

**Minutes of the
State Board of Directors of the Arizona Historical Society
Friday, October 25, 2019
Desert Caballeros Western Museum**

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

1. Call to Order – Voie Coy

Meeting was called to order at 12:01 and Desert Caballeros Western Museum

2. Roll call (Quorum) – Robert Fleck

Present in Person: Lorna Brooks, Janice Bryson, Kelly Corsette, Voie Coy, Bill Garbarino, Bruce Gwynn, Len Marcisz, Meredith Peabody, Tom Rose, Jim Snitzer, Michael Wade, Linda Whitaker

Present Virtually: Tom Foster, John Lacy, Greg Scott

Absent: Joe Abodeely, Robert Ballard, Doug Barlow, Robine Bradford, Doug Hocking, Jeff Horwitz, Patrick Lukens, Charles Oldham, Dolly Patterson, Marshall Trimble

Staff Present: Bill Ponder, Kim Bittrich, David Turpie, Susan Irwin, Tawn Downs, James Burns, Robert Fleck, Trish Norman

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.

John Augustine, Connie Robinson, Dan Finley

John Augustine introduced himself. He is a longtime member who is very interested in Arizona history and the Journal of Arizona History, specifically. He is interested in making a restricted contribution to the Journal of Arizona History through the Friends of AHS Inc.. Owns the Graham Ranch of the Graham Tewksbury Feud. Married by Sandra Day O'Connor. Recognition in the Journal and elsewhere is requested.

Bill Ponder was asked to speak on behalf of Mark Grayson, to announce a bequest from a charitable foundation created by a longtime AHS member who was an investor and philanthropist in the Phoenix area. A home on a double lot in Scottsdale has been left to the Arizona Historical Society. The intent is to solidify the bequest and pass the property to AHS by the end of the year.

Connie Robinson announced a fundraising initiative on behalf of 48 Arizona Women. Friends of AHS Inc, AHS, and 48 Women have signed a memorandum of understanding to engage in a fundraising campaign to provide capital improvements for a theater space at the Arizona Heritage Center in Tempe and to create an endowment for educational programming. Connie described the 48 Arizona Women project, which includes women from all over AZ. The first project 48 Women did was to create a book for the State Centennial in 2012. 2020 is the Year of the Woman – 100th anniversary of National Women’s Suffrage. This initiative is a model of community coming together to work with museums and historic sites to improve the quality of life in communities around the state.

4. Discussion and action, if any, to approve the minutes of the August 23, 2019 State Board of Directors meeting.

Peabody moved that the minutes be approved as circulated; Bryson seconded; all approved.

5. Additional Agenda Items.

President’s Report

President Coy reported that he met with a staff member from boards and commissions about the possibility of getting reimbursement for board member travel to meetings. Coy requested that each board member estimate how much time they spend working for AHS each year. There is a possibility of approaching the finance folks at the legislature. Downs referenced a spreadsheet that tracks board and committee meetings for reporting on the 990. Coy and Downs requested that board members report the amount of time they spend annually for meeting prep and other AHS work outside of meetings. Coy asked that this information be submitted to Downs as soon as possible. He is trying to meet with boards and commissions by November 5. Please send the information to ahsadmin@azhs.gov Look at the last fiscal year. (July 2018 - June 2019).

Consent agenda - Executive Director’s / Senior Leadership Report and Q32019 Financials.

Gwynn moved that the consent agenda be approved as circulated; Garbarino seconded; all approved.

Presentation on experience idea

- o Turpie presented the need for a process to manage all of the suggestions from internal and external stakeholders regarding educational programs, exhibitions, and events. Staff worked between July and September 2019 to develop a process to manage all of the suggestions. The goal of this process is that it is equitable and transparent, modeled after a similar process at the Indian State Museum and Historic Sites.
- o Turpie and Burns stated that transparency is an important component; anyone can access the process via the website. Turpie gave a presentation on the experience idea standards.

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- o To ensure selection, ideas should show thoughtful analysis, broad historical reach, utilize balanced historical research, professional research methods, etc. The criteria are posted on the AHS website. Anyone can propose an idea by filling out the form, which can be submitted online.
- o Burns was asked why the process is called “experience ideas.” He responded that a word was needed to capture exhibitions, educational programming, and events. “Experience” references AHS’ guiding statement: to provide transformative experiences through history, hence the name.
- o David, committee meets monthly, makes recommendation on them, moves to Tawns team then they make recommendation, all the proposals make there way to leadership for them to look over, they are last, diverse group from all over state, a lot of faith in them, leadership is the as last stop
- o Linda, have ideas come in and have they been looked at?
- o James: yes, gave a few examples, uses the word selected and not selected for proposals.
- o David states he had listened in on call of committee and there was debate

Finance Committee report

Peabody asked if there were any questions about the report submitted by Ponder and Bittrich with the board meeting materials. There were no questions.

Committee Outreach report / action item(s)

The committee submitted a recommendation to create an institutional membership category level. This could be for libraries, schools, etc. If applying for the certification program, an organization must be a member at the level of \$50 at least. Downs added clarification that the only benefit of this membership category is the Journal of Arizona History. This recommendation came from feedback received from the certified museums program focus groups. Corsette moved to adopt the institutional membership; Whitaker seconded. Lacy stated that this is a policy change that requires 10 days notice prior to a board meeting. Corsette withdrew his motion.

A second recommendation was made - for a two-tier program for certification of museums and historical organizations. This recommendation also came from the certified museums focus groups because some museums are open very few hours though they do offer programs to the public. Tier 2 gives smaller museums an opportunity to apply for a grant at one level and Tier 1 can apply for up to another level.

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Bryson stated that the committee is recommending not bringing museum and historical organization re-certifications to the board for approval. That will be done at the committee level. They will still bring new certifications to the board. All approved.

Downs reported that there is confusion about deadlines for certification and small grants. The plan currently is to open certification January 1 and close it on February 29. There will be ramifications in the form of delays, if we don't approve the committee's recommendations before January 1. Garbarino suggested that it might be able to be done in the Governance and Executive Committees. Whitaker asked what was needed; Garbarino asked for a draft policy from Community Outreach to Governance, which would be reviewed and forwarded to the Executive Committee. The Executive Committee has the authority of the board when the board is not in session. The full board should ratify any policy change at the January meeting, and notice of the policy change needs to be sent out at least 10 days in advance of the board meeting. Coy directed Burns to work with Bryson to draft a policy change, forward it to Garbarino who will call a Governance Committee meeting; Governance will make a recommendation to the Executive Committee. Coy will then ask Burns to schedule an Executive Committee meeting.

Down read a list of some of the certified museums that received small grants to see if board members wanted to hand deliver the checks to those museums. Some board members offered to distribute checks and those were handed out. Press release packets were sent out to grant recipients. Photos should be taken and sent to the local newspaper.

Collections, Library & Archives Committee report / Action Item

Greg Scott viewed items proposed for deaccession in person in Tucson with AHS staff member, Trish Norman. At one time collecting "type pieces," such as a number of military saddles that were used all over the West, not in Arizona. There are also some textile items that are beyond repair and not suitable for display. All are recommended for deaccession. Scott moved to approve the deaccessions; Gwynn seconded. All voted in favor. Lacy noted that recommendations coming out of a committee do not need a motion and a second; they can just be voted on.

Governance Committee Report

Garbarino reported that the committee met to discuss a policy change in the bylaws. Lacy and Corsette worked on that.

Bylaws Amendment / Action Item - Draft of policy was circulated on October 15th in compliance with the AHS Bylaws. Goal is to expedite the process of refining policies. Didn't need motion as it came as a recommendation out of committee. All voted in favor to approve.

Sunset Review an American Alliance of Museums Reaccreditation Reports (Items 12- 13)

Sunset review – Two meetings were held since the Flagstaff board meeting. There are 22 recommendations and findings in the sunset review; 15 are implemented and 7 are open. Expect by January meeting that 2 of 7 remaining items will likely be closed (Item 1.4 and Item 1.10 will likely closed out in January. Need the MOU for the AZ History Convention in hand to close out 1.10.)

Reaccreditation – Two meetings were held since the Flagstaff board meeting. Marcisz is working on a reaccreditation kit that will ultimately be shared with the Chapter Boards around the State. The two items that need to be addressed are stakeholder relationships and collections management. A two-person team – Bill Peterson and Len Marcisz - are putting together an orientation kit. They propose to meet with chapter boards to share this kit with them and then let the chapter boards go to the associated 501(c)3 groups, allowing everyone to take ownership. The kit will contain a 12-slide PowerPoint, an FAQ, and a list of 73 questions that the accreditation reviewers will be looking at. The focus of reaccreditation will be on connection to AHS communities and public outreach.

Collection's Remediation Report by Whitaker

Whitaker praised Norman for her presentation of items to be deaccessioned. Snitzer asked about collecting from the 1950s to the present, recommending that we begin to collect the history of the past 70 years.

Chapter Funds

Peabody reported that Bittrich went through the board minutes and policies between 1999 and the present and pulled out all information relating to 1107 chapter funds. A conference call happened on September 17 with board members and AHS staff participating. Rose explained that there is a discrepancy between the bylaws and policies. "Basic membership" – that section is unclear. Need to define "basic membership" in the Bylaws. The policy manual approved back in May 2019 says \$40. Need to rewrite bylaws to define items and policy manual to indicate how the funds are to be allocated.

The membership dollars that AHS gets cover membership management costs and Journal of Arizona History costs. The actual costs for membership services and the Journal (not including the salary and ERE of the Journal editor) exceed what AHS gets from membership dollars. In the last fiscal year, AHS subsidized membership and Journal expenses above and beyond membership revenue.

Rose stated that chapter funds are to be used for anything the chapter wants to use funds for, subject to State procurement. The "division director" is supposed to approve according to the bylaws, but there aren't division directors anymore (now Vice Presidents), so that requires a bylaws change. Rose asked why should the local supporters sell memberships? Dues are spread out based on membership numbers. Lacy suggested clarifying the language; the basic question is whether the chapter funding mechanism is something we need to

perpetuate? The creation of this policy was done at a time when AHS was in a much better financial situation. People wanted to be able to contribute funds to their local chapters. AHS has since evolved to where it is asking members to make general contributions in excess of their membership. A suggestion was made that perhaps the elimination of the chapter funds be considered. To the extent that people want to make contributions to their individual chapters they should have the ability to do so through the existing 501(c)3's associated with the individual chapters. Discussion ensued about why members value AHS membership. From the 2016 member survey, the top three reasons are: desire to support the mission, free admission at the 7 AHS museums, and the Journal of Arizona History subscription. Wade advocated for keeping 1107 funds. It is the one substantive thing that the chapters control.

Rose stated that if lower level memberships are changed there is little money going to the chapter. Wade asked if people can pay their membership monthly. Downs stated that the new POS, Agile, might allow us to implement recurring monthly charges for membership. Rose suggested that staff figure out a livable number and use a percentage of chapter funds to put toward membership and publications. Garbarino suggested a written proposal to look at regarding chapter funds.

Discussion ensued about the Journal costs. Turpie indicated he is trying to improve the Journal. A membership survey a couple of years ago revealed that the members highly value the print version of the Journal. Corsette suggested that we consider reviewing all aspects of the costs of the Journal. Turpie responded that the more members we have the more Journals we need - but that the cost of printing the Journal doesn't go up that much for more journals, so more members would lead to more revenue.

Coy asked Peabody if her ad hoc chapter funds task force could work with staff to develop a proposal for consideration at the January board meeting. Peabody agreed. Burns stated that any board member interested in this topic could join the ad hoc task force.

Property and Buildings Committee Report

Rose summarized the report submitted to the board for approval as part of the consent agenda. Architectural and engineering for the Pioneer Museum front porch is complete. Riordan Mansion items are being taken care of right now by State Parks.

Setting the board meeting dates/locations for 2020

Coy asked how many board meetings the board wants to have each year. The consensus was 6 per year – every other month or so. Coy and Burns will work out the dates and the locations. Garbarino asked if we can have one at each AHS museum (Sanguinetti, Pioneer, AHM, AHC, Riordan, Fort Lowell, DHM)? Could do Yuma, Flagstaff, Tempe, Tucson. Miami and Wickenburg to be considered as well. The January meeting was set for January 17, 2020.

7. Adjournment.

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The meeting adjourned at 2:50 p.m.

Dated this Monday, October 28, 2019.

Arizona Historical Society

Robert Fleck / W. James Burns

*Robert Fleck, Development Associate
James Burns, Executive Director*