

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

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

Monday, July 29, 2019 at 11 a.m. at the **Arizona Historical Society, Arizona Heritage Center at 1300 N College Ave, Tempe, AZ 85281** in the boardroom on the second floor.

1. Call to Order - Chair, Voie Coy

Chairman Coy called the meeting to order at 11:10 a.m.

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

Present in Tempe: Voie Coy, Kelly Corsette, Linda Whitaker, Jeff Horwitz.

Staff present: Todd Bailey, James Burns

Present via Zoom: Robert Ballard, Meredith Peabody.

Absent: Michael Wade, Tom Foster, Bruce Gwynn

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 April 3, 2019 Executive Committee meeting.

Linda Whitaker moved that the minutes be approved as submitted; Jeff Horwitz seconded.

5. Discussion and action, if any, on Executive Director's evaluation.

Chairman Coy asked if this item could be moved to the end of the agenda. All agreed.

6. Discussion and action, if any, on proposed policies.

Chairman Coy discussed the need for a procedure for all proposed policies to be discussed by the full board rather than getting stuck in a committee. He recommended a policy stipulating that any board member can submit a policy to the appropriate committee. The committee would then review and make recommendations and send it to the Governance Committee for review and recommendation to the full board for discussion. He proposed time limits - no more than 60 days in a given committee, and a committee would not be able to halt the proposed policy. They could recommend adoption or rejection, but the full board would make the ultimate decision. Corsette recommended adding a preamble to existing Policy 8, clarifying the procedure for bringing a policy proposal to the full board. He offered to draft something prior to the August 23 board meeting for consideration.

7. Discussion and action, if any, regarding AHS reaccreditation by the AAM.

Whitaker provided a brief summary of the work that she and Leonard Marcisz have done with staff to do regarding reaccreditation. She noted that board assistance will be required for some aspects of reaccreditation and she asked that reaccreditation become a standing agenda item on the State Board of Directors meeting agendas. All agreed. Whitaker asked Burns to provide a written overview of reaccreditation, summarizing the costs, benefits, and process, to the full board prior to the August meeting. Chairman Coy clarified that the work that Marcisz and Whitaker are undertaking for reaccreditation and the next sunset review and performance audit is preparatory in nature and that their work is not the equivalent of an internal audit.

8. Discussion and action, if any, regarding strategic plan.

Chairman Coy directed Burns to prepare some proposed Executive Director goals for FY20 based on the strategic plan.

9. Discussion and action, if any, regarding employee engagement survey.

Chairman Coy asked if all committee members had received and reviewed the employee engagement survey. Not everyone had received the results. Chairman Coy directed Burns to have Bill Ponder's team circulate that information to the full board for discussion at the August board meeting. He asked that the last several years of surveys be circulated as well.

10. Discussion and action, if any, regarding AHS August Board meeting.

Due to a change in location (to provide connectivity for members joining via Zoom), there is a need to find an alternative option for lunch. Bailey and Burns indicated that they could take care of the logistics, pay for lunch, and ask Friends for reimbursement later. Chairman Coy expressed concern about staff having to pay for lunch and offered to work with Burns on payment. He asked if it was reasonable to ask Board members to contribute to Friends of AHS to cover lunch. Whitaker asked that Burns provide the board with specific instructions about how to make a donation to Friends. Coy and Burns to follow up prior to the board meeting materials being sent out.

Discussion and action, if any, on Executive Director's evaluation.

Discussion resumed about the procedure for evaluating the Executive Director. Chairman Coy emphasized that all feedback should be compiled into one document for the Executive Director. Whitaker offered to circulate some example evaluation instruments to the Executive Committee. Burns reminded committee members that he had gathered about a dozen examples, but that was before the Executive Committee was expanded. Chairman Coy asked that Burns circulate those examples again. There was also discussion about a self evaluation component. All present thought that was a good idea. Additional discussion occurred about a 360 component with the senior leadership team. All agreed that was a good idea as well.

Executive Session

At 12:18 p.m. the Chairman Coy asked for a motion to go into executive session to discuss personnel

matters. Whitaker made the motion; Horwitz seconded. Discussion ensued about personnel matters that need to be addressed. Committee members explained their concerns and offered some potential solutions for Burns' consideration and implementation as appropriate.

At 2:57 p.m. Horwitz made a motion to close the executive session and resume the meeting. Whitaker seconded.

Chairman Coy asked if there were any other matters relating to posted agenda items that needed to be discussed. There were none.

Meeting adjourned at
2:59 p.m.

Executive Committee, Arizona Historical Society

Dr. Voie Coy, Chair _____ Dated this ____7/31/19_____

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