

**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.*

**Wednesday, April 3, 2019 at 1 p.m.** at the **Arizona Historical Society, Arizona Heritage Center at 1300 N College Ave, Tempe, AZ 85281** in the conference room on the second floor.

1. Call to Order - Chair, Voie Coy

Meeting called to order by Chairman Coy at 1:02 p.m.

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

Present in person: Voie Coy, Tom Foster

Present telephonically: Linda Whitaker, Bruce Gwynn, Robert Ballard

Absent: Michael Wade, Kelly Corsette, Meredith Peabody, Jeff Horwitz

Staff present in person: Bill Ponder, James Burns

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 March 28, 2019 Executive Committee meeting.

Linda moved to accept the minutes as presented; Bruce seconded; all approved.

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

Whitaker asked where this discussion was left at the end of the last meeting. Coy explained the intent behind getting the policies changed and the reason for using the policy/governance model. Policies should be succinct and information. Need to be able to communicate with the public and between the Board of Directors and the Executive Director. Coy further explained the reasons for executive limitations and ends policies. There was agreement that some of the material in the proposed policy document is actually bylaws or procedures, etc. That material will have to be moved to the proper place, rewritten, or rescinded as appropriate. Some of these are staff policies, not board policies. No concerns were expressed about the policy/governance model itself.

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

Executive Committee is responsible for the evaluation of the Executive Director. Chairman Coy recommended that the committee agree on an evaluation instrument. All of the Executive Committee members will have a voice in the evaluation, and the feedback will be aggregated and

provided to the Executive Director. Whitaker suggested starting with the existing Executive Director work priorities. Need a consistent, standardized approach. Review how the organization is doing rather than the individual. Evaluate how the mission statement is being fulfilled. Look at the ends policies / results. A process needs to be established. This year, the Executive Director will be evaluated based on the work priorities provided by the board. A new evaluation instrument will be developed by the Executive Committee for the FY2019-2020. Will discuss this in an Executive Committee meeting between now and the May board meeting.

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

Candidates have gone through the application process for most of the positions that are up for reappointment. Dr. Coy will confirm with Boards and Commissions.

8. Update and discussion about AHS reorganization.

Questions were asked about day-to-day operations in Flagstaff, Tempe, and Tucson. Mr. Ponder and Dr. Burns answered questions relating to exhibitions, programs, facilities issues, protocols for emergency situations, accounting practices for grant funding, fund-raising events, position vacancies and ongoing searches, and outreach activities. The State Board of Directors has a responsibility to ensure a good working relationship with the chapter boards. Staff acknowledged their role in providing assistance and facilitating projects. Chairman Coy recommended that this topic be on the next Executive Committee meeting agenda as well. He directed staff to follow up with individuals who had approached him with questions or concerns to provide answers and propose solutions.

Adjournment - Meeting adjourned at 2:58 p.m.

Executive Committee, Arizona Historical Society

W. James Burns

Dated this 4/15/19

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