

**Minutes of the Meeting of the  
Board of Directors of the  
Arizona Historical Society**

*Mission: Connecting people through the power of Arizona's history.*

**Friday, April 12, 2019, at 10:00 a.m., at the Prescott Resort and Conference Center, 1500 Highway 69, Prescott, AZ 86301, Arizona Room.**

**Agenda**

1. Call to Order – President Voie Coy. (5 min.)

Meeting was called to order by President Coy at 10:01 a.m.

2. Roll Call – Recording Secretary. (5 min.)

Board members present in person: Voie Coy, Robert Ballard, Tom Rose, John Lacy, Janice Bryson, Greg Scott, Tom Foster, Doug Hocking, Joe Abodeely, Jeff Horwitz, Michael Wade, Linda Whitaker, Leonard Marcisz, William Garbarino.

Board members present via video or teleconferencing: Lorna Brooks.

Board members absent: Charles Oldham, Marshall Trimble, Doug Barlow, Dolly Patterson, Robin Bradford, Jim Snitzer, Patrick Lukens, Kelly Corsette, Meredith Peabody, Bruce Gwynn.

Staff members present in person: Bill Ponder, James Burns, Todd Bailey.

Staff members present via video or teleconferencing: Yanna Kruse.

Guests present: Richard Shaw.

3. Discussion and action, if any, to approve the Minutes of the March 22, 2019, Board of Directors meeting. (5 min.)

Greg Scott moved that the minutes be approved; Doug Hocking seconded. Mr. Lacy asked that a note be made that there was not sufficient time to thoroughly review the minutes and that an addition or correction might be made at the May meeting. Mr. Abodeely stated that a correction could be made at any time as long as a motion was made, seconded, and a majority approved. All voted to approve the minutes as submitted.

4. **Call to the Public** – Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance. Presentations will be limited to five minutes. Action taken as a result of public comment will be limited to directing staff to study the rescheduling of the matter for further consideration and decision at a later date. (15 min.)

No members of the public wished to speak.

5. **President's Report and Inquiries** – President Coy. (15 min.)

Chairman Coy stated that the board needed to have an election because the officers that were elected in November 2018 were only elected through November 2019. That would leave a gap between November 2019 and the next annual meeting in April 2020. Notice of the April 12 annual meeting was sent out on March 12, thirty-one days prior to the meeting in compliance with the bylaws. The notice was sent out digitally to people who have email and via snail mail to members who only have snail mail. Coy asked the board how they would prefer to proceed - have the existing officers resign and have a new election with a clean slate or by some other means. Abodeely stated that he didn't think that was necessary. A recommendation was made to propose extending the terms of the existing officers through April 2020. Jim Snitzer, Nominating Committee Chair, was not present. Rose asked if an interim nominating chair could be appointed; the board agreed that could be done. Coy also reported that he was supposed to have a meeting with Boards & Commissions about the appointment of board members; that meeting has not yet happened. He will contact Boards & Commissions again next week.

6. **Consent Agenda:** (5 min.)

- a. Executive Director's Report.
- b. Finance Report.

Whitaker asked a question about the Executive Director's report regarding space in the Downtown History Museum that had been cleaned up and vacated in the previous month. Burns stated that Wells Fargo had inspected the space a few months ago and asked AHS staff to clean up and vacate a portion of the building that was being used for exhibition prep space. Whitaker asked what happened to all of the stuff. Burns stated that none of it was artifacts. Ponder stated that the majority of the material was surplus or hauled to the dump. Very little was brought back to the AZ History Museum. Whitaker asked what AHS obligation is to the Downtown History Museum space. Burns stated that he had recently visited all of Tucson sites with staff to see what we are doing at each site for the community that is unique, what we would lose if we didn't have that facility, how many visitors come to each site, who the stakeholders are, and who might step up to assist at those sites. Horwitz stated that this topic had been discussed at the Southern Chapter Board meeting a week ago and that one of the board members

championed the Downtown History Museum. Having a downtown presence in Tucson was identified as an important. Whitaker asked about our obligation to exhibitions and collections. Burns stated that there are no resources for changing exhibitions at the Downtown History Museum and that some of the objects are deteriorating and need to be replaced with other items. That facility lacks proper climate control. Burns reported that there is no redundancy in staffing; to create some flexibility, staff is looking at tweaking the days of the week and the hours that Downtown History Museum and Historic Fort Lowell are open so that the days are staggered. That way, when a staff member calls in sick a site may not have to be unexpectedly closed. Inconsistency in open hours and days due to the lack of staffing is a problem. Currently AHS does have other facilities downtown, the historic Brown House, and the Sosa Carrillo House, which is now open to the public again through a partnership with Los Descendientes, a not-for-profit organization that has created a museum in the house, currently displaying an exhibition about women in mariachi. Abodeely suggested that we not overextend ourselves, and that we live within the resources we have, focusing on the main museums in the AHS system. Lacy stated that the Downtown History Museum is in the old Southern Arizona Bank building and Mr. Douglas had his office there. Lacy stated that the Brown House and Sosa Carrillo House are both important to our downtown presence and that he is pleased the rebranding of the Sosa Carrillo House with the reference to John Charles Fremont removed. Rose asked what AHS' presence would be in the Old Pima County Courthouse. Burns stated that Pima County had contracted with AHS to provide the interpretation and artifacts for an exhibition relating to Tucson history which will be in that newly-renovated space in the Old Pima County Courthouse when it opens in January 2020. That will be in a part of the building that will house the visitor center. Rose asked about the costs vs. revenue and attendance at the Downtown History Museum. Ponder stated that our presence at the courthouse would not be anything that we own or operate. Regarding expenses at the Downtown History Museum, Ponder stated that a temporary staff person is our primary expense. Burns stated that there are also opportunity costs, in terms of lost opportunities due to staff being spread too thin. He also underscored the importance of the Sosa Carrillo House and the relationship that staff have built with Los Descendientes in recent months while developing a partnership and reopening the site as a museum. The relationship is vastly improved over the past few decades, and is a shining example of how AHS can succeed in becoming more relevant and connected to the communities it serves through partnership and collaboration. Abodeely recommended that we consider what could be taken from the satellite sites and repurposed in AHS' main museums. Discussion ensued about that topic. Burns provided some data about AHS' funding. His research shows that AHS was at the height of its funding in 1999 with approximately \$10.2 million in funding, all state allocated. In 2019 inflation-adjusted dollars that is roughly \$15.4 million. AHS' actual budget today is \$4.3 million, with approximately \$3 million from the State and the rest earned or raised annually by staff. That means that AHS is currently trying to do all of the things it did in 1999 - or more - with 27% of the

budget it once had. This level of activity is unsustainable. A conversation about how to live within our means and what we can realistically do and not do is vital. Otherwise, we are not serving the citizens of Arizona as best as possible. Horwitz recommended that this information be presented to the Southern Chapter Board. Burns responded that staff could put together a presentation. He emphasized that he clearly understands the sensitive nature of discussions about AHS' sites, the importance of those sites to the communities they are in (in this instance Tucson), and that any decisions that are made would be very careful and measured, with input from stakeholders who would be affected. He also stated that AHS could not recover if it loses the support of local stakeholders. Abodeely asked that Ponder and Burns bring a recommendation to the Board for consideration. He underscored the importance of making informed decisions. Burns responded that he and Ponder could provide a report with quantitative information, but that he would also like to provide some narrative, qualitative data, to include other kinds of costs. Burns asked when the board wanted that report. Coy responded that it depends because he also wants the relationships with stakeholder groups to be maintained. Horwitz responded that AHS seems to be moving a lot faster than in the past. Coy stated that we should take the time to move through the process doing the best we can to preserve relationships. Abodeely moved that the consent agenda be approved as presented; Lacy seconded. All approved.

7. Finance Committee presentation and board discussion and/or action, if any, regarding the presentation. (10 min.)

Finance report was included in the Executive Director's report.

8. Community Outreach Committee report and board discussion and/or action, if any, regarding the report. (15 min.)

Bryson reported that the committee is reconsidering the affiliate and the certified museum programs and that they were redacting their request for the Governance Committee to review the portion of the Bylaws relating to those two items until further notice. The committee recommended that staff form one or more focus groups of staff from the certified museums to learn what they need from AHS.

Seventeen museums were recommended for recertification:

- Arizona Military Museum
- Bisbee Restoration Museum and Historical Society
- Chandler Historical Society
- Colorado River Historical Society and Museum
- Coolidge Historical Society and Museum
- Eastern Arizona Museum & Historical Society of Graham Co. Inc.
- Gila County Historical Society and Museum

- Glendale Historical Society and Museum
- Greenlee County Historical Society and Museum
- Mohave County Historical Society, dba, Mohave Museum of History & Art
- Navajo County Historical Society and Museum
- Pinal County Historical Society and Museum
- Black Canyon Historical Society and Museum
- Camp Verde Historical Society and Museum
- Clarkdale Historical Society and Museum
- Postal History Foundation of Tucson
- Show Low Historical Society Museum

All voted to approve.

9. AHS Policy Manual discussion and/or action, if any. - All (15 min.)

No discussion at this time.

10. Governance Committee report and board discussion and/or action, if any, regarding the report. (5 min.)

The Governance Committee has not met since the last meeting, but Marcisz and Whitaker have continued to work with staff on the sunset review and performance audit. Marcisz will present on the findings related to collections management. Lacy stated that the work group appointed to look at board policies is still active. Lacy, Whitaker, and Richard Shaw comprise the members of the work group. Lacy asked for feedback from committee chairs about the policies that specifically relate to their committees. He indicated that a redline of the policy manual should be ready for the May board meeting.

11. Membership Committee report and board discussion and/or action, if any, regarding the report. (5 min.)

Abodeely stated that the membership committee description is adequate. He and Hocking have been discussing strategies for recruiting new members. No action at this time.

12. Property and Building Committee report and board discussion and/or action, if any, regarding the report. (5 min.)

Rose indicated that the report was included in the Executive Director's report and that the pertinent items had already been discussed. No further action at this time.

13. Items Scheduled for Board Discussion and/or Action: (5 min.)

a. **Election of officers April 2019 - April 2020.**

Coy asked if anyone wanted to make a nomination for officers. Abodeely moved that the present slate of officers be re-nominated through April 2020. Hocking seconded. No discussion. All voted in favor. Coy appointed Marcisz as interim nominating committee chair to present the slate at the annual meeting following the board meeting.

b. Board discussion and/or action, if any, regarding AHS Arizona Auditor General's Report #1313.

Marcisz made a presentation about the auditor general's findings from 2013 relating to AHS' management of its collections. He indicated that he and Whitaker are confident that the staff will be able to address all of the 2013 sunset review and performance audit findings unrelated to collections management, but that the collections management issues are bigger and need the attention of the board as well. The presentation highlighted the process and the places where the board would need to provide assistance for the staff.

At the January 2019 meeting of the AHS State Board of Directors Dr. James Burns and staff presented on the state of 3D collections. Key points:

"Adequate resources have not been allocated for collections processing, management and care."

2D collections are "generally processed and cared for according to industry best standards."

The order of severity by location of 3D collections issues:

Flagstaff

Yuma

Tucson

Tempe

Issues include:

Housing (amount and quality of storage)

Microclimate

Backlog of unprocessed items

Items inadequately researched or provenanced

Duplicate and unnecessary items

At the January 2019 meeting of the AHS State Board of Directors Dr. James Burns and staff presented on the state of 3D collections. In addition to the assessment of collections, the staff also committed to provide:

An assessment of costs and staffing associated with collections remediation, to be presented to the AHS State Board at its March, 2019 meeting.

A collections remediation plan, to be provided to the AHS State Board at its May, 2019 meeting.

The staff presentation did not address considerations that the AHS State Board must confront.

Those considerations are of sufficient gravity and scope that further discussions should be held at the Board Executive Committee level prefatory to consideration by the full board.

The purpose of the next several slides is to lay out the collections remediation process and highlight the State Board's area of focus.

Why is the issue of collections remediation critical and why should it be of paramount concern for the AHS State Board of Directors?

Collections are state property that AHS as a state agency is responsible for collecting and preserving.

Collections management has been a point of criticism in more than one audit.

Collections management quality and competency are key to AHS museum certification.

Collections management quality and competency will be key focal points of the next Sunset audit.

Collections tracking and storage are a current point of exposure that can become a Burton Barr Library headline issue should circumstances develop that seriously damage AHS holdings.

Ultimately, the AHS staff AND the AHS state board will be held publicly responsible if collections issues are not properly addressed or escalated.

Issues that need to be addressed include identifying and classifying artifacts, determining what to keep, identifying storage requirements and determining if we have adequate space. If there are things that need to be deaccessioned that board will be involved in that process. If we need additional storage the board will be involved in acquiring the necessary funding. No action called for at this time.

Burns showed some before and after images to demonstrate the accomplishments the staff has made in the Arizona History Museum storage areas over the past three weeks. Whitaker asked what happened to the materials. Burns stated that no artifacts were removed; non-artifacts were surplus or discarded as appropriate depending on the item and condition.

Whitaker asked if we could implore State Risk Management for assistance. Ponder responded that Risk Management is focused on insurance - and they react after the fact - rather than on preventive things (with the exception of hazardous materials). They will point us back to ADOA or our OSPB liaison.

- c. Board discussion and/or action, if any, regarding the 2019 AHS Board of Directors Work Priorities.
- d. Board discussion and/or action, if any, regarding the 2019 AHS Executive Director Work Priorities.

14. Announcements and other matters for consideration in future board or committee meetings. (5 min.)

Adjournment - Meeting adjourned at 11:32 a.m.

Meeting reconvened at 1:45 p.m. Chairman Coy asked if there was any additional business. Garbarino moved that the following amendment be made to the Bylaws; Whitaker seconded; all approved:

Addition to Bylaws:

A meeting of the Board of Directors or of any Board Committee may be held by electronic communication, video conferencing, teleconferencing, or any other available technology that allows simultaneous communication where all participants are able to hear and participate in the meeting. Participation at a meeting by a person by any of these means constitutes presence in person at such meeting for all purposes.



Lacy stated that he would incorporate the amendment into the Bylaws, clean up a couple of typos, and send it to Burns for circulation to the Board.

Meeting adjourned at 1:49 p.m.

Dated this 15<sup>th</sup> day of April 2019.

Arizona Historical Society

W. James Burns

---

W. James Burns, Ph.D.

*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 or alternative formats, by contacting AHS Administration at 520-617-1169. Requests should be made as early as possible to allow time to arrange for the accommodation.*