

**DRAFT minutes of Public
Meeting of the Executive
Committee of the Board of
Directors of the Arizona
Historical Society**

April 25, 2022

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

Agenda

1. **Call to Order** – President Linda Whitaker called the meeting to order at 12:04pm
2. **Roll Call** – Whitaker

Present: Robert Ballard, Desirae Barquin, DeNise Bauer, Kelly Corsette, Tom Foster, Bruce Gwynn, Jim Snitzer, Ileen Snoddy

Absent: Deborah Bateman

Staff Present: David Breeckner
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the March 25, 2022, Executive Committee meeting.

Robert Ballard moved to accept the minutes as presented.

Seconded by DeNise Bauer

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

No members of the public were present.
5. **Committee Reports**
 - a. **Governance** – Kelly Corsette. Status of By-laws and Policies review.

The Working Group continues with revisions to the AHS By-laws and Policy Manual. The full Committee met Friday, Apr 22, 2022 , addressing active vs inactive chapters. This included discussion on how to address unfulfilled chapter vacancies on the State Board despite applications. Concerning active/inactive: creating minimal standards like one annual meeting, established point of contact, etc. Will continue to work on language. Governance Committee will meet again in May, with the Working Group slated to meet on Tuesday, 4/26.

Tom shared the context of the creation and current status of the Eastern Chapter as well as his experience in becoming a member of the State Board, as a representative of an inactive chapter. He will attempt to reconstitute the Eastern board to comply with a minimum set of guidelines (e.g. annual meetings). Energy is still there, and he believes Eastern to be most “active of all inactives” via responsive communication.

Kelly: Central Chapter has strong chances at active status. Plans to recruit new Board members include joint outreach with AHS in appeals to local membership. Policy updates concerning chapter roles were well received.

b. Finance – Jim Snitzer. The annual Budget carryover and reserves.

Jim shared screen to display an updated draft FY23 budget.

Jim reviewed the budget, estimating minor shortfalls in revenue (48% of 66% Feb YTD) but highlighting AHS projects to be under budget for FY22 (58% of 66% Feb YTD). Carryover of unappropriated funds was \$3.7m in reserve at FY22 start, but budgeted to end at \$3.4m due to FY22 as planned deficit budget. FY23 is likewise designed. He stressed the need for additional funds from reserves to support necessary investment in staff.

Jim turned the report to David Breeckner to explain the proposed draft for budget increase in FY23.

David: Discussed the proposed draft for the budget. The draft includes an increase of over \$400,000 to payroll and ERE, but with an offset of \$127,000 from reasonable cuts to expenses elsewhere. Projected revenue in grants was raised by \$143,00 to offset the deficit already present in the current FY23 budget.

David discussed how the increase to payroll would be used, and how it applies to needed organizational changes at AHS. He detailed the changes to current/new positions, departments, and pay rates. He stressed the need to recognize and retain a talented staff.

Linda: what does this budget mean for sustainability in FY24 and beyond? How can we make this *not* a deficit budget, nor have to rescind pay increases later?

David: strategies include appeals for an increased budget by the legislature and ADOA (at least an update to ERE), anticipated returns on grant applications, increased revenue from facility rentals, and education programming. He highlighted improved relationships and increased cooperation with other state agencies.

Jim: this is a positive story for the legislature. AHS has come a long way since critical

feedback on the 2013 Sunset Audit, and can readily demonstrate its positive change.
Linda: this is now already being recognized by the legislature.

David: This budget also demonstrates AHS' commitment to its future and confidence in the organization. It makes the FY24 budget proposal to the legislature a call to match AHS' internal contribution to FY23.

Linda: Self investment. We are worth it.

- **Action Item:** To approve the recommended changes to FY23 budget, in support of recruitment and retention, and totaling an increase of \$279,000.

Bruce Gwynn moved to accept the minutes as presented.

Seconded by Kelly Corsette/Jim Snitzer

Motion passed unanimously.

6. **Director's Update** – David Breeckner.

a. Recruitment & retention plan (see **Finance**)

b. Hiring status update

Grants Coordinator starts Monday; Communications Coordinator (Mars) already started at AHC; Pioneer Manager position was offered but denied and will now be reposted at approved, new hourly rate; new Yuma educator to start next month; Tucson registrar to start next month; ESA interviews to begin shortly; Development Director reposted to include Tempe OR Tucson; strong candidate identified for new Education VP.

Linda asked for clarification on discoveries from the first round of Development Director interviews.

David: interviews helped clarify and refine the scope of work and desired traits/skills. Good question: what do their first 100 days look like?

Linda: Development Director is not intended to serve as Deputy Director of AHS.

c. Inter-agency MOUs: UA Press, History Convention, Cline Library (NAU)

UA Press: MOU is a publishing agreement for a limited, print book series. AHS will provide a flat production fee for each book in the series in return for publication credit. Funds for this will be drawn from a reserve account designed to support publications; the account has sufficient funds to cover the total contract cost. A 1.5% domestic and 1% international royalty is included. This agreement furthers AHS' mission to grow its publication arm

beyond its own constraints.

The original Support Group contract between the History Convention and AHS has been withdrawn by both parties. The relationship between AHS and History Convention is not one of fundraising, but a partnership for public outreach via the convention. A partnership MOU is being pursued instead.

Cline Library MOU: David detailed the history and challenges of the past MOU with Cline Library, which expired in 2021. Cline Library has provided archival storage for AHS Flagstaff collections. Photographic and other materials have been moved to Tempe for physical processing/preservation. AHS is in discussions with Cline Library on a revised MOU. It will take time to resolve long-standing access and processing/preservation issues.

d. Support group contracts: NAPHS, YCHS, Pathfinders, Tucson

NAPHS has the updated draft of the contract and is meeting in early May to discuss. David does not anticipate having an agreed-upon contract before the start of the fiscal year (and renewal of other Support Group contracts).

YCHS no updates.

Pathfinders has not responded recently, but outside sources suggest they are likely to decline the contract. This has not been confirmed.

Linda asked about the status of AHS funds currently held by Pathfinders.

David: as Pathfinders has not confirmed their refusal of the contract, the future of those funds and the viability of Pathfinders itself going forward are in question. A formal refusal to sign a contract will require planful discussion by both parties. He believes they are intimidated by imposed finance reporting obligations of the contract.

Linda: Dissolving a 501c3 is not a simple task. AHS can provide assistance if they need it.

A Tucson member has expressed interest in creating a new Tucson Support Group. They have a cohort of like-minded individuals.

e. Facilities: Pioneer Museum, Sosa-Carrillo House

There was a site cleanup of the Pioneer Museum on 4/19-4/20. Staff from Tucson and Tempe joined Flagstaff to clean, empty, and ready multiple rooms across the historic building. Improved meeting space has been cleared for NAPHS use. Follow-up action is planned to address outstanding facility

issues.

Desirae: word is good from several Northern/NAPHS members on Pioneer work.

David is slated to meet with Michael Becherer and Fletcher McCusker at Sosa-Carrillo House on Wednesday to discuss the restoration survey. This survey will be the most complete account of the house to-date and is a useful tool for future fundraising, grant writing, and development efforts.

Implications of this survey were discussed for a possible sale to Rio Nuevo.

David: Any sale would also obligate the purchaser to complete the restoration as described/recommended in the survey. Procedurally, next steps are agreeing with Rio Nuevo on an updated sale price, then formalization of terms in coordination with Borderlands Theater and Los Descendientes. It will be the responsibility of Rio Nuevo to produce a formal offer and contract for their presentation to AHS and Rio Nuevo boards.

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

No announcements.

Executive Committee Schedule: Noon and Virtual unless announced otherwise

May 23, 2022

June 20, 2022

July 25, 2022

August 22, 2022

September 26, 2022

October 24, 2022

November 28, 2022

*December 19, 2022 (tentative)

Upcoming AHS Board Meetings: Noon and Virtual unless announced otherwise

May 27, 2022

July 29, 2022 – tentative in person at Flagstaff

September 30, 2022 – Annual Board Meeting

*November 18, 2022, third Friday at noon (tentative)

Meeting adjourned at 1:29 p.m.

Dated this 27th day of April 2022

Arizona Historical Society

A handwritten signature in black ink that reads "Linda A. Whitaker". The signature is written in a cursive style with a large initial "L".

Linda Whitaker, Board President

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