

DRAFT -Meeting
Minutes of the Public
Meeting of the Finance
Committee of the
Board of Directors of
the Arizona Historical
Society

February 21, 2023

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

Minutes

1. **Call to Order** – Committee Vice Chair Gene Kunde- 9:07 AM
2. **Roll Call** – Gene Kunde
 - a. Present- Gene Kunde, Sandra Navarrete, Colleen Byron
 - b. Not Present- Richard Powers, Jim Snitzer
 - c. AHS Staff and Board members- David Breeckner, Carole McQueen, Melba Davis, Linda Whitaker- AHS State Board President
3. **Minutes** – Discussion and action, if any, to approve the draft Minutes of the January 17, 2023 Finance Committee meeting.
 - a. Motion to approve- Colleen Byron
 - b. Second- Sandy Navarrete
 - c. Unanimously approved
4. **Call to the Public** – Gene Kunde
 - a. No members of the public present
5. **AHS Financial Overview** – David Breeckner
 - a. December 2022 financials – Updated report format
 - i. Central Service Bureau (CSB) reports will be produced on a two-month delay due to the timing of closeout for monthly finances. January's full report will be made available at the March Committee meeting. See video 04:50 for a full description.
 - ii. An interim YTD report for January has been provided to provide a top-level review of AHS finances for the previous month. These reports will

continue to be distributed monthly. See video 08:46 for full financial analysis and Committee discussion

Carole McQueen asked the committee if there were any additional questions she could answer. Gene Kunde mentioned that he had the opportunity to ask Carole questions the previous week and felt comfortable with the information.

Colleen shared insight from previous experiences on other non-profit financial boards and best practices of reporting monthly.

Linda Whitaker inquired about the appropriate report to share with the Executive Committee and AHS State Board.

The committee advised using the top sheet report supported by a verbal overview of important information, unless a full report is required for a specific reason.

Mel Davis updated the committee on recent Facilities expenditures.

6. Committee Update – Gene Kunde and David Breeckner

- a. Committee recruitment: efforts to-date
 - i. 1:07:27- Gene Kunde acknowledged that the committee needs members. Linda added that historically the Board provided members and that community members have been more involved.
- b. Committee size desired: 6-7 members

7. AHS Capital Campaign – David Breeckner

- a. 1:15:20- A Review of Phoenix Philanthropy Feasibility Study and current Capital Campaign goals
- b. 1:29:33- Assignment of Capital Campaign strategy development to Finance Committee
 - i. David Breeckner expressed that AHS hopes the committee could act as a “brain trust” to form a conceptual framework for fundraising campaigns.
- c. Proposed goals for next meetings:
 - i. Strategic vision and goals for the Capital Campaign -- amount to be pursued, schedule for completion, methodology (one singular campaign vs multiple, smaller initiatives), and potential partners.
 - 1. Consider existing partnerships, including AIA’s proposed archives

annex at AHC Tempe.

- ii. Responsibility/duty assignment of Committee members toward these goals
- iii. Comparanda from other known Capital Campaigns by comparable agencies

8. Announcements and other matters for consideration in future Board or Committee meetings.

- a. The committee asked David to provide a copy of the draft strategic plan. David agreed to send it to the committee following the meeting.
- b. Linda reiterated that the Finance committee should be involved in creating a framework for future fundraising and that the committee is not responsible for, or tasked with fundraising efforts.

9. Adjournment – at Gene Kunde 10:38 AM

- a. Motion to adjourn- Colleen Byron
- b. Second- Sandy Navarrete
- c. Unanimously approved

Dated this 24th day of February 2023.

Arizona Historical Society

Gene Kunde

Gene Kunde, Finance Committee Vice Chair

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Recording of Meeting

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Finance Committee Schedule: 9:00 a.m. and Virtual unless announced otherwise

Click the date to register for the meeting

All meetings are hosted live-streamed via Zoom

[February 21, 2023](#)

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[April 18, 2023](#)

[May 16, 2023](#)

[June 20, 2023](#)

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[August 15, 2023](#)

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