

**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, March 1, 2021

Agenda

1. **Call to Order** – President Linda Whitaker
Meeting called to order at 11:06 a.m.
2. **Roll Call** – Bruce Gwynn

Committee members present: Linda Whitaker, Robert Ballard, Tom Foster, Bruce Gwynn, Colleen Byron, Jim Snitzer, Kelly Corsette

Committee members absent: Voie Coy

Staff present: Kim Bittrich, Bill Ponder, James Burns
3. **Minutes** – Discussion and action, if any, to approve the draft Minutes of the January 27, 2020, Executive Committee meeting.

Whitaker called for corrections. No corrections. Minutes were accepted as submitted.
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.

Michael Wade, former board member, was present. He asked to speak on agenda item #16, Board Appointments.
5. **AHS Contracts and Agreements** – Discussion about the role of staff and board. – Whitaker

Whitaker would like a list of organizations and individuals AHS has contracts and agreements with. This is an informational request, not a policy, a rule or a bylaw. Board needs to know who are AHS contractual partners.
6. **Board Committees** – Discussion about appointment of new board members to standing committees.

We have seven new appointments to the board who need committee assignments. Most of these board members have a broad range of leadership and public service experience on

boards. Whitaker is going to ask new members for their preference as to committee assignments. In the interim, Whitaker has asked Corsette to be the Governance Committee Interim Chair to deal with two pressing matters (officer elections and the annual meeting date). We need time to appoint a nominating committee as well. A slate of officers must be presented 30 days prior to the next officer election. Elections are conducted at the Annual Board Meeting which was changed to the last Friday in September to coincide with year-end financial reports.

Whitaker asked Corsette to schedule a meeting so that any proposed changes could be sent on or before March 16 in compliance with the bylaws. Whitaker indicated that Wade's summary would be used as a roadmap for future Governance Committee work. These two matters can be dealt with and the rest can be dealt with when a new Governance Committee Chair is appointed.

7. **Policies and Bylaws**

a. Discussion about updates to board officer elections.
Discussed under board committees.

b. Discussion about updates to reflect the change in the annual meeting date voted on by the Board in Fall 2020.
Discussed under board committees.

8. **Sunset review** – Review and discussion about updated tracking document. – Whitaker

Whitaker indicated that she and Byron would meet with AHS staff in the next few weeks to review tracking documents.

9. **AHS Chapters** – Discussion about feedback from Board of Directors meeting regarding chapter roles and responsibilities. – Whitaker

Whitaker observed that she would like this matter to be handled by the Governance Committee and that she would look for a recommendation to be made to the full Board.

10. **Executive Director Update**

a. Strategic Plan – Working on tracking document and planning the AAM reaccreditation site visit.

b. Revenue generation /Fundraising – Staff will meet monthly with Treasurer Snitzer and report to the Finance Committee. Discussion ensued about hiring a contractor to implement some revenue generation ideas. There was also discussion about whether to charge for virtual programming or not. Could we partner with organizations that have strong followings in their particular niche?

c. Friends Board updates – Deferred to item #13.

d. Alliances and Partnerships – No update this week.

e. Membership – A check for 15 institutional memberships was sent to the wrong address. As a result, there is a net gain of five members for January rather than a net loss of ten members.

11. **Finance Committee** - Snitzer

a. Report on financial view from 30,000 feet – Review of report given at February 19 meeting.

b. "Feel the Burn" – Update – Review of report given at February 19 meeting. The Burn rate is significantly reduced to about \$333,000, but staff is being asked to perform at an unsustainable pace.

12. **Buildings and Properties Committee** – Report and discussion, if any. – Burns

The committee has not met since the last Executive Committee meeting. A meeting is scheduled for early March.

13. **Friends of AHS Inc.** – Report and discussion, if any. – Gwynn

Procurement will be reviewing proposals submitted in response to the RFQ on March 11. There are no new board members at this time.

14. **Outreach Committee** – Report and discussion, if any. –Foster

Foster met with staff; authorized fixing a couple of broken windows at the Strawberry Schoolhouse. Trying to update contact information for the certified historical institutions. Working on a mini-grant worksheet for remaining Eastern Chapter funds. Had a conference call with the Mayor of Superior and the Bob Jones Museum staff about a project. Whitaker noted there would be a couple of new board members added to the committee. Bryson and Brooks will remain involved on the committee as members of the public.

15. **Collections Committee** – Report and discussion, if any. – Snitzer

The committee has three new members. The committee will be reviewing a collections remediation tracking document at each meeting similar to other sunset review tracking documents.

16. **Board appointments** – Whitaker

Wade was granted five minutes to speak. He asked if we have a nominating committee. Wade stated that the role of the AHS board nominating committee is to endorse candidates for the board and to see that those names are delivered to the Governor's Office of Boards and Commissions for appointment. Wade cited sections of the bylaws and policies created ca. 2015. Wade recommended a freeze on board appointments until a nominating committee is created. He asked if we can ascertain whether we are getting a lot of people from a particular support group or other source? Wade recommended that we learn from these lessons for the future. Snitzer responded as the former chair of the Nominating Committee. When Snitzer was Chair he contacted people who were up for renewal first to see if they were interested in serving again. If not, then he reached out to other interested parties. Wade noted that there are new people in the Governor's Office of Boards and Commissions. Whitaker observed that we have been getting appointments recently. It was also stated that any member of the public can apply to

serve on a board or commission. Wade wants to ensure that weight is given to candidates that have been endorsed by the board. The Nominating Committee should be year-round, not just constituted prior to the election. Whitaker noted that they seem to be looking for more than one applicant for each seat and that having just one name for one vacancy is not guarantee of appointment. Snitzer agreed that having multiple people interested in a seat is a sign of good board health. Backups are a good idea. Whitaker thanked Wade for his input. She asked for volunteers to serve on the Nominating Committee. Foster and Gwynn volunteered. Corsette offered as the Vice Chair to serve as Chair of the Nominating Committee. Whitaker agreed. She will seek two new board members to serve on the committee as well.

17. **Announcements** and other matters for consideration in future board or committee meetings. None.

Meeting adjourned at 12:40 p.m.

Executive Committee Schedule

March 22, 2021

AHS Board meeting dates and locations: April 16, 2021 (Virtual)

Dated this 1st day of March 2021

Arizona Historical Society



Linda Whitaker, Board President

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