

**Meeting Minutes of the  
Buildings and Properties Committee of the  
Board of Directors of the  
Arizona Historical Society  
Wednesday, June 15, 2022**

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

1. Call to Order 1:20 p.m. – By Rick Powers
2. Appointment of Recording Secretary – Melba Davis offered to take minutes
3. Roll Call
  - a. Board Members electronically present were: DeNise Bauer, Sharon Holnback, and Rick Powers
  - b. Staff present electronically was: Melba Davis and Douglas Helber
4. Welcome – A brief welcome was given.
5. Approval of minutes of prior meeting-
  - a. No minutes to approve with a motion by Rick Power and seconded by Sharon Holnback.
6. Call to the Public – No public present
7. Responsibilities and priorities of the Committee
  - a. Discussion points - The Agency and the Committee members will team up to accomplish goals best for the Agency and Board. The Agency will answer questions, provide feedback, update the committee on projects and also make accessible floor plans, and buildings square footage. The CIP will continued to be posted with the State Board Report.
  - b. On site visits of AHS will continue to occur to include all staff and committee members as schedules permit. October may be the time to take a trip to Sanguinetti.
  - c. Work order system created with ADOA. MaxPanda is the program and will contain all of the facilities along with staff utilization to record work, will expand and update equipment, inspections and to record daily operations as well as major projects.
  - d. Committee would like to see internal lists and external projects that we can provide.
8. Update on status of projects with ADOA – Douglas Helber
  - a. Updates were given on ADOA projects at AHS Properties as follows.
    - i. Yuma
      1. The network and present IT is not effective and the agency is presently working with ADOA and has located an off-contract vendor to initiate a new contract for services.
    - ii. Flagstaff
      1. The network and present IT is not effective and the agency is presently working. The Agency will begin working with ADOA to resolve the issue.
      2. Group of staff will be on site June 20<sup>th</sup>-21<sup>st</sup> emptying artifacts from Conex boxes and relocating to Tempe for proper storage with environmental controls.
    - iii. Tempe
      1. Lighting control work ongoing slated to finish the week of June 26<sup>th</sup>

2. Risk Management claim to repair deliberately damaged exterior lights surrounding the exterior of the building.

iii. Tucson

1. Updating the door knobs and re-keying the front of the museum for the Education department.
2. O’Brown House – gate repairs to make them functional
3. Sosa Carrillo House – City of Tucson working on parking lot areas

iv. Yuma

1. On site concrete repairs and maintenance project that will require vendor solicitation
2. Molina Block working within the state Procore system for the larger scope project.

v. Douglas

1. The Agency is presently waiting for quotes for the Douglas flooring. Once quotes received with scope of work and warranties Melba can approve.

09. The Buildings and Properties Committee will next meet via Zoom July 20, 2022 at 1:00 PM.

Meeting adjourned at 2:45 p.m.

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DeNise Bauer