to main with under 500 capacity.
- Expand free “On the House” concert series throughout next season.
- Develop next season’s budget.

- c. Profit & Loss Reports – Terri Rettig
  - Terri Rettig reviewed the Profit & Loss Reports, including “Eat Your Art Out Chandler” Event.
- d. Financial Report – Tracey Wyatt
  - Tracey Wyatt attended a virtual meeting with other art center venues and based on that meeting, the CCA is better positioned than many peer venues.
  - It is going to take a time for the books to “catch up.”
  - Renee Levin asked for clarification on the “rainy day” fund.

- There are restricted and unrestricted monies in the Wells Fargo endowment account.
  - Restricted endowment cannot be used, but the interest earned on the funds can be used.
  - Unrestricted endowment can be used. This is the one referred to as the “rainy day” fund.
  
- e. Funding Update – Michelle Mac Lennan
 

Understand the nexus of mission, cash, and control:

  - We can offer full refunds on postponed shows to anyone who asks.
  - We are working with our consultants on a reduced level versus complete cancellation.

Conserve Cash/Reduce Expenses:

  - We are postponing events versus cancelling events when possible.
  - Contract staff and graphic designers are not working.
  - Reduction in hours for Marketing Assistant from 19 hours/week to 8 hours/week.

Accelerate Revenue/Cash:

  - Applied for emergency grants and moved up timeline for annual grants.
  - Rolled out membership campaign to existing members.
  
- f. Facility Projects Update – Michelle Mac Lennan
  - Construction of the Gallery and Box Office is moving quickly
  
- g. Expanded Facility Update – Michelle Mac Lennan
  - 51 E. Boston Street is on pause for now.
  - The City of Chandler is diversified and in a solid place to weather the future.
  - Still seek advocacy for the expanded facility. Discuss at the Board Retreat.
  - Thanks to the Executive Subcommittee for all the hard work and push. As we continue to adjust to the current situation, more push is to come.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Chris McMullan brought up the planning of the Board Retreat.

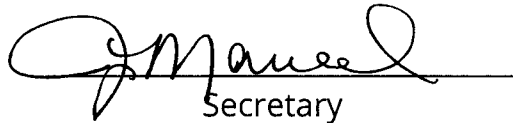
- Michelle Mac Lennan responded that the Board Development Subcommittee will start meeting on a virtual basis on May so that planning for the retreat can begin.
- b. Julia Marreel inquired if grants have slowed down.
  - Michelle Mac Lennan informed the Board that some grants have been recently received: Piper Trust (\$50K); AZ Community Foundation (amount not yet known); and Ruth McCormick Tankersley Charitable Trust (\$50K). The situation is grant-by-grant.

#### CALENDAR

- a. Next meeting will be **Thursday, May 28, 2020**, at 5:30pm virtually via WebEx, Phone #1-415-655-0001, Meeting #TBD.
- b. Virtual meetings can be the new "normal." It can be difficult trying to commute across town to make an in-person meeting.

#### ADJOURNMENT

Lorah Neville made the motion to adjourn the meeting. Linda Yarbrough 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, MAY 28, 2020  
5:30 p.m.

PRESENT: Chris McMullan, David Woodruff, Deborah Mencl, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Omar Lopez, Renee Levin, Sherida McMullan, Steena Murray, and Susan Baker

ABSENT: None

STAFF: Anna Camino, Michelle Mac Lennan, Terri Rettig, and Tracey Wyatt

GUESTS: Sharon Mann, Steve Selover

CALL TO ORDER: The meeting was called to order at 5:34p.m. by Jeanne Forbis, virtually via WebEx, Phone #1-415-655-0001, Meeting #920 854 639.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Welcome to new board member, Christian "Omar" Lopez. Omar was born and raised in Riverside, California. He moved to Arizona seven years ago and to Chandler two years ago. He played professional basketball for 11 years in 9 countries. He is fluent in several languages. Omar has a passion for the arts and has a degree in History/Philosophy. He enjoys camping and being outdoors.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the April 23, 2020, Board Meeting. Renee Levin seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

- a. Election of Officers – Lorah Neville
  - Lorah Neville announced nominations and asked for any other nominations.
  - No other nominations received.
  - The motion was approved unanimously.
  - The election of officers are as follows:
    - Jeanne Forbis – Chair
    - Linda Yarborough – Vice Chair
    - Julia Mareel – Secretary
    - Steena Murray – Treasurer
- b. Removal of Artwork from CCF Balance Sheet – Tracey Wyatt
  - There is \$6,000 contributed artwork on the Chandler Cultural Foundation (CCF) balance sheet for 8 different pieces.
  - The CCF is not the holder of artwork. The City of Chandler has an Arts Commission which handles donated artwork.
  - Steena Murray made the motion to remove the \$6,000 artwork from the CCF Balance Sheet.
  - Julia Mareel seconded the motion. The motion was approved unanimously.
- c. Event Budgets – Michelle Mac Lennan
  - The Chandler Center for the Arts (CCA) will be implementing safety measures, including socially distance seating; hand sanitizing stations throughout the venue, plexi-glass barrier, and so forth.
  - Lorah Neville made the motion to approve the events budget for CCA and C.A.L.L.E. de Arizona Present the 21<sup>st</sup> Annual Mariachi and Folklorico Festival, Showtune Productions – Showtune Series, and Get the Led Out.
  - Chris McMullan seconded the motion. The motion was approved unanimously.

## BRIEFING ITEMS

- a. Executive Subcommittee Update – Jeanne Forbis
  - Process of moving forward with the CCA including social distance seating chart and online shows.
  - The budget will look different for next year, but the CCF has been conservative in the past and this will help sustain the foundation during these uncertain times.

- Many of the volunteers are a part of the high-risk group. An online survey to the volunteers was recently administered. Many volunteers are ready to come back and work events.
- b. April Financial Report – Michelle Mac Lennan
- The financials are from March. The Center shut down on March 13, 2020.
  - Good for the first 2 weeks of March.
  - The numbers will go down as there is no revenue, but still have expenses.
  - Some grants have been awarded.
  - There is a good chance the fiscal year will be profitable, even amid COVID19.
- c. Board Development Subcommittee – Lorah Neville
- Looking to have the Board Retreat at the end of July/mid-August timeframe.
  - The subcommittee is currently discussing themes and ideas.
  - The panel was well-received last year and planning on doing something similar at this year's retreat.
  - Hopeful to offer a blended retreat with both in-person and virtual options.
- d. Closure Update/Season Announce – Michelle Mac Lennan
- Closure Update:
- Camp Kids programs cancelled due to inability to source artistic staff.
  - Still working on rescheduling Jesse & Joy.
  - All contract rentals through July have been cancelled or postponed to future dates.
  - Virtual series running through June 18<sup>th</sup>.

#### Survey Updates

- Online surveys being conducted to members, multi-ticket buyers, single ticket buyers, and Friends (volunteers).
- With the multi-ticket buyers, about 47% are ready to immediately attend a show or would do so in the next 1-2 months.
- With the single ticket buyers, about 42% are ready to immediately attend a show or would do so in the next 1-2 months.
- Those surveyed want to see hand sanitizer readily available and preshow communication with show expectations.



#### Redeployment Planning

- The redeployment plan is being reviewed by the Fire Department.
- Terri Rettig will be the point-of-contact for questions.
- Visual Kids is tentatively scheduled to go online starting June 6<sup>th</sup>.
- Volunteer and staff in-person training scheduled for June 9<sup>th</sup> and June 16<sup>th</sup>. Social distance will be implemented during these meetings/training sessions.

#### Season Announcement:

- Working on a season announcement for some time in June.
- If you have any questions or concerns, please contact Michelle directly.
- The first proposed CCF performance is scheduled to be August 14<sup>th</sup>.

School activities are set to presume in July.

#### e. FY21 Budget Draft – Michelle Mac Lennan

- A draft for FY21 was presented.
- Approval will be at the CCF Board meeting in June.
- Michelle Mac Lennan welcomes any feedback from board members. Please e-mail her within the next 3 weeks if you have any questions or feedback as the final budget is prepared.
- The draft budget will continue to change as the current situation is continually assessed.
- FY20 was the 30-year Anniversary for the Center.
- There are many unknowns going forward.
- There will be less income but also less expenses.
- There is a potential to have a Donor Wall Event, with socially distancing steps in effect.
- David Woodruff commended Michelle for her work into putting the budget together in these undefined times.

#### f. Profit & Loss Reports – Terri Rettig

- There is no Profit & Loss to present.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

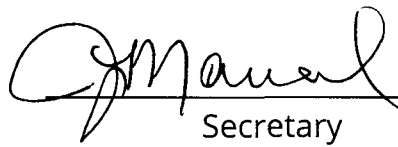
- a. Sharon Mann reinforced return-to-service training requirement prior to volunteering. The training sessions are scheduled for June 9<sup>th</sup> and June 16<sup>th</sup>.
- b. Steve Selover offered to train any board members who are interested.

#### CALENDAR

- a. Next meeting will be **Thursday, June 25, 2020**, at 5:30pm virtually via WebEx, Phone #1-415-655-0001, Meeting #TBD. There may be an option to have a dual option for this meeting: virtually through WebEx and in person in the CCA Lobby.

#### ADJOURNMENT

Renee Levin made the motion to adjourn the meeting. Chris McMullan seconded the motion. With no other business to discuss, the meeting adjourned at 6:33 p.m.

  
Secretary



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
VIRTUALLY VIA WEBEX  
PHONE #1-415-655-0001, MEETING #145 553 6558  
THURSDAY, JUNE 25, 2020, AT 5:30 p.m.

PRESENT: Chris McMullan, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Omar Lopez, Renee Levin, Sherida McMullan, and Susan Baker

ABSENT: David Woodruff , Deborah Mencl, and Steena Murray

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

GUESTS: Debbie Rubenstrucnk, Sharon Mann, and Steve Selover

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Jeanne Forbis, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 553 6558.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO THE PUBLIC:  
Steve Selover has been a Friends Volunteer for 2 ½ years. He is looking forward to when events are once again held, as are many of the Friends Volunteers.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the May 28, 2020, Board Meeting. Julia Marreel seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

- a. Appoint Event Sponsorship Review Panel Members – Jeanne Forbis
  - The Event Sponsorship Review will be Wednesday, September 16, at 5:00 p.m. at Chandler City Hall, 2<sup>nd</sup> Floor, in the Training Room.
  - There will be social distancing in effect.
  - Applications are received 2 weeks in advance.
  - The panel will review the applicants and distribute grant funds accordingly.
  - Linda Yarbrough made the motion to nominate Chris McMullan (as Chair) and Omar Lopez to represent the Chandler Cultural Foundation on the panel. Mari Jo Woolf-Whitaker and Susan Baker will be alternates.
  - Sherida McMullan seconded the motion. The motion was approved unanimously.
- b. Event Budget Approval – Terri Rettig
  - Approval of the Event Budget was tabled to the next CCF Board Meeting on August 27, 2020.
- c. FY21 Budget Approval – Michelle Mac Lennan
  - With the current COVID19 situation, the Chandler Center for the Arts (CCA) has been closed since March. This will significantly affect the upcoming fiscal year. Therefore, the budget will be reviewed quarterly at the board meetings and adjustments made accordingly to adapt to the situation.
  - Renee Levin made the motion to approve the FY21 Budget.
  - Chris McMullan seconded the motion. The motion was approved unanimously.

## BRIEFING ITEMS

- a. Closure Update – Michelle Mac Lennan  
Closure Updates:
  - The CCA is currently closed until further notice. The Center will not open before September 30. Hoping to have more information at the next CCF Board Meeting.
  - Vision Kids was launched virtually on June 30.
  - All contracted rentals in August/September are being rescheduled or cancelled.
  - There currently are contracted shows for October/November/December.
  - There is a possibility of not reopening until January.

- The City of Chandler will need to notify the CCA 60 days in advance of reopening so the Center can prep to sell tickets.

#### Focus on Mission:

- Focus to support local economy. Currently researching concessions offerings from local sources and presenting local artists when possible.
- Expanding virtual programming to include identified niche audiences and vulnerable populations.
- Exploring outdoors presenting and socially-distanced youth programs.

#### Conserve Cash/Reduce Expenses/Accelerate Revenue:

- Reduction in expenses reflected in the annual budget.
- Continuing with contract negotiations with agencies/artists.

#### Membership Update:

- |                |             |          |               |
|----------------|-------------|----------|---------------|
| • 18/19 Season | 200 members | \$27,525 | Average \$138 |
| • 19/20 Season | 315 members | \$45,150 | Average \$143 |
| • 20/21 Season | 135 members | \$30,050 | Average \$223 |

#### Grants Update:

- Kinder Morgan \$5K
- AZ Commission on the Arts – In lottery for \$5K-\$7.5K (not awarded \$22K)

#### Sponsorship Update:

- APS \$1.5K (reduced from \$2.5K)
- Justin Bro Family Foundation \$5K – this is from a parent of a camper

#### Plan for the Future:

- Expanding Virtual Series
- Invest in programs, technology, and service delivery for 20-21 to continue to serve.
- Retool – marketing and digital advertising planning.
- Shifting to needs of the school district's return in July.

#### Outdoor Concert Discussion:

- Intel had donated \$5,000 for a summer concert series. Since we will not be having a summer concert series, looking to use that money for an outdoor concert option.
- If the Downtown Stage is used for an outdoor concert, lighting and portable restrooms will need to be provided.
- To host a free admission concert, with a beer garden, the estimate is \$12,000/event.
- To host a non-ticket event in the daytime, the estimate starts at \$7,500/event.
- Also looking at alternative spaces.
- Michelle Mac Lennan asked the Board Members for their thoughts. There are many people who are currently hesitant on going to an event, although an outdoor event, with social distancing in place, is appealing. Many of the Board Members would attend an outdoor event when the weather has cooled down.

#### b. May Financial Report – Michelle Mac Lennan

- There was not much to report on for May due to the current situation.

#### c. Board Development Subcommittee – Linda Yarbrough

- One board application was received. Chris McMullan will speak with the applicant.
- The CCF Board Retreat will be in September. A poll will be sent to choose between 9/18/2020 or 9/25/2020 to be the retreat date.
- It will be a blended retreat, with the option to attend virtually or in-person (at the CCA).

#### d. Special Events Committee – Julia Marreel

- Center Stage has been cancelled.
- Taking a year off on Eat Your Art Out.
- Looking at different ideas to raise money.
- Brainstorming options for outside event with local artist and to livestream the event.
- Small gatherings (in-person or online)
- Online auction.

- e. Virtual Programming – Terri Rettig
  - Virtual Programming is a brand-new concept for the CCA.
  - Began having shorter clips at end of April/early May. We have expanded to having 30-minute sets.
  - Focusing on local artists.
  - Filming some events on the Main Stage.
  - Since the Center will be closed to at least September 30, looking to expand the Virtual Programming.
  - Exploring opportunities on how to make money on Virtual Programming. Possibly have a donate option.
- f. Key Dates 20-21 – Michelle Mac Lennan
  - The list of Key Dates for 20-21 Season was included in the board packet.

#### FRIENDS ANNOUNCEMENTS:

Sharon Mann and Steve Selover spoke on the Friends behalf. There was a Return-to-Work Event on June 9. Social distancing was in place, and face masks were handed out. It went great. Forty friends attended.

Most Friends are ready and anxious to return to service. There are a few who will not be returning.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. There is no CCF Board Meeting in July. The next meeting will be in August.

#### CALENDAR

- a. Next meeting will be **Thursday, August 27, 2020**, at 5:30pm virtually via WebEx, Phone #1-415-655-0001, Meeting #TBD.

#### ADJOURNMENT

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

  
Secretary



**CHANDLER CULTURAL FOUNDATION BOARD**  
**Virtually via WebEx**  
**Phone #1-415-655-0001, Meeting #145 553 6558**  
**Thursday, June 25, 2020, at 5:30 p.m.**

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. 38-431.02, NOTICE IS HEREBY GIVEN to the members of the CHANDLER CULTURAL FOUNDATION BOARD and to the general public that the **CHANDLER CULTURAL FOUNDATION BOARD** will hold a meeting open to the public on **Thursday, June 25, 2020, at 5:30 p.m.** The meeting will be taking place virtually via WebEx. To join the meeting by phone, dial 1-415-655-0001 and enter the meeting number 145 553 6558.

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

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the City Clerk's office at (480) 782-2181. Requests should be made as early as possible to allow time to arrange accommodation.

Dated: 6/18/2020 3:22 PM

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

a. Minutes of May 28, 2020

**3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

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



**4. ACTION AGENDA**

- a. Appoint Event Sponsorship Review Panel Members-Jeanne Forbis
- b. Event Budget Approval-Terri Rettig
- c. FY 21 Budget Approval-Michelle Mac Lennan

**5. BRIEFING ITEMS**

- a. Closure Update-Michelle Mac Lennan
- b. May Financial Report-Steena Murray
- c. Board Development Committee-Lorah Neville
- d. Special Events Committee-Julia Marreel
- e. Virtual Programming-Terri Rettig
- f. Key Dates 20-21

**6. FRIENDS ANNOUNCEMENT**

**7. MEMBERS COMMENTS/ ANNOUNCEMENTS**

**8. CALENDAR**

- a. Next meeting will be **Thursday, August 27, 2020**, at 5:30 p.m.

**9. INFORMATION ITEMS**

- a. Vision Kids Workshops starting June 20
- b. Caroline Estelle: A LA MODE, through June 26, Vision Gallery
- c. Softly, June 30- August 21 , Gallery at CCA

**10. ADJOURNMENT**



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
THURSDAY, MAY 28, 2020  
5:30 p.m.

PRESENT: Chris McMullan, David Woodruff, Deborah Mencl, Jeanne Forbis, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Omar Lopez, Renee Levin, Sherida McMullan, Steena Murray, and Susan Baker

ABSENT: None

STAFF: Anna Camino, Michelle Mac Lennan, Terri Rettig, and Tracey Wyatt

GUESTS: Sharon Mann, Steve Selover

CALL TO ORDER: The meeting was called to order at 5:34p.m. by Jeanne Forbis, virtually via WebEx, Phone #1-415-655-0001, Meeting #920 854 639.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Welcome to new board member, Christian "Omar" Lopez. Omar was born and raised in Riverside, California. He moved to Arizona seven years ago and to Chandler two years ago. He played professional basketball for 11 years in 9 countries. He is fluent in several languages. Omar has a passion for the arts and has a degree in History/Philosophy. He enjoys camping and being outdoors.

APPROVAL OF MINUTES

Linda Yarbrough made a motion to approve the minutes of the April 23, 2020, Board Meeting. Renee Levin seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

- a. Election of Officers – Lorah Neville
  - Lorah Neville announced nominations and asked for any other nominations.
  - No other nominations received.
  - The motion was approved unanimously.
  - The election of officers are as follows:
    - Jeanne Forbis – Chair
    - Linda Yarborough – Vice Chair
    - Julia Mareel – Secretary
    - Steena Murray – Treasurer
- b. Removal of Artwork from CCF Balance Sheet – Tracey Wyatt
  - There is \$6,000 contributed artwork on the Chandler Cultural Foundation (CCF) balance sheet for eight pieces.
  - The CCF is not the holder of artwork. The City of Chandler has an Arts Commission which handles donated artwork.
  - Steena Murray made the motion to remove the \$6,000 artwork from the CCF Balance Sheet.
  - Julia Mareel seconded the motion. The motion was approved unanimously.
- c. Event Budgets – Michelle Mac Lennan
  - The Chandler Center for the Arts (CCA) will be implementing safety measures, including socially distance seating; hand sanitizing stations throughout the venue, plexi-glass barrier, and so forth.
  - Lorah Neville made the motion to approve the events budget for CCA and C.A.L.L.E. de Arizona Present the 21<sup>st</sup> Annual Mariachi and Folklorico Festival, Showtune Productions – Showtune Series, and Get the Led Out.
  - Chris McMullan seconded the motion. The motion was approved unanimously.

## BRIEFING ITEMS

- a. Executive Subcommittee Update – Jeanne Forbis
  - Process of moving forward with the CCA including social distance seating chart and virtual shows.
  - The budget will look different for next year, but the CCF has been conservative in the past and the rainy day fund will help sustain the foundation through the unknowns that are ahead.

- Many of the volunteers are a part of the high-risk group. An online survey to the volunteers was recently administered. Many volunteers are ready to come back and work events.
- b. April Financial Report – Michelle Mac Lennan
- The financials are from March. The Center shut down on March 13, 2020.
  - Good for the first 2 weeks of March.
  - The numbers will go down as there is no revenue, but still have expenses.
  - Some grants have been awarded.
  - There is a good chance the fiscal year will be profitable, even amid COVID19.
- c. Board Development Subcommittee – Lorah Neville
- Looking to have the Board Retreat at the end of July/mid-August timeframe.
  - The subcommittee is currently discussing themes and ideas.
  - The panel was well-received last year and planning on doing something similar at this year's retreat.
  - Hopeful to offer a blended retreat with both in-person and virtual options.
- d. Closure Update/Season Announce – Michelle Mac Lennan
- Closure Update:
- Camp Kids programs cancelled due to inability to source artistic staff.
  - Still working on rescheduling Jesse & Joy.
  - All contract rentals through July have been cancelled or postponed to future dates.
  - Virtual series running through June 18<sup>th</sup>.

#### Survey Updates

- Online surveys being conducted to members, multi-ticket buyers, single ticket buyers, and Friends (volunteers).
- With the multi-ticket buyers, about 47% are ready to immediately attend a show or would do so in the next 1-2 months.
- With the single ticket buyers, about 42% are ready to immediately attend a show or would do so in the next 1-2 months.
- Those surveyed want to see hand sanitizer readily available and preshow communication with show expectations.

#### Redeployment Planning

- The redeployment plan is being reviewed by the Fire Department.
- Terri Rettig will be the point-of-contact for questions.
- Visual Kids is tentatively scheduled to go online starting in June.
- Volunteer and staff in-person training scheduled for June 9<sup>th</sup> and June 16<sup>th</sup>. Social distance will be implemented during these meetings/training sessions.

#### Season Announcement:

- Working on a season announcement for some time in June.
- If you have any questions or concerns, please contact Michelle directly.
- The first proposed CCF performance is scheduled to be August 14<sup>th</sup>.

School activities are set to presume in July.

#### e. FY21 Budget Draft – Michelle Mac Lennan

- A draft for FY21 was presented.
- Approval will be at the CCF Board meeting in June.
- Quarterly reviews of the budget will be done so we can adapt as needed.
- Please send feedback or questions to Michelle within the next three weeks.
- The draft budget will continue to change as the current situation is continually assessed.
- There is a potential to have a Donor Wall Event, with socially distancing steps in effect.
- David Woodruff commended Michelle for her work into putting the budget together in these undefined times.

#### f. Profit & Loss Reports – Terri Rettig

- There is no Profit & Loss to present.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

- a. Sharon Mann reinforced return-to-service training requirement prior to volunteering. The training sessions are scheduled for June 9<sup>th</sup> and June 16<sup>th</sup>.
- b. Steve Selover offered to train any board members who are interested in volunteering.

#### CALENDAR

- a. Next meeting will be **Thursday, June 25, 2020**, at 5:30pm virtually via WebEx, Phone #1-415-655-0001, Meeting #TBD. There may be an option to have a dual option for this meeting: virtually through WebEx and in person in the CCA Lobby.

#### ADJOURNMENT

Renee Levin made the motion to adjourn the meeting. Chris McMullan seconded the motion. With no other business to discuss, the meeting adjourned at 6:33 p.m.

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Secretary

## CLOSURE UPDATE:

- CCA currently closed until further notice. Due to increased community spread rates we will not open before September 30.
- Redeployment planning – postponed.
- Vision Kids launched virtually on June 20.
- Gallery at CCA opening on June 30.
- All contracted rentals in August/September being rescheduled or cancelled.

## FOCUS ON MISSION:

- Support local economy- researching concessions offerings from local sources, presenting local artists when possible.
- Expanding virtual programming to include identified niche audiences and vulnerable populations.
- Exploring outdoors presenting and socially distanced youth programs.
- Staying focused on the nexus of mission, cash and control- how to balance compassion and people over finances (i.e. offering refunds to our arts partners regardless of who cancels, continuing to support our local, regional and national associations/agencies/artists)

## CONSERVE CASH/REDUCE EXPENSES/ACCELERATE REVENUE:

- Reduction in expenses reflected in annual budget.
- Ongoing through contract negotiation with agencies/artists.
- Rolled out low cost membership campaign
- **Membership update**

18/19 Season	200 members	\$27,525	Average \$138
19/20 Season	315 members	\$45,150	Average \$143
20/21 Season	135 members	\$30,050	Average \$223
- **Grants update**

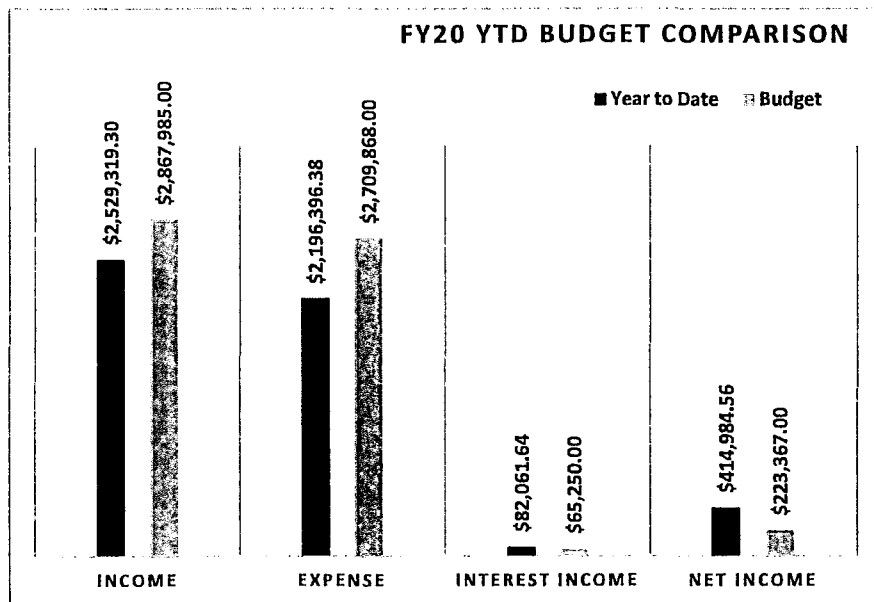
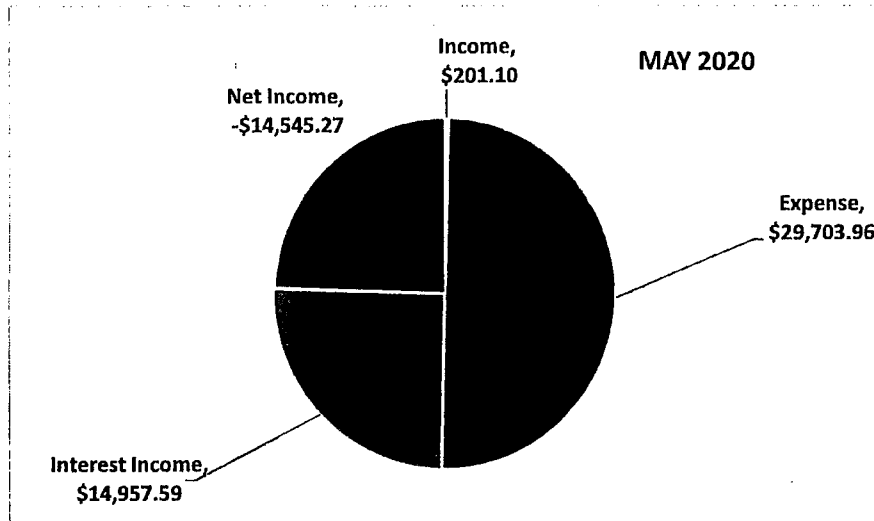
Kinder Morgan: \$5K  
AZ Commission on the Arts (22K)-in lottery for 5K-7.5K  
Declined: Thunderbirds (5K) and City of Chandler Human Services (6.5K)
- **Sponsorship update**

APS: \$1.5K (reduced from 2.5K)  
Justin Bro Family Foundation: \$5K

## PLAN FOR THE FUTURE:

- Be a community source for hope and connection.
- Virtual series – expanding- Terri will give update later in the agenda.
- Invest in programs, technology and service delivery for 20-21 to continue to serve.
- Retool - marketing and digital advertising planning.
- Shifting to needs of the School District's return in July.

## Chandler Cultural Foundation May Financial Report





**CHANDLER CULTURAL FOUNDATION****FY 2021 Proposed Budget****July 1, 2020 - June 30, 2021**

<b>Operating Revenues</b>	<b>FY21 Proposed</b>	<b>FY20 Adopted</b>	<b>FY20 YTD</b>
4100-00 Admissions	\$ 856,593	\$ 1,970,356	\$ 1,777,192
4200-00 Rentals	\$ 67,000	\$ 134,000	\$ 78,025
4300-00 Grants & Sponsorships	\$ 203,250	\$ 240,250	\$ 227,200
4400-00 Contributions	\$ 59,000	\$ 110,000	\$ 90,627
4500-00 Merchandise Sales	\$ 12,000	\$ 22,500	\$ 29,484
4600-00 Ticket Printing	\$ 15,000	\$ 30,000	\$ 20,248
4700-00 Ticket Fees	\$ 18,000	\$ 36,000	\$ 37,578
4800-00 Other Earned Income	\$ 18,650	\$ 28,225	\$ 17,245
4845-00 Program Advertising	\$ 2,500	\$ 20,000	\$ 21,785
4850-00 Front of House Services	\$ 15,000	\$ 26,654	\$ 14,825
4900-00 Concessions	\$ 115,000	\$ 250,000	\$ 215,311
<b>Total Operating Revenues</b>	<b>\$ 1,381,993</b>	<b>\$ 2,867,985</b>	<b>\$ 2,529,520</b>
<b>Operating Expenses</b>			
5000-00 Administrative & General	\$ 84,313	\$ 143,028	\$ 68,349
6000-00 Programming	\$ 1,693,634	\$ 2,458,345	\$ 2,087,149
7000-00 Fundraising	\$ 29,700	\$ 108,495	\$ 70,602
<b>Total Operating Expenses</b>	<b>\$ 1,807,647</b>	<b>\$ 2,709,868</b>	<b>\$ 2,226,100</b>
<b>Operating Income/Loss</b>	<b>\$ (425,654)</b>	<b>\$ 158,117</b>	<b>\$ 303,420</b>
<b>Nonoperating Revenues</b>			
8100-00 Endowment Interest	\$ 65,000	\$ 65,000	\$ 96,858
8200-00 Interest Income - Unrestricted	\$ 250	\$ 250	\$ 161
<b>Total Nonoperating Revenues (Net)</b>	<b>\$ 65,250</b>	<b>\$ 65,250</b>	<b>\$ 97,019</b>
<b>Projected Net Income/Loss</b>	<b>\$ (360,404)</b>	<b>\$ 223,367</b>	<b>\$ 400,439</b>

**Expenses****5000-00 Administrative & General**

		FY21	FY20	FY19	Notes/Variance of more than 5%
5130-00	Misc. Operating Expenses	\$ 2,500	\$ 2,500	\$ 2,500	
	Adopt-A-Seat improvments	\$ -	\$ 20,000	\$ 20,000	Not used historically
5140-00	Licenses and Permits	\$ 750	\$ 750	\$ 650	
5154-00	Conference Airfare	\$ 2,000	\$ 2,000	\$ 2,000	
5200-00	Dues and Subscriptions	\$ 7,835	\$ 9,285	\$ 8,500	Reduced where we can
5310-00	Recognition	\$ 1,500	\$ 2,500	\$ 1,500	
5400-00	Volunteer Appreciation and Recognition	\$ 6,000	\$ 6,850	\$ 6,850	Will seek additional in kind
5600-00	Professional Fees-Other	\$ 2,500	\$ 2,500	\$ 54,000	
5630-00	Audit/990 Prep	\$ 15,400	\$ 14,900	\$ -	
5640-00	Consultant Fees	\$ 7,500	\$ 15,000	\$ 15,900	Decision Partners reduced by 50%
5650-00	Consultant Fees-Public Relations/Marketing	\$ 30,000	\$ 60,000	\$ -	Audience Magnets-hours as needed
5660-00	Directors and Officers Insurance	\$ 985	\$ -	\$ -	3 year renewal expires 2020
5710-00	Investment Expenses	\$ 3,600	\$ 3,000	\$ 2,900	Based on FY19 actuals
5800-00	Depreciation Expense	\$ 3,743	\$ 3,743	\$ 10,704	
		<u>\$ 84,313</u>	<u>\$ 143,028</u>	<u>\$ 125,504</u>	

(=)

## Expenses

### 6000-00 Programming

	FY21	FY20	FY19	Notes/Variance of more than 5%
6120-00 Marketing	\$ 90,572	\$ 241,680	\$ 228,250	Multiple cost saving measures
6130-00 Advertising	\$ 186,100	\$ 291,000	\$ 212,350	Approved show budgets currently scheduled, plus Q4 adds
6150-99 Art Supplies	\$ 2,500	\$ 2,200	\$ 2,000	
6200-00 Food/Catering	\$ 42,000	\$ 75,750	\$ 61,100	Approved show budgets currently scheduled, plus Q4 adds
6330-00 Conference Expense	\$ 8,500	\$ 20,000	\$ 13,750	Virtual conferences in 2020
6350-00 Hotel	\$ 34,500	\$ 34,500	\$ 26,550	
6411-00 Program Printing	\$ 3,750	\$ 28,750	\$ 22,000	Going digital
6450-00 Staffing/Contract Services	\$ 236,812	\$ 298,370	\$ 242,620	Based on Oct. 1 event schedule. Cut administrative support and data entry. More staff to serve less patrons.
6460-00 Bank/Credit Charges	\$ 15,000	\$ 32,410	\$ 26,000	Reduced sales
6470-00 TM CC Service Charges	\$ 15,000	\$ 31,584	\$ 28,500	Reduced sales
6500-00 Artist Commissions & Fees	\$ 856,400	\$ 1,155,200	\$ 745,000	Approved show budgets/programs currently scheduled, plus Q4 adds
6500-00 Program Investment Fund	\$ 50,000	\$ 75,000	\$ 50,000	Will use for free or low cost engagement events
6610-00 Artist Air Travel	\$ -	\$ 1,000	\$ 500	No flights contracted
6620-00 Artist-Ground Travel	\$ 8,250	\$ 25,750	\$ 12,100	Based on approved show budgets
6630-00 Royalties	\$ 20,000	\$ 30,417	\$ 15,000	Based on previous rates- contracts are being negotiated
6640-00 Other Expenses, Non-classified	\$ 8,500	\$ 8,500	\$ 8,500	
6710-99 Vision Gallery Merchandise	\$ 2,000	\$ 4,500	\$ 4,500	Will use existing inventory to offset reduction
6720-00 Gift Shop Merchandise	\$ -	\$ -	\$ 3,000	
6730-00 Liability Insurance	\$ 8,000	\$ 8,000	\$ 8,000	Current unknown
6740-00 Equipment Rental	\$ 79,600	\$ 36,000	\$ 28,000	29.6K show budgets, Video Streaming Services (10 x 2K), Outdoor equipment rental (30K)
6800-00 Ticketmaster Expenses	\$ 26,150	\$ 57,734	\$ 50,000	Reduced sales
	<u>\$ 1,693,634</u>	<u>\$ 2,458,345</u>	<u>\$ 1,787,720</u>	

**Expenses**

<b>7000-00</b>	<b>Fundraising</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>Variance of more than 5%</b>
<b>7110-00</b>	<b>Fundraising Professional Fees</b>				
	Development Consultant	\$ 12,500	\$ 45,045	\$ 40,950	DLR33 -Limited scope of special events
	Grant Writing	\$ 7,500	\$ -	\$ 7,500	DLR33-grantwriting as needed
<b>7120-00</b>	<b>Fundraising Other</b>				
	Artist Fees	\$ -	\$ 3,500	\$ 250	No Center Stage 2020
	Bartender	\$ -	\$ 250	\$ 250	
	Catering/Wine	\$ -	\$ 12,000	\$ 9,500	No Center Stage 2020
	Credit Card/Bank Fees	\$ 100	\$ 100	\$ 100	
	Design	\$ 1,000	\$ 2,000	\$ 1,800	Limit design costs of special events
	Misc. event expenses	\$ 2,500	\$ 250	\$ 250	Increase for proposed activities TBD
	Performance tickets	\$ -	\$ -	\$ 4,500	
	Planned Giving	\$ -	\$ 250	\$ 250	Not used historically
	Printing	\$ 250	\$ 250	\$ 250	
	Recognition	\$ 500	\$ 500	\$ 500	
	Supplies	\$ 1,100	\$ 1,100	\$ 100	
<b>7125-00</b>	<b>Photography/Videography</b>	\$ 2,250	\$ 2,250	\$ 2,250	
	Donor Wall Event	\$ 1,000	\$ 1,000	\$ -	
<b>7140-00</b>	<b>Donor Wall</b>	\$ 1,000	\$ 40,000	\$ -	Donor Wall complete-yearly update panel costs
		<u>\$ 29,700</u>	<u>\$ 108,495</u>	<u>\$ 68,450</u>	



**CHANDLER  
CENTER**  
FOR THE ARTS

**Chandler Cultural Foundation**

**Key Dates FY 2020-2021**

Jul. 1, 2020	Beginning of New Fiscal Year
Aug. 27, 2020	August Board Meeting
TBD	Board Retreat
Sep. 24, 2020	September Board Meeting
Oct. 22, 2020	October Board Meeting
TBD	Fall Fundraiser
Dec. 3, 2020	December Board Meeting (Nov./Dec. combined)
Jan. 28, 2021	January Board Meeting
TBD	Spring Fundraiser
Feb. 25, 2021	February Board Meeting
Mar. 25, 2021	March Board Meeting
Apr. 22, 2021	April Board Meeting
Apr. 23, 2021	Volunteer Friends Appreciation Dinner
May 27, 2021	May Board Meeting
Jun. 24, 2021	June Board Meeting
Jun. 30, 2021	End of Fiscal Year



MINUTES OF THE  
CHANDLER CULTURAL FOUNDATION MEETING  
VIRTUALLY VIA WEBEX  
PHONE #1-415-655-0001, MEETING #167 962 5707  
THURSDAY, AUGUST 27, 2020, AT 5:30 p.m.

PRESENT: Chris McMullan, David Woodruff, Julia Marreel, LaTricia Woods, Linda Yarbrough, Lorah Neville, Mari Jo Woolf-Whitaker, Mike Halle, Omar Lopez, Renee Levin, Sherida McMullan, Steena Murray, and Susan Baker

ABSENT: Jeanne Forbis

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

GUESTS: Debbie Rubenstrunk, Laura Schairer, Sharon Mann, and Steve Selover

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Linda Yarbrough, virtually via WebEx, Phone #1-415-655-0001, Meeting #167 962 5707.

SCHEDULE/UNSCHEDULED PUBLIC APPEARANCES/CALL TO THE PUBLIC:  
None.

APPROVAL OF MINUTES

Lorah Neville made a motion to approve the minutes of the June 25, 2020, Board Meeting. Mike Halle seconded the motion. The motion was unanimously approved. The minutes were approved as written.

## ACTION AGENDA

### a. Approve Event Budgets

- Lorah Neville made the motion to approve the events budgets for Music on the Terrace and The Baylor Project.
- Mari Jo Woolf-Whitaker seconded the motion. The motion was approved unanimously.
  - There is a concept to hold paid admissions outdoor concerts on the Center for the Arts (CCA) Terrace and at the Chandler Museum.
    - No artists have yet been identified.
    - Idea for a \$20 price-point.
  - LaTricia Woods shared information regarding The Baylor Project.
    - Granny-nominated Artist.
    - Curated special concert for the CCA.
    - Virtual concert with paid admission.
    - Goal is to secure 50 people for the virtual event, but can be more.
    - Different price points with various levels of benefits.

## BRIEFING ITEMS

### a. New Board Member – Jeanne Forbis

- Board seat recently became available.
- Candy Yu will be joining the Chandler Cultural Foundation.
- Candy is fluent in several languages including English, Mandarin, and basic Japanese.

### b. Closure Update – Michelle Mac Lennan

#### Closure Updates:

- The CCA is closed until further notice.
- All Connecting Kids programs will be virtual.
- Fall Camp will be virtual.
- There is an abundance of collaboration/consolidation of resources in the arts industry due to the current pandemic.
- All Foundation events in October/November/December are being rescheduled.
- All rental events in October/November/December are being rescheduled or cancelled.
- Shifting to needs of the school district as administrative staff and students are set to return in October.

Conserve Cash/Reduce Expenses/Accelerate Revenue:

- A revised budget will be presented in the October board meeting to reflect cancellations through 2020.
- Text2Give program was launched.
- Testing paid admission for virtual engagement event.
- Testing small outdoor paid concerts.

Grants Update:

- Declined: Fiesta Bowl Charities and Arizona Community Foundation Phase 1.

Sponsorship Update:

- Salt River Project: Received \$20,000
- Justin Bro Family Foundation: Received an additional \$12,500
- Continued support from Steena Murray.

City of Chandler:

- Fast-tracked renovations for the Gallery/Box Office.
- Two new council members elected.
- Fast tracking Capital projects for the Bogle Theatre Rigging (\$550,000) and Lobby/Terrace Seating (\$60,000). The rigging will require an 8-week closure.

Plan for the Future:

- Be a community source for hope and connection.
- Invest in programs, technology, and service delivery for 20-21 to continue to serve.

c. FY2020 End of Year Financial Report – Michelle Mac Lennan

- Michelle Mac Lennan reviewed the End of Year Financial Report for FY2020.
- The pandemic changed the outcome, but being fiscally responsible shows in the year-end numbers.

d. July Financial Report – Michelle Mac Lennan

- Michelle Mac Lennan reviewed the July Financial Report.



- e. Board Development Subcommittee – Lorah Neville
  - The focus was finalizing plans for the Board Retreat, which will be held on Friday, September 18, 2020.
  - Four-of-the-five panelists have confirmed.
  - Chris McMullan will be sharing a presentation on Nonprofit Storytelling. A 32-page booklet will be mailed to all board members to read and complete a homework assignment prior to the retreat.
- f. Special Events Subcommittee – Julia Marreel
  - Looking to launch “Kids taking Center Stage” program October 1<sup>st</sup> and to run until about Thanksgiving.
    - Different sponsorship levels.
  - After the “Kids taking Center Stage” program is completed, the subcommittee will be focusing on Donor Wall fundraising.
- g. Community Needs Research – Michelle Mac Lennan
  - National Consultant and Researcher, Surale Phillips, has been hired to complete a needs research assessment for the local community.
  - This research assessment will include the Vision Gallery and Museum, in addition to the Center for the Arts.
  - Information on Surale Phillips is included in the board packet.
- h. Visual Arts Update – Peter Bugg and Jillian Nakornthap
  - Peter Bugg reviewed activity at the Vision Gallery and Center for the Arts Gallery, between February 2020 – August 2020.
    - This included the Commonwealth Mural; additional utility boxes; installation of the (CCA) Gallery Gate, and Original City Hall Plaque.
  - Peter Bugg also shared an update on the Vision Kids program. Virtual attendance is larger than when classes were held in-person. This allows the program to reach more children.
  - Jillian Nakornthap showed current and future exhibitions at the Vision Gallery and Center for the Arts Gallery.

#### FRIENDS ANNOUNCEMENTS:

Sharon Mann shared that 40 volunteers attended the June 9<sup>th</sup> Quarterly Meeting. The next quarterly meeting will be September 8<sup>th</sup>. There will be no orientation or evacuation training at this upcoming meeting.

Two volunteers are retiring. Sixteen (16) applicants since March 2020, bringing the total number to 172 volunteers.

#### MEMBERS COMMENTS/ ANNOUNCEMENTS

The upcoming CCF Board Retreat will be in a new format. It is a hybrid and will have some attendees joining virtually, while others will be in-person at the CCA Lobby. Center for the Arts staff is working with Information Technology staff on the new format and technology. All board members need to inform Michelle Mac Lennan on how he/she is planning on attending so accommodations and planning can be made prior to the retreat.

With the one year anniversary (August 31<sup>st</sup>) of the passing of Janet Tobias, the board held a moment of silence in her memory.

#### CALENDAR

- a. The Chandler Cultural Foundation Retreat will be **Friday, September 18, 2020**, from 9:00 a.m. – 12:00 p.m. in a hybrid format. Virtual information for the retreat will be sent at a later date.
- b. Next meeting will be **Thursday, September 24, 2020**, at 5:30p.m., virtually via WebEx, Phone #1-415-655-0001, Meeting #TBD.

#### ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:35 p.m.

  
Secretary