Chandler Museum Foundation Board Minutes

Regular Meetings

January 19, 2021

February 16, 2021

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

August 16, 2021

September 20, 2021

October 18, 2021

November 15, 2021

December 13, 2021

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

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 406 7750
TUESDAY, JANUARY 19, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Dorothy Ruoff, Joan Clark, Maris Thomas, Martin Sepulveda, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha and Joshua Askey

STAFF: Anna Camino, Jillian Nakornthap, Jody Crago, Kim Moyers, Michelle Mac Lennan, Nate Meyers, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Tom Escobedo, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 406 7750.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the December 14, 2020, Museum Foundation Board Meeting. Barbara Meyerson seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Recommend Tex Earnhardt and Glen McCollum for induction into Celebration Plaza
   - Maris Thomas made a motion to recommend Tex Earnhardt and Glen McCollum for induction into Celebration Plaza. Joan Clark seconded the motion. The motion was approved unanimously.

- Jody Crago informed the board the next step is to present these recommendations to the City Council. A plaque will be created after Council approves, and then it will be installed at Tumbleweed Park. Shortly thereafter, the 2021 recommendation process will open for nominations.
- The application and process are online at the City of Chandler website, on the Celebration Plaza Nomination Form web page.
- Martin Sepulveda was a member of the adjunct workgroup that reviewed the 3 nominations which had been submitted for 2020. He informed the board of the unanimous vote for Tex and Glen by the workgroup.
- Dorothy Ruoff offered congratulations on the selection of two worthy candidates.

BRIEFING ITEMS

a. Update on status of 501(c)3 application
   - Jody Crago gave an update on the status of the Chandler Museum Foundation 501(c)3 application.
   - The approved bylaws have been signed and submitted to the City Attorney.
   - The outside attorney needs to update the narrative. The application will then be submitted.
   - Once approved, a bank account will be opened, and donations can be accepted.

b. Museum Rental Rates Draft Review
   - Jody Crago sent out the rental rates earlier in the day via email.
   - This document is for proposed rental rates for various locations at the Museum, including the Agave Room, Saguaro Room, both Courtyards, and the Outdoor Living Room.
   - Barbara Meyerson suggested the board review the rental rates on an annual or semi-annual basis to stay comparable to the rental market.
   - The Rental Rates Policy will be brought forth for approval by the board at a future meeting.

c. Chandler Museum Foundation Fundraising Policy draft review
   - The draft fundraising policy was reviewed. This is a general overview and it can be added to as needed.

- This policy is different than other traditional non-profit fundraising policies in regards to donations intended for the Museum collection. Items donated with the intention to be included in the museum's permanent collection are covered by the Chandler Museum Collection Policy. The Museum's permanent collections are owned by the City of Chandler and are insured by the City.
- Board members reviewed the policy and provided some minor revisions.
- The updated fundraising policy will be voted on at a future board meeting.

MEMBERS COMMENTS/ANNOUNCEMENTS

The Death and Diamonds: Holocaust Survivor's Journey from Kraków to Chandler exhibit at the Museum will run from February 3, 2021 – March 10, 2021.

- This Tier II exhibit will not be open long, but it is quite interesting.
- Board members are encouraged to visit the Museum during this exhibit.

The Conflict of Interest Statement was approved in the December board meeting. This statement will be emailed to board members. When board members receive it, they are to review, sign, and return the form, which will be kept on file for each board member.

CALENDAR

a. Next meeting will be **Tuesday, February 16, 2021,** at 5:30 p.m. virtually via WebEx, Phone #1-415-655-0001, Event #TBD.

ADJOURNMENT

Brenda Abney made the motion to adjourn the meeting. Barbara Meyerson seconded the motion. With no other business to discuss, the meeting adjourned at 6:08 p.m.

Thomas A. Escobedo

Tom Escobedo, Chair

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 531 2058
TUESDAY, FEBRUARY 16, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Joan Clark, Joshua Askey, Maris Thomas, and Martin Sepulveda

ABSENT: Brandon Basha, Dorothy Ruoff, Michelle Reid, and Tom Escobedo

STAFF: Anna Camino, Elizabeth Olson, Jillian Nakornthap, Jody Crago, Kim Moyers, Michelle Mac Lennan, Nate Meyers, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:36 p.m. by Brenda Abney, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 531 2058.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the January 19, 2021, Museum Foundation Board Meeting. Barbara Meyerson seconded the motion. The motion was unanimously approved. The minutes were approved unanimously with amendments.

ACTION AGENDA

a. Approve Museum Rental Rates
    - Maris Thomas made a motion to approve the Museum Rental Rates. Joan Clark seconded the motion. The motion was approved unanimously.

- Jody Crago stated the rental rates are the same as were reviewed in the January board meeting. The only change made to the document was adding the word "Base" in front of "Commercial Rate." This change was made at the last board meeting.

b. Approve Chandler Museum Foundation Fundraising Policy
   - Maris Thomas made a motion to approve the Museum Foundation Fundraising Policy. Joan Clark seconded the motion. The motion was approved unanimously with amendments.
   - Two changes were made to the document.
     1. Page 2, II. In-Kind Gifts: A new item was added under Section (A) to include "an item donated specifically for fundraising purposes that falls outside of the Chandler Museum Collection Policy."
     2. Page 3, VI. Donor Confidentiality: A grammatical correction was made in Section (C).

BRIEFING ITEMS

a. Update on status of 501(c)3 application
   - Jody Crago gave an update on the status of the Chandler Museum Foundation 501(c)3 application.
   - There was one minor change and all questions have been answered.
   - Jody Crago will provide further updates at the March board meeting.

b. Museum Store Report
   - Jody Crago provided an update on the Museum Store Committee Report.
   - The committee will meet monthly to start.
   - Finishing final draft of the Museum Store Policy with consultant.
   - The Museum Store is having a good year thus far, with $770 in net sales.
   - The most successful item selling is the "Museum in a Box." There have been 6 different-themed Museum in a Box, and 187 boxes have been sold.
   - Currently testing online store option. Once goes live, the board will be notified.
   - New offer – opportunity to buy gift cards.

c. City Update
    - Jody Crago shared City of Chandler updates.
    - The City Manager will be retiring in March. A national search will be conducted. Josh Wright will be the interim.
    - Elizabeth "Lizzie" Olson has been promoted to Rental & Program Coordinator. She will be the store manager, handle rentals for the Museum, and ensure staff is schedule and needs are covered for the Museum Store.
    - The City installed automatic shades on the south side of the Museum. This has greatly helped reduce the light coming through and has improved visibility for staff sitting in that area.
    - The City is purchasing a storage unit for the Tumbleweed Ranch. It will be used to store items including objects from the Edwards House and for the Chuck Wagon Cook-off.

MEMBERS COMMENTS/ANNOUNCEMENTS

Jody Crago announced three additional shows to be held at the Museum in March.
March 6th – Brian Chartrand Trio (sold out)
March 20th – Carole King
March 27th – House of Stairs

Jody Crago shared a video which was taped at the Museum. Two athletes from the Phoenix Rising were interested in visiting the Chandler Museum and viewing the "Bigger than Boxing" exhibit. Jody led the tour and shared information regarding the exhibit, which features the stories of Muhammad Ali and Zora Folley, who is from Chandler, Arizona. The exhibit showcases the boxing match between the two boxers and the crossroads of race, religion, sport, and politics of the 1960s.

The Chandler Museum has collaborated with BASE – Black Alliance & Social Empowerment Group. There will be different Black History Month displays in the Museum hallway.

CALENDAR

a. Next meeting will be **Monday, March 15, 2021,** at 5:30 p.m. virtually via WebEx, Phone #1-415-655-0001, Event #TBD.

ADJOURNMENT

With no other business to discuss, Brenda Abney adjourned the meeting at 6:11 p.m.

Thomas A. Escobedo

Tom Escobedo, Chair

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 107 5922
MONDAY, MARCH 15, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Dorothy Ruoff, Joan Clark, Joshua Askey, Maris Thomas, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha and Martin Sepulveda

STAFF: Anna Camino, Jody Crago, Kim Moyers, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:29 p.m. by Tom Escobedo, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 107 5922.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the February 16, 2021, Museum Foundation Board Meeting. Barbara Meyerson seconded the motion. The motion was unanimously approved. The minutes were approved unanimously as written.

ACTION AGENDA

a. Approve Revised MOU per Council Recommendation
    - Joan Clark made a motion to approve the Revised MOU per Council Recommendation. Michelle Reid seconded the motion. The motion was approved unanimously.

- The City Manager presented the board with a letter stating the City Council requested the MOU be modified to state, "rental fees will not increase more than 5% every two years."
- This was the only change to the MOU.

b. Approve Revised Museum Foundation Budget
   - Barbara Meyerson made a motion to approve the Revised Museum Foundation Budget. Joan Clark seconded the motion. The motion was approved unanimously.
   - Due to the delay in the 501(c)3 application being approved, the Foundation has not yet been able to accept funds so the proposed budget has been revised to mirror this.

c. Approve Document Retention Policy
   - Joan Clark made a motion to approve the Document Retention Policy. Maris Thomas seconded the motion. The motion was approved unanimously.
   - Jody Crago will send the City of Chandler's Retention Policy for reference.
   - Retention period varies based on type of document.
   - The City of Chandler follows the State's Retention Policy.

d. Approve Deposit and Investment Policy
   - Barbara Meyerson made a motion to approve the Deposit and Investment Policy. Maris Thomas seconded the motion. The motion was approved unanimously.
   - Jody Crago will send out the City of Chandler's Investment Policy for reference.
   - The Foundation will follow the City's Investment Policy.
   - The City's Management Services Department oversees the Investment Policy. Any changes or deviation from the policy shall require the prior specific written authority of the City Council.

BRIEFING ITEMS

a. Update on status of 501(c)3 application
   - Jody Crago gave an update on the status of the Chandler Museum Foundation 501(c)3 application.
   - The recently approved revised budget will be share with the outside attorney working on the 501(c)3 application.

- All information requested has been submitted.
- Jody Crago will continue to work with Tom, the City attorney, on this application and update the board.

b. City Update
    - Improvements occurring at the Museum:
        - A second drip pan under the first drip pan in the HVAC system. This will help lessen damage should a leak ever occur.
        - Floor covering is being installed in the Agave Room. The new flooring should help with any echoing issues when the audio system is used.
        - Restoring some doors at the Price House to open outwards with a crash bar.
    - The Death and Diamond exhibit has been extended due to great feedback from the public. It will run through March.
    - The Once Upon a Playground exhibit begins on April 6th.
    - Community Services Director Andy Bass and Planning Manager Mickey Ohland will be hosting a virtual program on past and current trends in playground equipment and design. "Playtime: History and Current Trends in Chandler Playground and Park Design" will be on Saturday, April 17, at 10:30a.m. Pre-registration is required and can be completed on the Chandler Museum webpage at https://www.chandleraz.gov/explore/arts-and-culture/chandler-museum/programs
    - Updates on recent City changes:
        - City Manager Marsha Reed retired earlier in March. Joshua Wright is the Interim City Manager. A national search firm has been hired. Updates will be provided as the hiring process continues.
        - Public Information Officer (PIO), Craig Younger, has retired. Katherine Kehoe has recently been hired as a Digital Content Creator for the Communications & Public Affairs (CAPA) Department.
        - Park Maintenance Supervisor, Claud Cluff, is retiring at the end of March. Claud has been instrumental in the upkeep of Tumbelweed Ranch.

- Tom Escobedo inquired if any plans/dates have been finalized to open City facilities for board and commission meetings. Kim Moyers, Cultural Development Director, responded that the City continues to follow CDC and State updates and is looking into options, but it would be at least April, or maybe May, before more City facilities are open for board and commission meetings.

MEMBERS COMMENTS/ANNOUNCEMENTS

Tom Escobedo received feedback from someone who recently visited the Museum. Tom stated the visitor was impressed with the Museum. Jody Crago's knowledge of the Museum and the tours he leads exemplify the beauty and versatility of the Museum. Tom encouraged board members to promote coworkers to visit the Museum, noting that social distancing is still in place.

CALENDAR

a. Next meeting will be **Monday, April 19, 2021,** at 5:30 p.m. virtually via WebEx, Phone #1-415-655-0001, Event #TBD.

ADJOURNMENT

Maris Thomas made the motion to adjourn the meeting. Brenda Abney seconded the motion. With no other business to discuss, the meeting adjourned at 5:58 p.m.

Thomas A. Escobedo

Tom Escobedo, Chair

CHANDLER arizona

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 825 3933
MONDAY, APRIL 19, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Joan Clark, Maris Thomas, Martin Sepulveda, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, and Joshua Askey

STAFF: Anna Camino, Jody Crago, Kim Moyers, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: The Museum Foundation welcomes the newest board member, Calvenea Malloy. Calvenea taught at Maricopa Community District and continues to teach part-time. She recently visited the Museum and extended her thanks to Jody Crago for the tour.

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Tom Escobedo, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 825 3933.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the March 15, 2021, Museum Foundation Board Meeting. Barbara Meyerson seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA
None

BRIEFING ITEMS

a. Update on status of 501(c)3 application
    - The final draft was sent to the outside attorney.
    - All materials were submitted last week, but there has not been a confirmation.
    - Jody Crago will follow up and update the board.

b. Review Chandler Museum Store Policy Draft
    - This policy is an overview operational guide for the Chandler Museum Store, which includes procedures and information on markup percentage, consignment, cash handling, shoplifting determent, and all portions of managing the Museum Store.
    - Jody Crago received some edits from Barbara Meyerson and will update the document accordingly.
    - Licensing to use the Chandler Museum logo are reviewed on a case-by-case scenario.
    - Board members suggested edits and inputs to the policy. City staff will update the policy with that information and then send the revised policy to the board members to review again prior to the next board meeting.

c. Review Chandler Museum Collections Policy Draft
    - This policy reviews in detail the Chandler Museum acquisition, deaccession, care, and documentation of objects.
    - Information on Scope of Collection, Object Collection, Archival Collection, and Digital Collections are also included in this policy.
    - The process on outgoing and incoming loan of materials are covered in the policy.

d. City Update
    - The Museum, Vision Gallery, and Library Programs collaborated on the Playground Series. Exhibits can be viewed at both the Museum and Vision Gallery.
    - The Museum is moving forward on Capital Improvement Project (CIP).
        - Putting carpet in the Agave Room, which should help with current audio issue in that room.
        - The vendor is looking at the garage door issues to the Price McCullough House.

- A secondary drip pan is being installed in the Collections Room to offer more protection should a leak ever occur.
- Changing out some doors at the Price House so they open out instead of in.

- Some areas and spaces have reopened.
- The search for a City Manager is ongoing.
- The Museum currently has two Weekend Coordinator job opportunities. The job openings recently closed, and applications are now being reviewed.
- There will be a small outdoor event on May 15th at 9:00 a.m. at Celebration Plaza. This will be the induction ceremony for Tex Earnhardt and Glen McCollum.
  - Invitations will be sent to all Museum Foundation Board Members.

MEMBERS COMMENTS/ANNOUNCEMENTS

Tom Escobedo inquired about name tags for the Museum Foundation Board Members. Name tags will be ordered. Once received, they will be distributed to the board members.

CALENDAR

a. Next meeting will be **Monday, May 17, 2021,** at 5:30 p.m. virtually via WebEx, Phone #1-415-655-0001, Event #TBD.

ADJOURNMENT

Barbara Meyerson made the motion to adjourn the meeting. Brenda Abney seconded the motion. With no other business to discuss, the meeting adjourned at 6:19 p.m.

Thomas A. Escobedo

Tom Escobedo, Chair

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 882 9930
MONDAY, MAY 17, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joan Clark, Joshua Askey, Maris Thomas, Martin Sepulveda, and Michelle Reid

ABSENT: Brandon Basha, Dorothy Ruoff, and Tom Escobedo

STAFF: Anna Camino, Jody Crago, Kim Moyers, and Michelle Mac Lennan

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Brenda Abney, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 882 9930.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the April 19, 2021, Museum Foundation Board Meeting. Calvenea Malloy seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Approve Chandler Museum Store Policy
    - Joan Clark made a motion to approve the Chandler Museum Store Policy. Maris Thomas seconded the motion. The motion was approved unanimously.
    - This policy is an overview operational guide for the Chandler Museum Store, which includes procedures and information on markup percentage, consignment, cash handling, shoplifting determent, and all portions of managing the Museum Store.

b. Approve Chandler Museum Collection Policy
    - Joan Clark made a motion to approve the Chandler Museum Collection Policy. Calvenea Malloy seconded the motion. The motion was approved unanimously.
    - This policy will need to go to Council for approval.

BRIEFING ITEMS

a. Update on Status of 501(c)3 Application
    - The City is in the process of paying the $600 application fee.
    - Once submitted, it takes approximately 6-8 weeks to receive the response.

b. Review Museum Rental Agreement Draft
    - This policy is roughly based off the Chandler Center for the Arts (CCA) Rental Agreement. It covers deposits, cancellations by user, return of agreement, cancellation by the Foundation, permits and fees, insurance requirements, conflicts, non-discrimination policy, promotions, food and beverage sales, catering, and a variety of other topics related to renting space at the Museum.
    - The board discussed the rental agreement. Maris Thomas asked about the rental deposit percentage.
    - Michelle Mac Lennan stated in the early years of CCA rentals, there was a lower, flat fee for cancellations versus a percentage. As rentals grew, changes were made. Michelle suggested to have a flat fee of $200 for the first 5 years and evaluate as needed.
    - Additional comments can be sent to Jody Crago.
    - The Rental Agreement will be voted on at the Museum Foundation Board Meeting in June.

c. City Update
    - The Museum is moving forward on Capital Improvement Project (CIP).
        - New security cameras installed in the Museum Store.
        - Carpet installed in the Agave Room,
        - Lockable storage installed in Museum Store areas.
        - A secondary drip pan with an electronic warning signal has been installed in the Collections Room to offer more protection of collections should a leak ever occur.

    - Building and Facilities working with a contractor to replace the doors to the Agave Room.
- The Historic Living Room of the McCullough-Price House has reopened to guests with a small exhibit on the Chandler family.
- Interviews for the two Weekend Coordinator positions have been completed. One offer has been extended, and Human Resources will be sending the second offer this week.
- The Celebration Plaza Induction Event was on May 15th.
    - The McCullough Family held a reception after the induction event.
    - Maris Thomas proposed looking at the Foundation hosting a reception after the induction ceremony.
    - Jody Crago replied that due to the time of year for the induction ceremony, a reception is not customary, although water and light snacks are served.
    - Discussion on hosting a reception for the Celebration Plaza will be held at a later date.
- The Chuck Wagon event will be this fall, but it will be a little different than in past years.

MEMBERS COMMENTS/ANNOUNCEMENTS

Results of the meeting preference survey shows a majority of the board members prefer hybrid meetings for future board meetings. Hybrid meetings require a special set up. Information on the June meeting format will be sent before the meeting on June 21st.

Board member nametags have arrived. Board members can pick their nametag up at the Museum.

Bigger than Boxing: Zora Folley and the 1967 Heavyweight Title Exhibit is being extending to middle of February 2022. Due to the pandemic, many people could not visit the Museum to see the exhibit. This extension will provide more opportunities for those who still want to see the exhibit.

CALENDAR

a. Next meeting will be **Monday, June 21, 2021,** at 5:30 p.m. Meeting format: TBD.

ADJOURNMENT

With no other business to discuss, the meeting adjourned at 6:11 p.m. by Brenda Abney.

Thomas A. Escobedo

Tom Escobedo, Chair

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 102 4199
MONDAY, JUNE 21, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joshua Askey, Maris Thomas, Martin Sepulveda, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, and Joan Clark

STAFF: Anna Camino, Jody Crago, Kim Moyers, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:39 p.m. by Tom Escobedo, virtually via WebEx, Phone #1-415-655-0001, Meeting #145 102 4199.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the May 17, 2021, Museum Foundation Board Meeting. Barbara Meyerson seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Approve Museum Rental Agreement
    - Maris Thomas made a motion to approve the Museum Rental Agreement. Michelle Reid seconded the motion. The motion was approved unanimously.
    - Barbara Meyerson asked about security during rental events. Jody Crago responded that the Museum will follow City policy, which

states two employees must be in any City building when it is open to the public.
- Clarification on item 28 – Obstruction: The staff member on-site will inform the client what areas are not to be blocked, including Fire access points.

BRIEFING ITEMS

a. Update on Status of 501(c)3 Application
   - Everything has been officially submitted as of June 2, 2021.
   - The next step is to wait for the IRS response.
   - Anticipate September/October for approval.

b. Update on format of future Museum Foundation Board Meetings
   - There is no board meeting in July.
   - Starting in August, the meetings will be hybrid for those who want to attend in-person or continue to attend virtually.
   - The meetings will be at the Museum in the Saguaro Room, which is equipped for hybrid meetings.
   - Hybrid will be the format until further notice.

c. Discussion about future projects for the Chandler Museum Foundation
   - Ideas going forward are to create a subcommittee, which will review and rank ideas submitted, and share this information with the full Museum Foundation Board.
   - Raising funds, Museum awareness/advocacy, and board members getting acquainted were a few items mentioned as priorities for the Foundation.
   - Further discussion on organizing a subcommittee will be discussed at a later date.

d. City Update
   - Discussion on Tumbleweed Ranch, including the Master Plan for the Ranch, will be on the agenda for the August board meeting.
   - The opening and closing of the Museum doors was controlled by the Buildings & Facilities Division. A key switch was recently installed so now staff can lock and unlock the building as necessary.
   - Looking at new options for the doors to the Agave Room.

- Buildings & Facilities recently toured the Museum looking at ADA requirements. A few changes need to be made.
- June 29th is the opening of the "Black and White in Black and White" exhibit at the Museum.
- The Chuckwagon Cook-Off Committee is continuing to work on the event planning and Special Events presentation. The Cook-Off will be November 13th.
- The two new Weekend Coordinators have been hired and joined the team.

MEMBERS COMMENTS/ANNOUNCEMENTS
None.

CALENDAR

a. Next meeting will be **Monday, August 16, 2021,** at 5:30 p.m. Meeting format will be hybrid (in-person at Museum or virtually).

ADJOURNMENT
With no other business to discuss, the meeting adjourned at 6:08 p.m. by Tom Escobedo.

Thomas A. Escobedo

Tom Escobedo, Chair

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
CHANDLER MUSEUM, SAGUARO ROOM, 300 S. CHANDLER VILLAGE DRIVE,
CHANDLER, AZ, OR VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 006 5087
MONDAY, AUGUST 16, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joan Clark, Maris Thomas, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, Joshua Askey, Martin Sepulveda, and Michelle Reid

STAFF: Anna Camino, Jody Crago, Kim Moyers, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Tom Escobedo, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ, and virtually via WebEx, Phone #1-415-655-0001, Meeting #145 006 5087.

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

APPROVAL OF MINUTES
Maris Thomas made a motion to approve the minutes of the June 21, 2021, Museum Foundation Board Meeting. Joan Clark seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Approve Strategic Planning Subcommittee Charter
    - Joan Clark made a motion to approve the Strategic Planning Subcommittee Charter. Calvenea Malloy seconded the motion. The motion was approved unanimously.

- After discussion, it was agreed to change the word "plan" to "framework" in the charter.
- Joan Clark made a motion to approve the amended Strategic Planning Subcommittee Charter. Barbara Meyerson seconded the motion. The motion was approved unanimously.

b. Appointment of members to Strategic Planning Subcommittee
   - Member recommendations for the Strategic Planning Subcommittee are Joan Clark, Brenda Abney, Barbara Meyerson, Tom Escobedo, and Martin Sepulveda.
   - Brenda Abney made a motion to approve the appointment of members to the Strategic Planning Subcommittee. Maris Thomas seconded the motion. The motion was approved unanimously.
   - Nomination for Joan Clark as Chair of the Strategic Planning Subcommittee was opened on the floor.
   - Brenda Abney made a motion to approve Joan Clark as Chair for the Strategic Planning Subcommittee. Barbara Meyerson seconded the motion. The motion was approved unanimously.

BRIEFING ITEMS

a. Presentation of Tumbleweed Ranch background
   - Jody Crago shared a presentation on the Tumbleweed Ranch background.
   - The presentation highlighted previous Master Plans, buildings and equipment currently housed at the Ranch, and various activities which have occurred at the Ranch.
   - Some of the buildings housed at the Ranch are the Boswell Gin Office/Grocery Store, McCroskey House, Edwards House, and the Red Shed Theater.
   - Antique farm equipment shares the rich agricultural history of Chandler.
   - The Chuckwagon Cook-off, Ostrich Festival, and school field trips have all been held at Tumbleweed Ranch.
   - Pardners of Tumbleweed Ranch is a nonprofit 501c3 whose main focus is to raise money to help upkeep and maintain the Ranch.
   - The automation of the entry gate was a key contribution by the Pardners. In the past, Park staff would lock the gate at 3p.m. With the automation of the gate, Tumbleweed Park is now opened until 6p.m., which allows more visitors to the park and ranch.

- An updated Master Plan is being put forth as part of the City of Chandler's Capital Improvement Projects (CIP) process.
- Joan Clark asked if there are any core pieces of previous Master Plans which must be kept in newer versions.
    - Jody Crago answered the agricultural history and having some type of food history/tie here in Chandler are two areas which have been, and will continue to be, consistent with Tumbleweed Ranch Master Plans.
- Tom Escobedo inquired if there were any plans or areas similar that model Tumbleweed Ranch.
    - Jody Crago responded that there is a ranch in Naperville, IL, which has been studied and comparisons done with Tumbleweed Ranch.
- Maris Thomas asked if anything is currently grown at the Ranch.
    - Jody Crago replied there have been various school groups which have grown various vegetables there. When school ends, though, there is no one to upkeep and maintain the agriculture growing at the Ranch and it dies off.
    - Maris Thomas suggested growing cotton at the Ranch. With cotton being such an important part of Chandler's history, it is difficult to find a cotton field today. Having cotton at the Ranch would allow upcoming generations to witness what helped get Chandler on the map.
- Barbara Meyerson queried if the City sees the Ranch as being a revenue source.
    - Kim Moyers replied that as Tumbleweed Ranch continues to grow and evolve, holding special events at that location would generate income.
- Barbara Meyerson inquired who is responsible for the upkeep of Tumbleweed Ranch.
    - Kim Moyers shared there are various City departments who assist with the upkeep and maintenance of Tumbleweed Ranch, including Buildings & Facilities, Parks, and Museum staff.
    - The CIP request asks City Council for monies to fix issues and building structures the Ranch is currently facing.

b. City Update
   - Jody Crago provided several City updates to the board.
   - A storage unit is being manufactured and will be placed at the Tumbleweed Ranch. This unit will be utilized in various ways. The first usage will be to store items from the Edwards House in there while the house is being evaluated for what improvements are needed.
   - Buildings & Facilities installed a switch at the Museum so that Museum staff can lock and unlock the Museum doors. In the past, staff scheduled with Buildings & Facilities when the doors needed to be opened and closed. The switch is more effective as the Museum staff can directly control the doors to accommodate for meetings and events which occur when the Museum is closed to the public.
   - Continuing to look at options for the Price House doors.

MEMBERS COMMENTS/ANNOUNCEMENTS

Maris Thomas mentioned having a drone exhibit instead of fireworks for the 4th of July celebration. This would make Chandler the place to come to celebrate Independence Day.

Tom Escobedo shared it was good to see people in person. He also stated the Tumbleweed Ranch plan stirred an interest.

CALENDAR

a. Next meeting will be **Monday, September 20, 2021,** at 5:30 p.m. Meeting format will be hybrid (in-person at Museum or virtually via WebEx).

ADJOURNMENT

Maris Thomas made the motion to adjourn the meeting. Barbara Meyerson seconded the motion. With no other business to discuss, the meeting adjourned at 6:41 p.m.

Tom Escobedo, Chair

Jody Crago, Staff Liaison

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
CHANDLER MUSEUM, SAGUARO ROOM, 300 S. CHANDLER VILLAGE DRIVE,
CHANDLER, AZ, OR VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #145 629 3436
MONDAY, SEPTEMBER 20, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joan Clark, Maris Thomas, Martin Sepulveda, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, and Joshua Askey,

STAFF: Anna Camino, Jody Crago, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Tom Escobedo, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ, and virtually via WebEx, Phone #1-415-655-0001, Meeting #145 629 3436.

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

APPROVAL OF MINUTES
Barbara Meyerson made a motion to approve the minutes of the August 16, 2021, Museum Foundation Board Meeting. Maris Thomas seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA
None

BRIEFING ITEMS

a. Strategic Planning Subcommittee Report
    - Joan Clark shared the Strategic Subcommittee had their first meeting on Monday, September 13th.

- Brenda Abney was approved as the Vice Chair for the subcommittee.
- The Strategic Planning Subcommittee members are Joan Clark (Chair), Brenda Abney (Vice Chair), Tom Escobedo, Barbara Meyerson, and Martin Sepulveda. Jody Crago is the staff liaison.
- At this meeting, Jody Crago shared a presentation outlining the Chandler Museums' Mission, Vision, Guiding Principles, and current list of 24 Strategic Initiatives.
- This presentation will be emailed to the Museum Foundation Board.
- Subcommittee members will be meeting with the remaining Museum Foundation Board members in 1:1 meetings to review the workplan and get their inputs.
    - Those inputs will be reviewed at the next Strategic Planning Subcommittee Meeting, and then recommendations will be brought forward to the Chandler Museum Foundation Board.

b. Update on Status of 501(c)3 Application
    - The approval letter was received last week.
    - Donations can now be accepted.
    - The next step is to open the bank accounts.
    - A financial update will be part of the standing agenda item once the account has been set up and donations are being received.
    - City staff will be handling the financial records, audits, Fiduciary responsibility, and so forth.

c. Partnership Proposal Policy
    - A Draft of the Partnership Proposal Policy was reviewed. There will be a vote at a future board meeting.
    - The policy outlines the process, including where to submit a letter of inquiry for a partnership with the Chandler Museum and Chandler Museum Foundation.
    - City staff will organize and work with the client(s). Successful letters of inquiry will be submitted to the Chandler Museum Foundation Board for authorization to request a full proposal for the project.
    - Examples of organizations who partner with the Chandler Museum include the Chandler Historical Society, Chandler Unified School District, and the Chandler Sports Hall of Fame.

d. e-Agenda
    - The City of Chandler is moving to a different process for its board and commission agendas, e-Agenda. City Council is already using the new format.
    - Jody Crago showed an example of this new format to the board.
    - The format will be the same throughout all boards and commissions.
    - The new format will be beneficial for the board and commission members and the public.
    - City staff and board/commission members will be trained.
    - The training and new format will be taking place at the start of the new year.
    - All agendas will be in the same location and can be viewed by anyone.
    - With this new process, board members will receive a link to the agenda page.

e. City Update
    - Jody Crago provided several City updates to the board.
    - The Request for Proposal (RFP) for the Tumbleweed Master Plan went live today. It will be open for one month for companies to submit their proposal.
    - A mobile storage unit will be delivered to Tumbleweed Ranch soon. Two sheds are in the process of being removed and the ground will then be leveled. Once that occurs, the vendor will be contacted and delivery arrangements will be made. This unit will be used to store the items from inside the Edwards House at the Ranch while the house is being evaluated for what improvements are needed. Improvements to the Edwards House is included in the Tumbleweed Master Plan.
    - The Bigger than Boxing exhibition has been getting recognition on Public Broadcasting Service (PBS) Channel.
    - The docent program is being reinstated. The first tour will be on Sunday, October 3rd. Interested parties can sign up via Eventbrite.
    - The Store Workgroup is preparing to purchase new material for the upcoming holiday season. As a reminder, the Sunday following Thanksgiving is "Museum Sunday." This year, that will be Sunday, November 28, 2021.

- Smithsonian Day at the Museum was September 18th. Advertising through the Smithsonian tends to bring in more visitors to museums throughout the nation, including the Chandler Museum.
- This year marks the 20th Anniversary of the 9/11 attacks. There is an exhibition currently in The Living Room. It will run through October 10th. Pictures, stories, and more from that day are represented in this exhibition. There have been many visitors already to see this memorable exhibition.
- Presale for the Chuck Wagon Cook-off will begin Friday, October 1st. There will be 3 lunch times, with 3 – 4 wagons serving at each time. This will help stager the attendance. The Museum webpage links visitors to the Partners website where tickets can be purchased.
- October is Hispanic Heritage Month. There were events planned at the Sunset Library for the first part of October. The library sustained heavy damage when the building near it exploded several weeks ago. The Museum will be hosting those programs here the week of October 4th.
- Congratulations to Lizzie Olson, who was voted Employee of the Year for the Cultural Development Department! Lizzie is being recognized at the City Council Study Session this evening. Kim Moyers and Tiffani Egnor are attending. Lizzie is the Rental & Program Coordinator and has been doing a tremendous job with rentals and more. A variety of rentals have already taken place, with more to come.

MEMBERS COMMENTS/ANNOUNCEMENTS

Tom Escobedo asked if the City has updated its COVID requirements. Jody Crago responded that the City is continuing to encourage the wearing of masks, but are not able to require masks. This is based on the Centers for Disease Control and Prevention (CDC) Guidelines.

The Black and White in black and white exhibition will be closing on Sunday, October 17, 2021.

CALENDAR

a. Next meeting will be **Monday, October 18, 2021,** at 5:30 p.m. Meeting format will be hybrid (in-person at Museum or virtually via WebEx).

ADJOURNMENT

Maris Thomas made the motion to adjourn the meeting. Barbara Meyerson seconded the motion. With no other business to discuss, the meeting adjourned at 6:08 p.m.

Tom Escobedo, Chair

Jody Crago, Staff Liaison

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
CHANDLER MUSEUM, SAGUARO ROOM, 300 S. CHANDLER VILLAGE DRIVE,
CHANDLER, AZ, OR VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #2591 332 1282
MONDAY, OCTOBER 18, 2021, AT 5:30 P.M.

PRESENT: Brenda Abney, Calvenea Malloy, Joan Clark, Joshua Askey, Maris Thomas, Michelle Reid, and Tom Escobedo

ABSENT: Barbara Meyerson, Brandon Basha, Dorothy Ruoff, and Martin Sepulveda

STAFF: Anna Camino, Jody Crago, Kim Moyers, Michelle Mac Lennan, and Tiffani Egnor

GUESTS: Derek Horn and Harley Mehlhorn, City of Chandler, Historic Preservation Commission

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Tom Escobedo, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ, and virtually via WebEx, Phone #1-415-655-0001, Meeting #2591 332 1282.

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

APPROVAL OF MINUTES
Joan Clark made a motion to approve the minutes of the September 20, 2021, Museum Foundation Board Meeting. Maris Thomas seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Approve Partnership Proposal Policy
    - Maris Thomas made the motion to approve the Partnership Proposal Policy to include all edits.

- Joan Clark seconded the motion. The motion was unanimously approved to include three edits.
- Edits included:
    - Changing the word "may" to "shall" when stating "Groups or individuals who are interested in proposing an idea or project for consideration SHALL submit a letter of inquiry which includes...."
    - Adding bullet point under criteria evaluated by the project review panel: "Define event as a one-time event or ongoing event."
    - Adding the verbiage "based on measurable objectives" to gauge the project's likelihood of success.

BRIEFING ITEMS

a. Museum Foundation Attendance Policy
    - Attendance at the Museum Foundation Board Meetings is crucial for quorum and to ensure board members' inputs are considered, especially when approving policies and procedures.
    - Per the Foundation Bylaws, board members "will use his or her best efforts to attend at least 75% of the total number of meetings held during each year."
    - Tom Escobedo and Jody Crago shared a draft version of the Museum Foundation Attendance Policy, which was reviewed by the board members.
    - Discussion ensued, including a comment that some cities have their Clerk's Office send a "Thank you for your service" letter to those not attending meetings, with the mayor being notified who is receiving this letter.
    - City staff will check with the City of Chandler's Law Department and the Mayor's Office regarding if a "Thank you for your service" letter can be sent to board member(s) not attending at least 75% of the meetings annually.
    - Brenda Abney is sending Tom Escobedo verbiage on what she has encountered regarding board attendance.
    - This policy will be voted on at a future meeting.

b. Strategic Planning Subcommittee Report
    - 1:1 meetings between Strategic Planning Subcommittee members and the remaining Foundation board members have been

occurring, but the subcommittee members have not been able to connect with everyone.

- These meetings are to review the workplan presented by Jody Crago in September and document board members' inputs.
- If you have not yet met with a Strategic Planning Subcommittee member, please reach out to Joan Clark. These meetings can be done by email or phone call.
- Once inputs from all board members have been collected, the Strategic Subcommittee will review and bring forward to the Chandler Museum Foundation Board.

c. Museum Store Report
    - Michelle Reid reported new merchandise has been ordered and should arrive soon.
    - Store merchandise must fit with the missions of the Museum and of the Foundation to be considered for sale in the store.
    - In many instances, store merchandise aligns with upcoming exhibitions.

d. Historic Preservation
    - Derek Horn and Harley Mehlhorn from the City of Chandler Development Services Department shared with the Museum Foundation Board a presentation on Historic Preservation – Goodyear and the Goodyear Canal.
    - When Ordinance 4936 was approved by Chandler City Council, it amended the Code, Chapter 35 to enable property owners to establish Historic Preservation districts on their properties to protect certain architectural and cultural resources. The ordinance also reconstituted the Architectural Review Committee into the Historic Preservation Commission and established a Historic Preservation Officer.
    - The presentation covered the purpose of historic preservation, scope, and clarification of historic properties (i.e., Heritage Site, Conservation District, Historic Preservation District/Zoning Overlay, and Landmark).
    - This presentation was very detailed and has since been sent to all board members.

e. City Update
    - Jody Crago provided several City updates to the board.
    - The F-86D has been relocated to Veteran's Oasis.
    - The Chuckwagon Cook-Off is Saturday, November 13th.
        - This is the 12th year for the cook-off. It is a little different due to COVID protocols.
        - Tickets are currently on sale through EventBrite. The Pardners webpage also has a link to the ticket purchases.
        - There will be three lunch times.
    - The mini mobile storage unit has arrived at Tumbleweed Ranch. It could not be placed in the final spot. A crane will be used to move it to its final location.
    - The replacement of the doors on the Agave Room are scheduled to start this week. It should take three days to complete the installation.
    - The Sunday after Thanksgiving, November 28th, is Museum Store Sunday.
        - Holiday gift ideas are beginning to arrive at the Museum Store.
        - Various marketing techniques are being used to advertise this event.
    - The microfilm project is about 75% complete.
        - There was discussion about using an ancestry/family search organization. Many of those organizations want to charge for the service, and the Museum would like to keep it public with no fees to access the information.

MEMBERS COMMENTS/ANNOUNCEMENTS

Tom Escobedo shared that he was recently speaking with a student at Seton Catholic Preparatory School, and she was not aware the Chandler Museum existed. Remember to always talk about the Museum when you are able to do so.

CALENDAR

a. Next meeting will be **Monday, November 15, 2021,** at 5:30 p.m. Meeting format will be hybrid (in-person at Museum or virtually via WebEx).

ADJOURN

Tom Escobedo, Chair

Jody Crago, Staff Liaison

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
CHANDLER MUSEUM, SAGUARO ROOM, 300 S. CHANDLER VILLAGE DRIVE,
CHANDLER, AZ, OR VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #2592 047 8996
MONDAY, NOVEMBER 15, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joan Clark, Maris Thomas, Martin Sepulveda , Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, and Joshua Askey

STAFF: Anna Camino, Jody Crago, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Tom Escobedo, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ, and virtually via WebEx, Phone #1-415-655-0001, Meeting #2592 047 8996.

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

APPROVAL OF MINUTES
Joan Clark made a motion to approve the minutes of the October 18, 2021, Museum Foundation Board Meeting. Maris Thomas seconded the motion. The motion was unanimously approved. The minutes were approved as written.

ACTION AGENDA

a. Approve Museum Foundation Board Attendance Policy
    - Joan Clark made a motion to approve the Museum Foundation Board Attendance Policy.
    - Calvenea Malloy seconded the motion. The motion was unanimously approved.

- City staff will keep track of board members' attendance. Each absence will be marked as excused or unexcused. The Executive Subcommittee will review the attendance record quarterly.
- The Executive Subcommittee Chair can ask for any board member's resignation if he/she has not been attending board meetings, but only Mayor and Council can remove a board member from the committee.

b. Approve 2022 Meeting Schedule for the Museum Foundation Board
    - Brenda Abney made a motion to approve the 2022 Meeting Schedule for the Museum Foundation Board.
    - Joan Clark seconded the motion. The motion was unanimously approved.
    - These board meetings will normally be on the third Monday of the month, with a few exceptions.

c. Approve 2022 Meeting Schedule for the Museum Foundation Executive Subcommittee
    - Maris Thomas made a motion to approve the 2022 meeting schedule for the Museum Foundation Executive Subcommittee.
    - Calvenea Malloy seconded the motion. The motion was unanimously approved.
    - The subcommittee meets quarterly, usually on the first Monday of the second month of the quarter.

d. Approve Museum Store Application for an Arizona Resale License.
    - Joan Clark made a motion to approve the Museum Store Application for an Arizona Resale License.
    - Calvenea Malloy seconded the motion. The motion was unanimously approved.
    - The Chandler Museum Foundation will apply for this license and renew as needed.
    - Tiffani Egnor shared that this license allows merchandise for the Museum Store to be purchased at wholesale rates and taxes are not paid on these purchases.
    - This license is different than the Transaction Privilege Tax (TPT) License. City staff is looking into the process to apply for a TPT License and will provide updated information to the board at a future meeting. With the TPT License, customers do not pay sales tax on merchandise purchased from a nonprofit organization.

BRIEFING ITEMS

a. Nominations of members to the Celebration Plaza Subcommittee
    - The Celebration Plaza Subcommittee consists of two members from the Museum Foundation Board and one member from the Parks and Recreation Board.
    - Martin Sepulveda and Barbara Meyerson were nominated for this subcommittee. This nomination will be voted on in the December Museum Foundation Board Meeting.
    - Nominations for 2021 Inductees have already been received.

b. Strategic Planning Subcommittee Report
    - Joan Clark distributed copies of the Strategic Planning Subcommittee Briefing: Strategic Priorities. Also shared with the board was the Summary of Member Feedback, which listed all the responses from individual conversations.
    - The strategic priorities listed the activities accomplished in 2020 and accomplishments-to-date in 2021; and three pillars of future areas to focus on.
    - The three pillars include: Community Assessment and Engagement; Board Development and Engagement; and Fundraising and Member Development.
    - The next Strategic Planning Subcommittee Meeting is scheduled for Monday, December 6.
    - Board members are to take time between now and the next board meeting on December 13th to review the Strategic Priorities and Summary List.
    - Next steps for the Strategic Planning Subcommittee include reviewing the summary list and filtering which of the three pillars the item fits best.
    - Future discussion will include what strategic priorities the Museum Foundation Board should focus on in 2022.

c. City Update
    - Jody Crago provided several City updates to the board.
    - The new doors on the Agave Room have been installed.
    - The Downtown Breezeway Mural has been completed. This area will be locked at 2:00 a.m. This project was a collaboration between Downtown Redevelopment, the Museum, and the Vision Gallery.

- The Field of Honor Memorial Ribbon Cutting Ceremony took place on Veteran's Day, November 11th. The F-86D plane has been moved to its new location and has been restored.
- The Chuckwagon Event occurred on Saturday, November 13. Nine wagons each served 40 meals. The presale of tickets went very well and will probably be continued in future years.

MEMBERS COMMENTS/ANNOUNCEMENTS

The Museum Store is stocked and ready for the holidays. Museum Store Sunday will be the Sunday after Thanksgiving, November 28th.

Rynel Aldecoa has been assigned by Kim Moyers to assist with getting the Foundation bank account set up. She is working with the Accounting Division and the bank. More details will follow.

In the future, credit cards will be issued to some City staff members to purchase items for the store.

The Arts Quilt XXVI Opening Reception at the Vision Gallery will be Saturday, November 20th.

CALENDAR

a. Next meeting will be **Monday, December 13, 2021,** at 5:30 p.m. Meeting format will be hybrid (in-person at the Museum or virtually via WebEx).

ADJOURN

Maris Thomas made a motion to adjourn the meeting. Martin Sepulveda seconded the motion. With no other business to discuss, the meeting adjourned at 6:31 p.m.

Tom Escobedo, Chair

Jody Crago, Staff Liaison

MINUTES OF THE
CHANDLER MUSEUM FOUNDATION BOARD
CHANDLER MUSEUM, SAGUARO ROOM, 300 S. CHANDLER VILLAGE DRIVE,
CHANDLER, AZ, OR VIRTUALLY VIA WEBEX
PHONE # 1-415-655-0001, MEETING #2598 478 9492
MONDAY, DECEMBER 13, 2021, AT 5:30 P.M.

PRESENT: Barbara Meyerson, Brenda Abney, Calvenea Malloy, Joan Clark, Joshua Askey, Michelle Reid, and Tom Escobedo

ABSENT: Brandon Basha, Dorothy Ruoff, Maris Thomas, and Martin Sepulveda

STAFF: Nate Meyers, Jody Crago, Michelle MacLennan, and Tiffani Egnor

GUESTS: None

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Tom Escobedo, at the Chandler Museum, Saguaro Room, 300 S. Chandler Village Drive in Chandler, AZ, and virtually via WebEx, Phone #1-415-655-0001, Meeting #2598 478 9492.

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

CONSENT AGENDA

a. Approve minutes of November 15, 2021
    - Barbara Meyerson made a motion to approve the Consent Agenda.
    - Joan Clark seconded the motion. The motion was unanimously approved.

ACTION AGENDA

a. Approve members to the Celebration Plaza Subcommittee
    - Brenda Abney made a motion to nominate Martin Sepulveda and Barbara Meyerson to the Celebration Plaza Subcommittee.

- Calvenea Malloy seconded the motion. The motion was unanimously approved.

BRIEFING ITEMS

a. Strategic Planning Subcommittee Report
   - Joan Clark reported the work of the Strategic Planning Subcommittee in setting strategic priorities for the Foundation Board.
   - The next step is to institute the priorities into actions.
   - The report was presented in this meeting for review. It will be voted on for approval by the full Board at the next meeting.

b. Financial Status Report
   - Jody Crago updated the Board that the City is moving forward with getting the Foundation's bank account set up similarly to that of the Cultural Foundation. Museum staff will have Purchasing Cards (P-Cards) to make store purchases on behalf of the Foundation.
   - The City's auditor is working on preparing the correct Form 990.

c. Membership Discussion
   - Jody Crago stated that staff will bring some recommendations for membership models to a future meeting.
   - The Board will explore the possibility of forming an ad hoc Membership or Development Subcommittee which could operate in a similar fashion to the Museum Store Subcommittee with one Museum Foundation member and City staff.

d. City Update
   - Jody Crago provided several City updates to the board.
   - The storage unit at Tumbleweed Ranch will be in place tomorrow.
   - The Tumbleweed Ranch Master Plan is out for applicants and closes next week.
   - The City budget process is currently underway.
   - Museum rental usage has increased. Staff will provide a report on rentals at the January meeting.

MEMBERS COMMENTS/ANNOUNCEMENTS

Brenda Abney invited all to attend the final weekend for this season that the Peterson House will be open, Saturday and Sunday, from 10 am to 2 pm.

The Desert Botanical Garden and Taliesin West have collaborated on an installation of Chihuly glass sculptures at the two sites.

CALENDAR

a. Next meeting will be **Tuesday, January 18, 2022,** at 5:30 p.m. Meeting format will be hybrid (in-person at the Museum or virtually via WebEx).

ADJOURN

Barbara Meyerson made a motion to adjourn the meeting. Joshua Askey seconded the motion. With no other business to discuss, the meeting adjourned at 6:09 p.m.

Thomas A. Escobedo

Tom Escobedo, Chair

Jody Crago, Staff Liaison