

CENTRAL ARIZONA CHAPTER – ARIZONA HISTORICAL SOCIETY
Board of Directors
Routine Standing Meeting

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Arizona Historical Society and to the general public that the Arizona Historical Society Central Arizona Chapter Board will hold a regularly scheduled board meeting, open to the public, at the AZ Heritage Center at Papago Park.

Time & Date: Noon Friday May 4, 2018
Location: AZ Heritage Center at Papago Park
1300 N. College Ave., Tempe, Arizona

MINUTES

A quorum is required to conduct the meeting

Please contact Tawn Downs (tdowns@azhs.gov or 480 387-5368) if you are unable to attend.

Members present: Nina Filippi, Deborah Bateman, Billy Walker, Seth Frantzman, Gene Robertson, Kelly Corsette; and telephonically; Larry Woolson and Shelly Dudley.

Members not present: George Flores, Jacqueline Berkowitz, David Garcia, Valerie Adams, Arv Schultz, Melanie Sturgeon

Staff: Tawn Downs; James Burns

Guests: No guests

1. Pre-Meeting Discussion: James Burns attended and provided a brief summary of his very relevant experience for his new position as the Executive Director for the Arizona Historical Society. James shared his vision with the Board for his role in the position and for ways to grow Arizona museums into the future. James answered questions from the Board regarding interaction with the State Legislature and how to best work with them, how the local Board and the State Board will interact in the future and expressed his current thinking about the interactions. Kelly Corsette expressed his perspective on the interaction between the local and State level boards. James stated that he is based in the AHC in Tempe, since it is near the State capitol.
2. Call to Order/Introduction of the Board and Guests/Declaration of Quorum at 12:20 pm.
3. Call to the Public for Comments: No members of the public were present.
4. Approval or Modification of January 2018 CAC Board meeting minutes: A motion was made by Kelly to accept the minutes as written; the motion was moved by Billy and seconded by Deborah. Minutes were approved by unanimous vote of the Board.
5. Consent Agenda:
 - a. AHS Staff Report - Tawn Downs
 - i. Financial Report –
 1. Tawn reported a strong financial performance for April, with all revenue categories up compared to 2017. Visitor gate count was down slightly from 2017. The culture pass program was eliminated (free admission) and probably explains part of the decreased gate

count. The program was targeted towards low-income children but it was not meeting the target audience so it was cancelled.

2. YTD Fiscal Year 2017-18 – up 20% overall on every revenue line item. Last year SRP provided lease revenue of \$7,000/mo through April. In spite of that, AHC has made up the gap and more, through facility rentals.
3. Still need to increase gate count. Focus on bringing more children into the museum in the near term. In 2 weeks the new Exhibit/Collections coordinator will start and free up the Education Coordinator to work on that area. Debbie has focused on rental space but will focus on tourism traffic in the future.
4. Tawn reported on strategies that provided improvement and success in the past 3 years. She entertained questions from the Board members about options to improve involvement with schools and financial support.

ii. Facility Needs Report

1. Tawn reported on the key issues facing the AHC for Facility Repair and Maintenance needs. The water feature is completely and officially in service. AHC \$40k grant was received to cover the A/V in the auditorium but not all of the other work required. The total for related work is \$60k. Special concern with lighting, lack of light switches, etc. in the auditorium, theater, lobby and gallery space. This is a critical needs issue and was submitted for the capital request. Auditorium is not ADA accessible to speakers. Theater is not ADA accessible to speakers. Courtyard lighting needs bulbs. The A/C in the Pavilion is non-functional. Other general issues were reviewed with the other line items the total is \$540k.
2. There are at least 3 naming opportunities for spaces at the museum to be considered. There was additional discussion about the process needed and options to proceed with naming rights within the facility. Tawn will seek information about naming rights policy from Desert Botanical Gardens, who was identified as an organization with a model policy.
3. The invoice for stucco repair on the facility façade was finally received and will be paid out of the 1107 Funds and grant from the Arizona Historical League.

iii. New Displays/Events - Tawn reported on upcoming new programming, events and displays.

b. Historical League Report

- i. Nina reported the cookbook was published and delivered, with 20% sold to date. Gala prep is in-process with a date set for Saturday February 23, 2019. Historymakers were announced at the Statehood Day celebration. The Historical League Annual meeting and Volunteer Recognition Luncheon is next Thursday, May 10th. A new brochure for the League is in-process. There was discussion about ways to expand exposure and sales of the Cookbook fund raiser.

c. President's Report – nothing to report.

d. 1107 Funds Report – no new expense requests; \$20k is already committed.

6. Development Working Group - Discussion and possible action to accept recommendations

- a. Kelly reported that a working group was convened to discuss development. Deborah reported further detailed commentary on the document provided to the Board “Proposed Fundraising and Development Roles for the CAC Board of Directors” (Proposal).
 - b. James stated that the document could be used as a guide for all museums and suggested a change to a strategic marketing plan to coordinate statewide. There was additional discussion about the proposed plan and other ideas for fundraising.
 - c. There was a motion to accept the “Proposal” as written. Nina made the motion to accept, which was seconded by Deborah. The motion passed unanimously.
 - d. There was additional discussion about how to implement the plan with the team at the AHC. Kelly suggested that the working group could remain active and involved. Other members could join the group in the future.
7. Board Member Agreement - Discussion and possible action to accept the draft
- a. Kelly reported that the version being considered is the same as was reviewed at the last Board meeting. He reviewed the changes previously proposed. There was general discussion about several items, notably regarding the term “substantial financial support”. Deborah moved that the Board Member Agreement be accepted with the word “substantial” removed, which was seconded by Seth. The motion passed unanimously.
8. Bylaws Working Group - Discussion of potential to form a group to review/update the bylaws
- a. Kelly discussed the concept of creating a working group for the by-laws. He requested participants to volunteer. Seth, Nina, and Deborah volunteered to participate on the working group. Kelly agreed to send the by-laws ahead of the meeting. James also volunteered to review the by-laws.
9. Announcements - and other matters for consideration at future board meetings
- a. Seth suggested that we prepare for the estate planning representatives meeting and how that could be coordinated to support the AHC.
 - b. The next BOD meeting is July 27th. Deborah suggested that we have a development plan draft and/or training for Board members in October to set goals and assignments for 2019.
10. Call to the Public for Comments – no one from the public was present.
11. Adjournment at 1331

2018 CAC Meeting Schedule: Jan. 26; March 30; May 24; Jul 27; Oct 26

Submitted by – Gene Robertson, Secretary/Treasurer

The Arizona Historical Society does not discriminate on the basis of disability in the administration of its program and services as prescribed by Title II of the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the Museum Director Tawn Downs at 480-387-5368. Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternative formats upon request

Approved by the board July 27, 2018

