

**DRAFT- Meeting Minutes of the Executive Committee  
of the Board of Directors of the  
Arizona Historical Society**

**October 24, 2022**

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

**Meeting Minutes**

**1. Call to Order** – 12:02 PM by Board President Linda Whitaker

**2. Roll Call** – Linda Whitaker

- a. **Present- Committee:** Colleen Byron, DeNise Bauer, Ileen Snoddy, Jim Snitzer, Linda Whitaker, Richard Ballard, Tom Foster *Staff:* Carole McQueen- VP Finance, David Breeckner- Executive Director, Kaydi Forgia- ESA
- b. **Not Present-** Deborah Bateman, Desirae Barquin, Kelly Corsette

**3. Minutes** - Discussion and action, if any, to approve the draft Minutes of the September 26, 2022, Executive Committee meeting.

- Motion to approve- Jim Snitzer
- Second- DeNise Bauer
- Approved unanimously

**4. Call to the Public**

- a. No Public present

**5. Board Updates-** Linda Whitaker

- a. Appointment of Gene Kunde to At Large Member
  - All attendees send congratulations to Gene.
  - Linda Whitaker asked that Gene be provided with all necessary documents and training for his appointment. Kaydi Forgia will follow up. He has been contacted by Mars Touloumes to provide a brief bio and photo for the AHS website.
- b. There are applicants in the works for the outstanding State Board vacancies
  - 5 applicants have applied; one in each county of Apache, Coconino, Southern Arizona Chapter, and two in Yavapai. Greenly and Graham counties; there is active recruitment in these areas. The process of recruiting and filling vacancies will continue until vacancies are filled.

- 2 candidates have submitted applications with AZ Boards and Commissions and another 3 have been approached, seeking to fill vacancies in Apache, Coconino, Graham, Greenlee, and Yavapai Counties. Another has expressed their interest in serving as a representative of the Southern Arizona Chapter but requires follow-up by Director Breeckner to confirm their interest. The process of recruitment will continue until vacancies are filled.
- The conversation expanded; Southern Chapter's active vs inactive status was raised as it pertains to the appointment of Board representatives. Linda concluded that it was best to determine the status of chapters after the first of the new year, 2023.

## 6. Board Priorities for 2023- Open Call and Discussion

- An open call for discussion about Board Priorities was put forth by Linda Whitaker
  - Linda outlined priorities. These included preparation for the upcoming Sunset Review, a commitment to Educational Programming (standards, content, NHD AZ...), and the development of the AHS Strategic Plan (interim 1.5-year and 5-year).
  - Jim Snitzer suggested, via Zoom chat, the use of accessible mobile applications or social media posts to reach educators state-wide, like “This Day in AZ History” or “Pocket History”.
  - David Breeckner added to the strategic planning conversation; the interim 1.5-year plan would prepare AHS for the 5-year strategic plan and create a bridge from the existing strategic plan to the new plan development. The 1.5-year plan will be posted, followed by the 5-year once it is finalized. David proposed that Kelly Corsette acts as the liaison to the board during the plan development. This opened the conversation to include more individuals across the whole process. Colleen Byron suggested that a working group be enacted, and conveyed that the inclusion of staff and board members were essential to a successful creation of a strategic plan. Richard Ballard and Tom Foster both offered their assistance in the AHS strategic planning process. Richard and Tom’s offers were acknowledged by David Breeckner. Colleen’s suggestions were noted for further consideration.

## 7. Committee Assignments for 2023- Discussion

- Call to current Committee Chairs**
  - All 2022 Committee Chairs present agreed to continue committee assignments in 2023.
  - Linda asked that Committee Chairs update AHS Executive Staff with any committee needs, and changes in membership or contact information.

## 8. Proposed Committee schedules for 2023 [all committees]- Discussion

- a. **Executive Committee-** Proposed change from the 4<sup>th</sup> Monday of the month at Noon to the 3<sup>rd</sup> Monday of the month at Noon.
  - After conversation it was determined that Executive Committee will continue as previously established, **every 4<sup>th</sup> Monday of the month at Noon.**
- b. **Finance- 3<sup>rd</sup> Tuesday of the month at 9 AM**
  - Colleen Byron asked that the Finance Committee be given more lead time to read supporting documents prior to committee meetings. AHS staff present committed to providing more lead time.
- c. **Buildings & Properties-** Meeting quarterly on the **2<sup>nd</sup> Wednesday of the month at 1 PM**, starting on January 11, 2023
- d. **All other committees**
  - It was decided to keep the existing meeting schedule and carry it over into 2023. Dr. Breeckner will work with Kaydi to finalize and publish these dates in future agendas and minutes.

## 9. Committee Reports- Committee Chairs /David Breeckner

- a. **Outreach-** Tom Foster
  - Previously tabled items will be discussed at the next Outreach Committee meeting.
- b. **Buildings & Properties-** DeNise Bauer
  - Visit to Yuma location went well. Toured Sanguinetti House and Molina Block. Thank you to Yanna and Bruce.
- c. **Finance-** Jim Snitzer
  - Jim gave a short explanation of what the 13<sup>th</sup> month of accounting is and why it is important.
  - *Combined AHS Financial Reports* were shared with the committee via Zoom and email. Jim Snitzer and Carole McQueen gave a brief review of the document. Simplifying the information provided.
  - No follow-up meeting has been arranged between AHS and OSPB for its phase 2 submission of the budget: initiatives, despite an initial expectation of November 1. This matter is still outstanding.
  - David Breeckner concluded the overview by reminding the committee of past and upcoming meetings with other state accounting agencies, including OSPB, JLBC, and GAO. Changes to the monthly budget report help to identify and track expenses by department. Changes to the AHS Investment Fund were discussed with GAO last week and they've provided AHS with the necessary forms to request formal authorization for these updates.

10. **Sunset Review- Tracking Document**

- a. Supporting document was shared via Zoom and email to the committee prior to the meeting.
- b. A brief overview was provided by David Breeckner and Linda Whitaker
  - Information within the shared document gives a brief overview of the 2013 Sunset Request and how AHS is in compliance. The document contains hyperlinks to additional information. The tracking document has been shared with AHS Senior Leadership to provide the additional hard data and hyperlinks.
  - The upcoming time-frame for the 2023 Sunset Review has yet to be determined. When the review is launched it will move at a vigorous pace. AHS is preparing for the initiation of the 2023 Sunset Review.

11. **2022 Director's Evaluation (upcoming)- Linda Whitaker**

- a. Robert Ballard will coordinate the Executive Director's evaluation. The evaluation will be launched in January 2023 and finalized at the February 2023 Executive Committee meeting. Robert will have all the forms available if there are any questions about the evaluation. The Director's self-evaluation is a key element.

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

**a. Sosa-Carrillo House**

- AG is currently reviewing documents. Upon approval, the review process will continue. Conversations remain positive and all involved are still on board with the transfer. Documents should be available by the November State Board meeting for a full review.
- Linda Whitaker asked if every State Board member would receive a copy of the documents to review. David Breeckner confirmed that all State Board members would receive a copy.

**b. Procurement Protocols - Review of Basic Steps in the Process**

- Identified Agency Need for External Services
- Consult with Procurement on Type of Solicitation (e.g., RFI, RFP)
- With Procurement, draft document for public posting regarding duration, the scope of work, estimated costs, reporting structure benchmarks)
- Legal Review by Procurement
- Final review of posting docs by initiating AHS staff
- Public posting of completed documents (typically 30 days)

- Review of submitted proposals by Evaluation Committee (comprised of Procurement staff + AHS staff)
- Award & Implementation

**c. Capital Campaign – RFP Posted**

- Final meeting with Procurement on 10/24/22. Capital Campaign will be posted to the public for 30 days. Any interested party can apply.
- Colleen Byron asked if there was a date for the posting and how to find it once it is live. David Breeckner stated that it will be posted soon and that the committee would be informed.

**ci. Yuma: AG Project – Update**

- Moving forward with the Ag History section of Molina Block.
- Linda asked for clarification on the separation of the Molina Block Open Air and the Adobe Building. David confirmed that the Ag History Open Air and building will be addressed in separate phases. The RPF addresses only the Ag History portion.

**cii. Strategic Plan Review and Update—Board Engagement**

- See discussion during Board Priorities

**ciii. Director’s Calendar**

- Annual Giving Campaign: We are finalizing content and sourcing vendors for mailing (and mailing lists) by early November, but will go live with mailers and emails in December.
- 2 RFPs active by end of year
- Currently only Executive/ Senior leader on-site at AHC, and covering VP of Marketing/Comm supervisory role. The selection of candidates for Marketing/Comm VP has moved forward. Interviews are to be scheduled soon.
- NAU intern rotation is close to being active in the Spring and becoming a permanent rotation in the Fall.
- Currently looking at internal operations in preparation for the 2023 Sunset Review.

**civ. Facility Holiday Closures**

- Library and Archives will be closed for guests from December 19th through January 2nd, returning to normal operations Tuesday, January 3rd.
- All facilities will be closed to the public as follows:
  - Thanksgiving Holiday - Thursday, November 24th through Monday,

November 28th resuming normal operations Tuesday,  
November 29th.

- o Christmas Holiday - Saturday, December 24th through  
Monday, December,  
26th resuming normal operations Tuesday, December 27th.
- o New Year's Holiday - Saturday, December 31st through  
Monday, January  
2nd, resuming normal operations Tuesday, January 3rd.

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

- Tom Foster- Asked for a status update on Certified Grants. David Breeckner offered to follow up with the Grants Coordinator.
- Richard Ballard- Inquired about In-Kind reporting for board members. David Breeckner posted the contact information for the Volunteer Coordinator, and offered to follow up with the coordinator about the creation of reporting forms and processes.
- Congratulations to Desirae Barquin and her husband! She gave birth to a son who arrived three weeks early. Desirae says everyone is doing fine.

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

[October 24, 2022,](#)

[November 28, 2022,](#)

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

Adjournment at 1:29 PM

Dated this 24th day of October 2022

*Arizona Historical Society*



Linda Whitaker, Board President

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