

**Minutes of the Executive Committee of the  
Board of Directors of the  
Arizona Historical Society**

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

**Thursday, March 28, 2019 at 10 a.m. at the Arizona Historical Society, Arizona Heritage Center at 1300 N College Ave, Tempe, AZ 85281.**

1. Call to Order - Chair, Voie Coy

Chairman Coy called the meeting to order at 10:00 a.m.

2. Roll call (quorum)- Chair, Voie Coy

Present in person: Voie Coy, Linda Whitaker, Michael Wade.

Present via telephone or video-conferencing: Meredith Peabody, Robert Ballard, Tom Foster, Bruce Gwynn.

Guests present in person: James Burns

Guests present virtually: Bill Ponder.

Absent: Kelly Corsette

3. 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.

No members of the public were present.

4. Discussion and action, if any, to approve the minutes of the February 27, 2019 Executive Committee meeting.

Meredith Peabody made a motion to approve the February minutes as presented; Tom Foster seconded; all approved.

5. Presentation by Leonard Marcisz relating to collections findings relative to AHS Arizona Auditor General's Report #1313, 2013 sunset review and performance audit. Discussion and action, if any.

Mr. Marcisz made a presentation about the status of AHS three-dimensional collections, which was shared virtually with those who were not present in the room. The presentation contained information about the lack of resources for collections management and care, considerations that the Board will need to address, and an animated explanation of the process that will need to take place to tackle the three dimensional collections challenges. Marcisz explained why the issue of collections remediation is critical and why it should be of paramount concern for the Board. Linda

Whitaker presented some suggestions for immediate next steps and underscored the need for before and after photographs to document / track progress. Chairman Coy asked about AHS' current acquisitions policy. Dr. Burns offered an explanation; Coy responded that the explanation addressed process more than policy. He explained the need for a consistent policy that could be handed out to any potential donor of artifacts or archival materials. We must improve our communication. The policy should explain who to contact. Whitaker mentioned that there is a policy for archives that could probably be adapted. Burns was asked to explain how AHS' re-accreditation by the American Alliance of Museums might be affected by the collections issues. He responded that AHS is up for re-accreditation in 2020 and that it is vital that we document the challenges, establish a plan for addressing the challenges, and identify potential sources for the funds that will be required to implement the plan. Coy asked that Marcisz and Whitaker present the same presentation at the April 12 board meeting in Prescott.

6. Discussion and action, if any, about "1107 Funds."

Peabody asked that Mr. Ponder provide a history of the "1107 Funds" (membership dollars) that are allocated to each of the five chapters for projects that they wish to undertake. Mr. Ponder explained how the fund was set up and how it works. Peabody explained that she had asked for this information so her committee (Finance) could better understand the internal process the staff has to follow to divide membership dollars. Burns distributed information compiled by the staff accountant and Deputy Operating Officer, which detailed the process; he also distributed information about the revenues and balances in those accounts over the past three years. Wade asked why the inefficiency of the 1107 funds was such an issue now. Mr. Ponder explained that it has been an issue for some time, since the number of people in the finance office has gone from 6 to 3, and the workload has increased. Coy asked if there were any alternatives. Mr. Ponder offered an alternative that would provide the chapters with more reliable and consistent funding based on a three year rolling average. Wade asked Burns if the chapters had been consulted. Burns responded that the chapters had not been consulted, that any discussion with the chapters was the purview of the board, and that the staff's role is to provide any information requested and to respond to any questions the board may have. Peabody stated that she was not requesting any action at this time; the query was for the purpose of discussion to make the Executive Committee aware of the issue.

7. Discussion and action, if any, on proposed policies relating to board responsibilities.

Coy asked committee members for their feedback on the proposed policies circulated just prior to the last board meeting. Discussion ensued about the difference between policies, bylaws, procedures, codes, and processes. Whitaker presented an overview of the process that led to the creation of the documents that had been circulated, underscoring the amount of time and thought that went into these proposed policies. Coy and Wade expressed concern that the board should be following the policy/governance model passed at the October 2018 meeting. They highlighted the importance of executive limitations. Whitaker recommended that they have a discussion with the members of the working group who created the proposed policy document. Wade explained that the executive limitations were not large in number and that they were designed to give latitude. He also explained that ends policies are outcome-oriented measurables. The discussion ended as Coy had to depart the meeting. He scheduled another meeting for 1 p.m. on April 3 at the AZ Heritage Center and directed Burns to prepare the agenda.

8. Discussion and action, if any, regarding Executive Director's performance evaluation.

Not discussed.

9. Update and discussion about AHS Board member re-appointments and resignations.

Not discussed.

Adjournment - Meeting adjourned at 11:43 a.m.

Executive Committee, Arizona Historical Society

W. James Burns

Dated this 3/29/19

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