

**Minutes of Public Meeting of the
Governance Committee of the
Board of Directors of the
Arizona Historical Society**

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

Monday, May 6, 2019, at 11:30 a.m., at the Arizona Historical Society, Arizona Heritage Center at 1300 N College Ave, Tempe, AZ 85281 in Room 244, Second Floor, Administration.

1. Call to Order – Chair, Bill Garbarino

Meeting was called to order at 11:30 a.m.

2. Roll call (Quorum) – Chair, Bill Garbarino

Present in person: Richard Shaw, James Burns

Present via phone or video conferencing: Linda Whitaker, Bruce Gwynn, Bill Garbarino, John Lacy, Leonard Marcisz, Mark Mignella

Absent: Voie Coy.

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. **Review, discussion, and recommendations**, regarding presentation to State Board of Directors relating to report from the work group relative to progress and compliance with Auditor General Report 13-13.

Leonard Marcisz and Linda Whitaker reported that they will be meeting with James Burns on May 10, 2019 to review the collections remediation plan that the staff was directed to prepare. The plan will include a resource assessment to address the AHS collections issues. At the meeting they will determine the best approach for presenting the plan and resource assessment to the State Board.

5. **Review, discussion, and recommendations/or action** if any, regarding AHS Arizona Auditor General's Report #1313.

Leonard Marcisz and Linda Whitaker reported that they are allowing staff time to work on the collections remediation plan to be presented to the State Board of Directors at their May 31, 2019 meeting. They plan to meet with Burns to review the sunset review and performance audit tracking document on May 10, 2019. Whitaker asked committee members to consider how, from a board member perspective, progress/actions toward addressing the 2013 sunset findings should

be tracked. She underscored the need to document not only staff actions, but board actions as well. The reviewers need to be able to clearly see how actions are tracked.

6. **Review, discussion, and recommendations**, regarding progress on the proposed policy manual for the Arizona Historical Society.

The committee received three draft documents prior to the meeting: 1) Joint Board and Staff Policy on Exhibitions and Educational Programming (updated from 1996) 2) Collections Management Policy (updated from October 2017) 3) AHS Board Policy Manual.

Discussion ensued about the collections policy. Lacy clarified that the redlined copy reflects minor adjustments to reflect the 2018 reorganization. He asked if there should be a stronger statement about inventory, if the policy addresses the backlog of materials that have not been processed/catalogued, and if there are industry standards and best practices regarding backlog and inventory. Burns responded that he serves as a reaccreditation reviewer for the American Alliance of Museums (AAM), the national accrediting body for museums, and that there is no standard for inventory - just that each institution has a defined process. Regarding backlog, AAM is looking for a minimum of 80% of an institution's collections to be cataloged at any given time. Questions ensued about the current backlog and how to process large collections that come in. Whitaker shared some of her experiences with weeding large collections. A best practice is to weed prior to taking possession and to only bring in things that the institution is reasonably sure will be accessioned into the permanent collection or placed in the education collection. Marcisz stated that we could debate whether the standards are sufficient or not, but when looking at the policy we should consider if it is reasonable, prudent, logical, rational. Committee members agreed that the policy meets these tests and recommend that it be presented to the State Board of Directors for approval at the May 31, 2019 board meeting.

The draft AHS Board Policy Manual was discussed next. Lacy, Shaw, and Whitaker, members of the working group who considered policies proposed by board committees and individual board members as well as extant policies, provided a summary of the group's process and asked committee members if they have any questions about the redlined version of the document. There were no questions. Committee members recommended presenting the policy manual draft to the State Board of Directors at the May 31, 2019 board meeting.

The "Joint Board and Staff Policy on Exhibitions and Educational Programming" was discussed next. A question was raised as to whether there is still a need for this policy and whether it should be a stand alone. Burns responded that there is a need for the policy as it provides a shared understanding of the AHS exhibitions and educational programming process. Lacy responded that the policy is a joint staff / board policy; thus it needs to be separate from the Board Policy Manual. Minor edits were made to the 1996 policy, which was largely still applicable. Committee members recommended that the policy be presented to the State Board of Directors for approval at the May 31, 2019 board meeting.

Discussion ensued about how to present the policies. The committee recommended that the policy manual and the two stand-alone policies be presented separately. They also recommended

that any policy not included in the 1) policy collections (AHS Board Policy Manual) 2) collections policy or 3) exhibitions and educational programming policy, be rescinded.

7. **Review, discussion, and recommendations**, if any, regarding proposed bylaws amendments, Arizona Historical Society.

Fall 2018 and Spring 2019 Bylaws changes approved by the State Board of Directors were incorporated by Mr. Lacy. He circulated a clean version to the committee for review. All agreed that the bylaws should be circulated to the full board.

Chairman Garbarino instructed Burns to circulate the three policy drafts and the bylaws well in advance of the 10 days prior to the board meeting required by the bylaws.

8. Adjournment.

The agenda can and will be amended, if necessary, and posted as required by law prior to the Announcements and other matters for consideration at future committee meetings.

Adjourned at 12:28 p.m. Bruce Gwynn moved; Linda Whitaker seconded.

Dated this 8th day of May 2019.

Arizona Historical Society

W. James Burns

W. James Burns, Ph.D.

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