

Arizona Historical Society  
State Board of Directors Meeting  
Saturday, November 4, 2017  
Tucson, Arizona

**Board Members Present**

George Flores, President, At-Large  
Voie Coy, Vice-President, Northern Chapter  
Greg Scott, Secretary, Santa Cruz County  
Kelly Corsette, Treasurer, Central Chapter  
Joseph Abodeely, Pinal County  
Douglas Barlow, Greenlee County  
Lorna Brooks, Yuma County  
Janice Bryson, At-Large

Thomas Foster, Eastern Chapter  
Bruce Gwynn, Rio Colorado Chapter  
Philip "Jeff" Horwitz, Southern Chapter  
John Lacy, Pima County  
Dennielle "Dolly" Patterson, Apache County  
Meredith Peabody, Yavapai County  
Thomas Rose, Coconino County  
James Snitzer, Navajo County  
Michael Wade, Maricopa County (arrived at 10:16)

**Board Members Absent**

Jackie Berkowitz, At-Large  
Douglas Hocking, Cochise County  
Robin Horta, Gila County  
Patrick Lukens, Graham County

Jeannine Moyle, At-Large  
Richard Oldham, LaPaz County  
William Porter, Mohave County  
Marshall Trimble, At-Large

**Staff Members Present**

Bill Ponder, Interim Executive Director  
Valerie Shanahan, Executive Assistant  
Kim Bittrich, Deputy Administrative Officer  
Tawn Downs, Central Division Director

Susan Irwin, Library & Archives Director  
Yanna Kruse, Rio Colorado Division Director  
William Peterson, Northern Division Director  
Les Roe, Southern Division Director

**Others Present**

Jay Van Orden, AHS Volunteer  
Andy Masich, Keynote Speaker

Robert Flores, Arizona Military Museum

**Actions taken at this meeting:**

Peabody moved, seconded by Lacy, to approve the August 11, 2017, and October 13, 2017, AHS Board of Directors meeting minutes. The motion passed unanimously.

Patterson moved, seconded by Gwynn, to accept the Consent Agenda. The motion passed unanimously.

Lacy moved, seconded by Coy, to accept the AHS Board of Directors Work Priorities-2018 and the AHS Executive Director Work Priorities-2018. The motion passed unanimously.

**Call to Order**

President Flores called the meeting to order at 9:38 a.m.

#### **Gift for Retired Executive Director**

Coy reminded Board members that he is accepting monetary donations to apply toward a gift for retired Executive Director Anne Woosley. The gift is purchased solely with donations from Board members, no state funds are used, and donations for gifts are not tax deductible.

#### **Introductions**

For the benefit of members of the public in attendance, Flores asked Board and staff members to introduce themselves.

#### **Roll Call**

Roll call was taken; Flores declared a quorum.

#### **Approval of Minutes**

Peabody moved, seconded by Lacy, to approve the August 11, 2017, and October 13, 2017, AHS Board of Directors meeting minutes. The motion passed unanimously.

#### **Guest Introductions**

Flores asked those members of the public who would care to do so, to self-introduce.

#### **Call to the Public**

No public comments were received.

#### **President's Report**

Flores reviewed action taken by the Executive Committee at its October 13, 2017, meeting regarding the search process for an Executive Director. The committee unanimously selected Bryan & Jordan Consulting, LLC to assist AHS. Since that time, a contract has been negotiated and executed, and key dates have been identified. Flores distributed a search process schedule of goals, confidentiality, and search process assumptions.

There was inquiry regarding the State's level of involvement in hiring an Executive Director: The state determines the position's salary range, administration of benefits, and assures that state human resource procedures are followed. The state has no influence in the selection of candidates or ultimate hire.

Flores explained the importance of confidentiality regarding naming of candidates. No employee or board member should share information or inquire of any candidate with anyone outside of the established process.

Bryan & Jordan will distribute a survey to all AHS Board and staff members, which will include questions regarding past shortcomings, and skills, abilities and personality type perceived by board/staff for a candidate to be successful at AHS. Respondents are asked to be very candid in completing the survey.

Flores agreed to continue to facilitate the AHS Executive Director hiring process, but will have no voting powers.

If the executive director hired under the terms of the Bryan & Jordan contract fails in the position within one (1) year, Bryan & Jordan will repeat the hiring process at no cost to AHS (travel expenses will be the responsibility of AHS).

Board members are cautioned that all Board communications shall comply with the Open Meetings Laws.

Upcoming schedule:

November 4, 2017: Board to receive hiring schedule.

November 10-30, 2017: AHS Board and staff surveys.

December 2017: Bryan & Jordan will share its Board and staff survey summary with the Search Committee.

December 15, 2017: AHS leadership staff will meet individually with David Crosson of Bryan & Jordan in Tempe. Ponder will not be present during leadership staff conferences.

December 16, 2017: AHS Search Committee meeting with David Crosson of Bryan & Jordan in Tempe to create a preferred candidate profile.

January 2018: Job announcement will be posted for recruitment of candidates.

February 24, 2018: AHS Search Committee meeting with David Crosson of Bryan & Jordan to review applications and select its top three candidates.

March 16, 2018: AHS leadership staff will meet with David Crosson of Bryan & Jordan in Tempe.

March 17, 2018: AHS Board Meeting with David Crosson of Bryan & Jordan to interview finalist candidates.

If the AHS Board reaches a consensus at the conclusion of its March 17, 2018, AHS Board meeting an offer of employment will be the week of March 19, 2018, with the executive director in position in May.

\*\*\*It is noted that there will be no telephone conference attendance at the March 17, 2018, Board meeting\*\*\*

#### **Consent Agenda**

Patterson moved, seconded by Gwynn, to accept the consent agenda. Motion passed unanimously. It was stated that AHS continues to operate with budgetary guidelines.

### **Committee Reports**

None.

### **Election of Officers**

A slate of officers, as recommended by the Nominations Committee, was distributed for discussion. The slate includes Voie Coy (President), Kelly Corsette (Vice President), Dennielle "Dolly" Patterson (Treasurer) and Bruce Gwynn (Secretary). Flores explained the election process, including that nominations may be received from the floor during the Membership meeting immediately following this Board meeting.

### **Work Priorities-2018**

AHS Board of Director Work Priorities-2018 and Executive Director Work Priorities-2018, as discussed at the October 13, 2017, Executive Committee meeting were distributed. The priorities may be amended by Board action throughout the year as needed.

It was requested that the January 2018, AHS Board agenda include discussion and/or action to limit spending authority of the executive director. There was consensus that this item be included as part of item number 4 of the AHS Board of Director Work Priorities-2018, to be completed by first quarter 2018.

Lacy moved, seconded by Coy, to approve the AHS Board of Director Work Priorities-2018 and the AHS Executive Director Work Priorities-2018. The motion passed unanimously.

### **Potential New Board Members**

Coy stated that five (5) potential new AHS board members will be interviewed by the Governor's office on November 8, 2017.

### **Caborca Font**

Ponder provided very brief background information regarding the Caborca Font and its loan to Mexico. Loan documents have been executed by AHS interim executive director and provided to the Mexican Consulate. There will be AHS representation at any celebration of the transfer of the font.

### **Executive Session**

It was determined that executive session was not necessary.

### **Employee Engagement Survey**

There was consensus that executive session discussion is necessary at a future board meeting to discuss the results of the Employee Engagement Surveys of 2016 and 2017. It was also determined that the Employee Engagement Surveys should be shared with executive director hiring consultant Bryan & Jordan.

### **Board Meeting Schedule-2018**

In addition to dates previously discussed, the 2018 AHS Board meeting schedule will be distributed.

**Executive Director Internal Applicants**

There was lengthy discussion regarding the pros and cons of executive director internal applicants being held to the same standards as external candidates. Following discussion, there was consensus that all applicants, internal and external, will be subject to the equal and fair standards set forth by the hiring consultant, Bryan & Jordan.

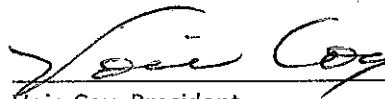
It was suggested that the hiring consultant allow the flexibility for the AHS Board to interview more than three finalists, if necessary.

**Outgoing AHS President**

Board members expressed their appreciation to outgoing AHS Board president, George Flores.

**Adjourn**

There being no further business, Flores adjourned the meeting at 10:55 a.m.

  
Voie Coy, President

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