

**Minutes of a Meeting of the Finance Committee of the
Board of Directors of the
Arizona Historical Society**

Agenda

1. **Call to Order** – Chairman, Jim Snitzer

Meeting called to order at 9:39 a.m.

2. **Roll Call** – Recording Secretary

Committee members present: Jim Snitzer, Jim Straight, Greg Scott, Deborah Bateman.
Dave Lyons joined at 10:14 a.m.

Committee members absent: Sandy Navarrete, Shawn Moreton

Staff members present: James Burns, Bill Ponder, Tawn Downs.

Board members present: Linda Whitaker

3. **Approval of minutes of January 19, 2020 meeting**

Scott moved that the minutes be accepted as presented; Bateman seconded. All voted to approve.

4. **Call to the Public** – Consideration and discussion of comments from the public.

Members of the public wishing to address the Committee should identify their interest at this time via the chat box. Those wishing to address an item on the agenda will be called upon when that item is being discussed and given up to five minutes. Those wishing to address an item not on the agenda will be allowed up to three minutes. Such items may not be discussed by the Committee but may be directed to Staff for study and consideration at a later date.

No members of the public present.

5. **Updated financial overview / January & YTD** - Discussion

The financial overview is looking better, for a number of reasons, but we still face strong headwinds. Fundraising has been happening; grants have been secured; new revenue streams are being nurtured. That being said, a lot of savings has been achieved through temporary salary savings from unfilled vacancies. AHS will not be able to fully reopen without making several hires. Also, existing staff have been working at the same rate of pay for many years, and it is well below market.

Whitaker asked a question about chapter/membership funds. Ponder responded that no additional monies will be allocated to those accounts. There will still be expenses. Membership took a hit of 35 institutional members in the month of January - schools and libraries who subscribe to AHS to get the Journal of AZ History. Schools and library budgets have been hit hard in the pandemic and they are looking to cut any expenses possible. There are another 25 institutions coming due in February. While the overall number of memberships is down, we have generally maintained revenue because membership levels have been increasing.

6. **Review and revise financial forecast** – Discussion and action to incorporate updates into the forecast.

Discussion ensued about how to present the financials in a more streamlined way. Perhaps the narrative should be foregrounded? Focus on trend lines that are changing rather than those that are staying steady. The full financials do need to be circulated in the interest of full transparency, but there should be a digest to focus attention on significant changes and things that need to be highlighted.

7. **Feel the Burn** – Discussion regarding the annual operating burn rate and ways to close the gap.

The burn rate is dropping, but is still a serious concern. Operations are highly strained at the current level and nobody knows how long we can continue at this level. The burn rate may increase as positions are filled to eventually reopen all of AHS' facilities.

8. **Role of the Treasurer and Finance Committee** – Discussion

Whitaker urged the committee to take up this discussion again at a future meeting as there will be a lot of new board members coming on to the State Board of Directors. Look at the role of partnerships and alliances in asset management and fiscal control. Staff is developing an internal statement about their role in negotiating contracts and agreements per ADOA. Whitaker asked if there is a place for the board? What does the finance committee need to know? Under what circumstances would we want to formalize a relationship?

Finance Committee Schedule

Tuesday, March 16, 2021

Adjourned at 10:59 a.m.

Dated this 16th day of February 2021

'Arizona Historical Society

Jim Snitzer

James Snitzer, Committee Chairman

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