

**Minutes of Public Meeting of
the Executive Committee of
the Board of Directors of the
Arizona Historical Society
Monday, July 26, 2021**

1. **Call to Order** – President Linda Whitaker
12:03 p.m.

2. **Roll Call** – Bruce Gwynn

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

Board Members present: Ileen Snoddy, Janice Bryson, Vance Bryce, Sharon Holnback, Linda Elliott-Nelson

Staff members present: James Burns, Kim Bittrich, Bill Ponder

3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the June 28, 2021 Executive Committee meeting.

Byron moved to accept the minutes as presented; Bauer seconded. All present voted in favor.

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 were present.

5. **Board Appointments** – Whitaker

Whitaker reported that Alan Peterson has been appointed to the Coconino County seat. Mr. Rose, the previous Coconino County representative, has been notified by Boards and Commissions. Desirae Barquin has been appointed to fill the Northern Chapter seat. By virtue of that position, per the bylaws, Desirae will be a member of the Executive Committee following board orientation.

6. **Board Officer Nominations** – Bryce and nominating committee members (pending)

Presentation of slate of officers and discussion.

The Nominating Committee was chaired by Vance Bryce, with Deborah Bateman and Sherry Rampy serving as the other two committee members. The committee met on the 25th of July. Bryce asked current officers if they were interested in serving again.

He also contacted most other board members about their interest in an officer position.

Linda Whitaker, Jim Snitzer, and Bruce Gwynn expressed interest in serving in their present board officer positions for another year. Kelly Corsette expressed interest in rotating out of his board officer position for this year if another candidate was interested. Ileen Snoddy expressed interest in the Vice President role. The draft slate is Linda Whitaker for President, Ileen Snoddy for Vice President, Jim Snitzer for Treasurer, and Bruce Gwynn for Secretary. This is a draft slate per the bylaws. Additional names can be added between now and the August 20 Board meeting when the final slate will be voted on.

Whitaker asked Corsette if he was still going to serve on the board. He responded that he would be continuing to serve. Whitaker asked if Corsette would still continue to chair the Governance Committee. He agreed to continue to do so.

Action: Vote to approve slate of officers in compliance with 60-day bylaw requirement.

Byron moved to approve the draft slate as presented; Foster seconded. All present voted in favor.

The draft slate will be posted on the AHS website. Whitaker asked if Bryce wanted a statement from each candidate as to why they wish to seek their respective board officer positions. Bryce indicated that he would like statements. Those will be sent to staff for posting with the draft slate.

7. Sunset review compliance and progress report on contracts with not-for profit organizations that work with AHS – Whitaker and Burns

A special meeting of the sunset review task force was held to talk about the collections remediation plan, which has been circulated but is not updated. There are preliminary 3D inventories of Yuma and Flagstaff collections. These give us a general idea of what is there and where to find it. There isn't much of a paper trail for a lot of the material. These inventories meet sunset review standards. The remediation plan is good, but it needs to be updated as it is an official tracking document. Whitaker asked that the updated version be circulated for the August 2021 board meeting.

Responses to draft letters to 501(c)(3) Contents – responsibilities, resources, professional services, facility use, roles.

Note: Staff assigned to connect with the 501(c)(3) groups is tentative and may shift.

Arizona History Convention – Morrissey, Tebeau, Rosebrook – No response yet. Burns will be in touch.

Friends of the Arizona Historical Society, Inc. – Gwynn – Burns and Gwynn will meet.

Friends of Arizona History – Head – No response. Ponder or Gonzales will try to

connect.

Historical League – Nullmeyer – Tawn Downs and Bill Ponder will connect.

Los Amigos – Schwager – The letter was sent back with “refuse to accept return to sender” written on the letter. Ponder had previously arranged for some Los Amigos members to retrieve some of their things from storage. When they came in on Friday, the 23rd, Ponder hand delivered the letter to Schwager, who noted that she didn’t accept it because it went to her home address.

Northern Arizona Pioneers Historical Society – Madden – No response. Ponder and other staff will likely connect.

Pathfinders – Kunde – Responded immediately. Ponder, Gonzales, and Burns to meet immediately following this meeting.

Yuma County Historical Society – Hurt – Burns will connect

8. Finance Committee - Snitzer

a. Updates and discussion.

The year-end financials are complex due to some COVID relief funding received at the very end of the fiscal year. The numbers are being analyzed carefully, but it appears that after backing out the COVID relief funding, AHS ended the year with a burn rate of just over \$29,000, positioning it well relative to other cultural institutions. The Finance Committee did not meet in July. The year-end financials will be reviewed at the August meeting prior to the Board meeting on August 20.

9. Governance Committee – Corsette

a. Updates and discussion

Corsette thanked everyone for getting the board officer nomination process implemented. There is a working group including Bryce and a couple of others who are going to go through the board policy manual and the bylaws as well as the enabling legislation looking for conflicts and alignment. They will also examine the chapter roles and responsibilities and report to the board. Whitaker asked if there would be policy or bylaws changes. Corsette responded probably policy changes. Whitaker asked if we could have language for the chapter roles and responsibilities for consideration at the 20 August 2021 meeting. Corsette responded that he would work with Burns to arrange a Governance Committee meeting to conduct that work. Changes/additions to Board Policies require a 10 day notice before a vote.

10. Executive Director Update – Burns

Burns reported on update on the return of the baptismal font from the Mission Pueblo Viejo Church in Caborca, SN. Burns, Downs, Gonzales, Ponder, and board member Greg Scott traveled to Nogales, SN on July 16, 2021 for a ceremony and to sign the official paperwork. The ceremony was attended by local and regional church officials, consulate officials, INAH staff, and the Mayor of Nogales.

11. Executive Session – personnel matters

Went into executive session at 1:03 p.m. to conduct Executive Director’s review. Emerged

from executive session at 1:27 p.m.

12. **Announcements** and other matters for consideration in future board or committee meetings

None.

Adjourned at 1:28 p.m.

Executive Committee Schedule

August 23, 2021

AHS Board meeting dates and locations: August 20 (Virtual)

Dated this 29th day of July 2021

Arizona Historical Society



Linda Whitaker, Board President

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