

DRAFT

**Minutes for Public Meeting of
the Executive Committee of
the Board of Directors of the
Arizona Historical Society
September 26, 2022**

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

Minutes

1. **Call to Order** at 12:02 PM by Board President Linda Whitaker
2. **Roll Call** – Bruce Gwynn
Presents: Linda Whitaker, Bruce Gwynn, Tom Foster, DeNise Bauer, Deborah Bateman, James Snitzer, Kelly Corsette, Robert Ballard; *joined at 12:21 PM*- Desirae Barquin and Ileen Snoddy
Staff Present: David Breeckner- Executive Director, Kaydi Forgia- Executive Staff Assistant
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the August 22, 2022, Executive Committee meeting.
 - No discussion or edits
Motion to approve: Deborah Bateman
Second: Robert Ballard
Unanimously approved
4. **Call to the Public** – Linda Whitaker
 - No Public Present
5. **Committee Report:** Finance Committee –Jim Snitzer and David Breeckner
 - a. FY22 EOY report- Jim Snitzer
 - b. Proposed changes to AHS Investment Fund- David Breeckner
 1. Document shared with committee via Zoom and email
 - i. David Breeckner provided a brief overview of proposed changes in investment funds (carryover of non-appropriated funds) reporting, for internal records and external submission. This proposal was also shared during the Finance Committee meeting earlier in the week.
 - ii. This proposal was approved by the Finance Committee on September 20, 2022.

-Linda Whitaker asked if the proposal's numbers reflected an influx in new funding. David Breeckner clarified that the numbers represented current carryover balances(~\$4.456m). This proposal restructures how the investment funds are reported and tracked. It also complies with OSPB recommendations for applying a portion of carryover towards agency priorities.
 - c. **Action Item:** Recommendation of proposed changes in Investment Funds from Finance Committee, for internal administrative use and external submission and approval by GAO.

Moved by: Deborah Bateman

Unanimously approved

6. Committee Report: Buildings & Property Committee – David Breeckner

a. CIP work:

- AHC Tempe Electrical Repairs
 - Status: Closing out
- Douglas Williams House Electrical Compliance
 - Status: In-design; Purchase Order in Progress
- AHM Tucson Lighting Controls
 - Status: In-design; Purchase Order in Progress
- AHM Tucson Chiller/Heating System Replacement
 - Status: In-design; Purchase Order in Progress
- AHM Tucson: Archives Sprinkler System & Facility Updates
 - Status: In-design

-Jim Snitzer shared his concern with the condition of the Tucson Archives Sprinkler System and asked what kind of system is currently in the designing stages. David Breeckner stated that the system will be a water distribution system (pipes are dry until activated). Part of the project would include the replacement of outdated pipes currently in use.

7. Director's Update – David Breeckner

a. **Sosa-Carrillo House**

- AHS received the updated contract from Rio Nuevo on 9/15/22 and shared it with the AG for their review.
- The AG and lawyers from Rio Nuevo are now speaking directly with each other to settle all outstanding matters within the contract. AHS is being regularly consulted and informed of these talks.
- The AG has requested a new appraisal be conducted of the property. State law requires it to be dated within 180 days of sale; the last appraisal was completed in December 2021. An updated appraisal was ordered through Axia Appraisers for \$2,000 and is now underway and will be completed in 2-3 weeks.

-David Breeckner expressed his gratitude to the AG office for providing their services on the matter.

-Linda Whitaker asked if there would be regular updates on the status now that the negotiations are in expert hands.

-David committed to updating the committee regularly. Pending completion of the new appraisal and the full review of all paperwork and contracts, a special session of the State Board may be called for October to review the Purchase Agreement.

b. **Procurement Protocols**

• **Capital Campaign**

- AHS is in talks with GAO and Procurement to determine whether funding must be dispersed monthly AFTER the first month of contract start or if an initial outlay of funds to the awardee is possible. An initial outlay is recommended to help support the awardee for any up-front implementation

costs. This inquiry has delayed progress but will be resolved by the end of the month. This is the last step prior to posting.

-Linda Whitaker asked for staff to follow up with Exec Committee after discussions with GAO are complete.

-David Breeckner stated that a board member and an AHS staff member would be present on the approval board for the RFP. Once the RFP is approved, it is drafted and ready to be set into action.

- **Yuma: Molina Block – Restrooms**

- Clearance has been given by State Procurement and Procore for construction to proceed.

- AHS is awaiting identification of the determined contractor from YCHS.

-Bruce Gwynn conveyed that it has been difficult to get the project going due to a number of delays. His associate, Tom Rushin, in Yuma has been in talks with the contractors.

-Linda Whitaker asked if Bruce needed any assistance from this committee or staff, and requested Bruce touch base with the committee once the work has begun.

-David Breeckner expressed gratitude toward the efforts Bruce Gwynn and Tom Rushin have put forth. The email chain has been lengthy and frequent. David told the committee that the hurdles to complete the work have been cleared and that the work should be underway soon.

- **Yuma: Agriculture Exhibit– RFP update**

- The goals are to avoid delays in finalizing and posting the RFP and to clarify communications/responsibilities between AHS Director and key Yuma constituencies going forward. A vision/proposal for this project has been in the works for years. It has been reviewed and approved by Yuma planners and a donor has stepped forward to fund it. David Breeckner and Bruce Gwynn will determine next steps in order to guide this forward in a timely manner. The key is keeping lines of communication and the RFP process clear for all interested parties.

- c. **Collections Acquisitions**

- Arizona Science Museum (Phoenix History Museum)

- Statewide Collections Manager Nate Samoriski has reviewed 60% of Past Perfect collections records from ASM to identify desired materials for donation. The majority is of interest to AHS, and would replace items in existing collections with lesser provenance or in poorer condition.

- ASM is interested in donating either 5 or 10 units of rolling-shelf storage to AHS. AHS will be responsible for installation costs. It has received two estimates from Interior Solutions, who manufactured the units to be donated. \$65,828 for rolling shelf installation (5 units +1) in Room 211 at AHC Tempe (off Freight Elevator)

- \$116,970 for rolling shelf installation (10 units + 2) in Tempe, Rooms 211 and 155.

- Funds for installation recommended being drawn from “Capital Projects” in Investment Funds.

d. Status of hiring/impact on museums

- New staff hires: Salessia McGowan (HR Volunteer Coordinator), Angel Villasenor (Procurement Specialist)

8. Annual Meeting

- a. Board meeting: Friday, 9/30 at 11-12pm
 - In-person at AHC Tempe: Steele Auditorium
 - [Virtual option available](#)
- b. Annual meeting: Friday, 9/30 at 12:30-2pm
 - In-person at AHC Tempe: Steel auditorium
 - [Advanced registration via website REQUIRED](#) – Registration has closed for in-person attendance. Max count for event has been reached.
 - FREE luncheon provided by Daily Dose Kitchen and Bar ([registration required](#))- registration has closed
 - [Virtual option available](#)- Registration open until day of event
 - Election of Board Officers to be held via paper ballots and online poll and announced before the meeting's end.

-Linda Whitaker expressed gratitude for the efforts of AHS’s Development Director, Kyle Morey, and AHS staff to secure sponsors for the event. Linda asked if a preview of the Annual Meeting Agenda was available for the committee to look over. David Breeckner shared the draft agenda via Zoom, stating that the final agenda will be ready soon.

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

-Bruce Gwynn announced that Charlie Flynn has returned to lead the Yuma County National Heritage Area. For those who know Charlie and his track record for getting things done, this is very good news!

Executive Committee Schedule: Noon and Virtual unless announced otherwise Click the date to register for the meeting

All meetings are hosted are live-streamed via Zoom

[October 24, 2022](#)

[November 28, 2022](#)

[*December 19, 2022](#) (tentative)

Upcoming AHS Board Meetings: Noon and Virtual unless announced otherwise Click the date to register for the meeting

All meetings are hosted are live-streamed via Zoom

September 30, 2022 – Annual and Board Meeting, in-person Tempe

[Board meeting: 11am](#)

Annual meeting: 12:30pm

[Virtual Attendance](#)
[In-person Attendance](#) (Registration required)
[*November 18, 2022](#), third Friday at noon (tentative)

Adjournment 1:02 PM

Dated this 26th day of September

2022 Arizona Historical Society

A handwritten signature in cursive script that reads "Linda A. Whitaker". The signature is written in black ink and is positioned to the left of a vertical line.

Linda Whitaker, Board President

The Arizona Historical Society does not discriminate on the basis of disability in the administration of its program and services as prescribed by Title II of the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or alternative formats, by contacting AHS Administration at 520-617-1169. Requests should be made as early as possible to allow time to arrange for the accommodation.