

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

**January 23, 2023**

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

**Meeting Minutes**

1. **Call to Order** – President Linda Whitaker
2. **Roll Call** – Linda Whitaker
  - a. Present- Robert Ballard, DeNise Bauer, Colleen Byron, Linda Elliott-Nelson, Tom Foster, Jim Snitzer, Linda Whitaker
  - b. Absent- Desirae Barquin, Deborah Bateman, Kelly Corsette
  - c. Staff Present- Dr. David Breeckner, Kaydi Forgia
3. **Minutes** - Discuss and action to approve the December 19, 2022, Executive Committee meeting draft Minutes.
  - a. No further discussion.
  - b. Motion to approve- Jim Snitzer
  - c. Second- Colleen Byron
  - d. Unanimously Approved
4. **Call to the Public**
  - a. Bruce Gwynn- AHS State Board Member- attending; no comments
5. **Board Updates**- Linda Whitaker
  - a. Introduction of new members: Diane Drobka (Graham County) and Dr. Matthew Hernando (Yavapai County).
    - i. The committee welcomed the new State Board members and shared excitement to start working with Diane Drobka and Dr. Hernando.
    - ii. Diane Drobka has expressed interest in contributing to the Outreach Committee and Dr. Matthew Hernando has expressed interest in contributing to the Property and Buildings Committee.
  - b. Greenlee County School District will be advertising Board vacancy opportunities on its Facebook page. Thanks to VP of Education, Kristen Rex for her connections and advocacy with School Districts statewide.
6. **Committee Report:** Finance Committee – Jim Snitzer
  - a. Status of current reports
    - i. One page report was shared with the Finance Committee prior to the meeting. Jim Snitzer stated that data is still being processed with the assistance of CSB. The report will be reviewed once it is complete. Reporting has been updated through December 2022. David Breeckner added that the report looks very similar to previous reports and the data should be easy to interpret going forward. Colleen Byron expressed gratitude for the progress being made to bring the financial reporting up to date. The services provided by CSB are reasonable and cost effective.

- b. Central Services Bureau (CSB) contract status.
  - i. David Breeckner updated the Executive committee. AHS and CSB have finalized a contract for financial services support at \$7000 for the year. The joint effort of AHS and CSB will help financial reporting align with other state agencies and create a timeline for prompt reporting. The timeline will be based on data reports from sources like Agile and AFIS. It is projected that there will be a one to two-month lag between month close out and a reconciled report.

## 7. Other Committee Reports

- a. **Property and Buildings-** DeNise Bauer informed the committee that Melba Davis has provided the CIP. Linda Whitaker told DeNise that Dr. Matthew Hernando had expressed interest in contributing to the Property and Buildings committee. DeNise will follow up with Dr. Hernando.
- b. **Outreach-** Tom Foster updated the committee on the status of CHI applications. The application period closed on January 15, 2023. Jason Mihalic, AHS Grants Coordinator, is still processing the applications. Dr. David Breeckner informed the committee that 54 CHIs have reapplied and 3 new applicants met the January 15, 2023 deadline. Linda Whitaker inquired about special circumstances for applicants who may have missed the application period for 2023. David Breeckner let the committee know that it may be possible for outstanding applicants to get a 2023 application in before the current batch is processed.

## 8. Capital Campaign – David Breeckner, Linda Whitaker

- a. The RFP “did not find sufficient information to make a recommendation and award, and the solicitation has been withdrawn.”
- b. **Closed Session** to comply with cautions from Procurement—general discussion for next steps.
  - i. Closed session started and recording paused- 12:30 PM
  - ii. Closed session ended at 1PM
  - iii. This issue was referred to the Finance Committee for initial discussion and recommendations.

## 9. Strategic Plan – David Breeckner

- a. Presentation of “Small Committee” completed draft.
  - i. Draft has been shared with the committee and AHS for feedback. Linda Whitaker encouraged the committee to look closely at the sections highlighted by David Breeckner as they could have an effect on future committee assignments and warrant policy changes.
- b. Review of next steps and future deadlines.
  - i. David notified the committee of the projected timeline. The committee and AHS staff have been asked to complete their reviews by February 8<sup>th</sup>. Senior Leadership and Administration will compile the comments and suggestions by the end of February. A clean updated copy will be provided to the State Board for review and action in March. The interim copy shared with the Executive committee and AHS has been shared with the full State Board.

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

- a. Pioneer Museum – Jenny Pennington, internally promoted from Yuma Educator to Flagstaff Operations Manager, has begun her transition of duties and reassignment to Pioneer Museum for full-time staffing. This position now reports to the VP of Education and is intended to be supported by the NAU Internship program. Thank you to Desirae Barquin who is facilitating introductions in Flagstaff and assisting in locating housing.
- b. Sunset Review – Committee of Reference (COR) update
  - i. Members of the House conduct hearings in odd years
  - ii. COR members assigned to AHS Audit are from the House Government and Elections Committee, and from the Senate Natural Resources and Energy Committee. Full report to be given to the State Board on 1/27/23.
- c. Sosa-Carrillo House – Contract reviewed/approved by Rio Nuevo and State AG and provided to the State Board for review and vote on 1/27/23.
  - i. David Breeckner is slated to meet with the tenants and Rio Nuevo this Wednesday, 1/25/23.

**11. Director's Evaluation** – Robert Ballard

- a. **Closed Session** for review of Board-submitted materials and general discussion.
  - i. Closed Session started and recording paused- 1:30 PM
  - ii. Closed Session ended at 1:46 PM

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

- a. No announcements

**13. Adjournment** – 1:46 PM adjournment by Linda Whitaker

**Dated this 25th day of January 2023**

**Arizona Historical Society**



Linda Whitaker, Board President

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Executive Committee Schedule: Noon and Virtual unless announced otherwise

Click the date to register for the meeting  
All meetings are live-streamed via Zoom.

[January 23, 2023](#)

[February 27, 2023](#)

[March 27, 2023](#)

[April 24, 2023](#)

[May 22, 2023](#)

[June 26, 2023](#)

[July 24, 2023](#)

[August 28, 2023](#)

[September 25, 2023](#)

[October 23, 2023](#)

[November 27, 2023](#)

[December 25, 2023](#) \*Tentative