

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

December 19, 2022

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

Meeting Minutes

1. **Call to Order** – President Linda Whitaker
2. **Roll Call** – Linda Whitaker
 - Present: Robert Ballard, Desirae Barquin, Deborah Bateman, Colleen Byron, Kelly Corsette, Tom Foster, Gene Kunde, Ileen Snoddy, Linda Whitaker
 - Absent: DeNise Bauer, Jim Snitzer
 - Staff: David Breeckner, Jason Mihalic, Kaydi Forgia, Mel Davis, Rebekah Tabah
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the November 28, 2022, Executive Committee meeting.
 - No comments.
 - Motion to approve: Colleen Byron
 - Seconded: Kelly Corsette
 - Unanimously Approved
4. **Call to the Public** – Linda Whitaker
 - a. No Public Present.
5. **Board Updates**- Linda Whitaker
 - a. Diane Drobka (Graham County) and Dr. Matthew Hernando (Yavapai County) were appointed by the AZ Boards & Commissions on 12/6/22 to serve as State Board members.
 - i. David Breeckner Friday, January 20, 2023, for Board Orientation. The date was acceptable to those in attendance. Linda Whitaker suggested Board Committee Chairs do a brief presentation of topics/work in progress.
6. **Committee Report:** Outreach Committee – Tom Foster
 - a. Schedules for 2023.
 - i. Outreach Committee will meet every 2nd Monday of the month at 10 AM.
 - ii. Schedules for Al Merito and CHI Grants have also been established. See the Outreach Committee draft minutes linked below.
 - b. Outreach Committee minutes. [December 7, 2022 Draft meeting minutes](#)
 - c. Update- Fort Tuthill has received their CHI Grant check. Gave positive feedback on the CHI Grant process.
 - d. All 23 CHIs were contacted by Tom Foster. Positive feedback was received from the CHI Grant recipients. Common negative feedback was the use of DocuSign on the contract. Some CHI Grant recipients did not have access to the software needed to

complete the contract with DocuSign. Note that this will be a problem for Board members submitting the certification for orientation.

7. **Strategic Plan** – David Breeckner and Robert Ballard,

- a. “Small Committee” met on 12/9 to review and discuss proposed updates to AHS’s current [FY21-FY26 Strategic Plan](#). This will be an interim update, not an entirely new report. The next meeting is scheduled for 12/21 at 10 am. (This meeting date has been postponed due to scheduling conflicts. The revised meeting date is TBD).

David Breeckner shared the FY21- FY26 Interim Strategic Plan working document with the committee via Zoom and gave a brief overview of the process and intention of the document. Rebekah Tabah added that the small review committee is working towards simplifying the format to make it more readable. Linda Whitaker asked if coming to a consensus had been difficult for the members of the committee. David conveyed that the process has been easy thus far.

- b. Strategic Plan revised timeline sees January for full Board/staff review, February for graphic development, and March for final review.

Linda Whitaker cautioned that the strategic plan might be requested for the upcoming Sunset review prior to its completion and/or its final review in March. David assured the committee that the strategic plan would be on paper and near completion by the end of January.

8. **Director’s Update** – David Breeckner

- a. **Financial Update** – September report and October/November AFIS reports. Figures from AFIS reports may not be fully reconciled using grant dollars, etc. November bills yet to be paid are not reflected in the presented totals. See attachments for a full breakdown. (Attachments were provided to the committee via email prior to the meeting.)

- i. October report.

- Total Revenue: \$127,914.03. Total Expenses: \$617,375.38.

- ii. November report. Revenue was up 40% (more than expected, excluding appropriated funds), while total expenses saw an increase of 16%.

- Total Revenue: \$197,867.87. Total Expenses: \$442,387.08.

--Colleen Byron asked if expenses rose 16% due to inflation. David Breeckner stated that this information is not reflected in the provided documents but will be investigated in later, more complete reports.

- iii. David Breeckner- AHS has started a conversation with ADOA about using CSB, a financial services resource for small State agencies, to provide support to the Financial team. The cost for

this service is estimated at \$7000 - far less than hiring part-time. The service would not count against the AHS staffing headcount or payroll. This option will be explored further.

- b. **Sunset Review** – No changes. Work continues.
 - i. Linda Whitaker asked if the video tours made for the AAM accreditation were still available for distribution to the Sunset review auditors. Rebekah Tabah stated that the videos are available and would show how AHS has improved since the initial filming.
- c. **Assistant Director update** – Rebekah Tabah (VP of LACE) has been reclassified in her position to that of Assistant Director. This reclassification will not affect Rebekah's current role as VP of LACE and allows for policy development/oversight and signature compliance in necessary situations.

Ileen Snoddy asked if the full Board had been notified about the reclassification. David Breeckner said that he would notify the full board after the meeting. Mel Davis asked if the full board would need to be notified of all AHS reclassifications. The answer is no. Ileen said that only the high-level reclassifications should be shared with the Board.

- d. **Capital Campaign RFP** – Submission period ended 11/29 with 1 application received. Evaluation Committee will consist of two members from AHS State Board and Dr. David Breeckner. Colleen Byron informed the committee that she would have to withdraw from the Evaluation Committee. Gene Kunde has agreed to serve; Linda Whitaker, as President, previously signed the NDA and will take Colleen's place.

Procurement requires that the Evaluation Committee members attend an orientation meeting to review/access documents and to strictly observe steps in the evaluation. Committee members cannot meet as a group or individually to discuss the application and must complete their individual assessments prior to Jan 6, when they reconvene with Procurement to complete "rating" key elements of the application.

- e. [Events](#) – 211 registrants for Medical Night (AHM Tucson) with Pima County Medical Society on 12/7/22. 115 registrants for Tech the Halls (AHC Tempe) with AZ Tech Council on 12/8/22, including State Representatives Michael Carbone and Stacey Travers. 97 registrants for Tech the Halls (AHM Tucson) with AZ Tech Council on 12/14/22.
 - i. David Breeckner- These Development Events have been very successful and have received positive feedback. The community connections being made are encouraging.

- f. **Sosa-Carrillo House** –David Breeckner

- i. The process has been slow-moving but nearing completion. A final review by all parties is forthcoming. This document will be 40-60 pages with appendices. The full board will have ample time to review the contract before voting at the meeting on January 27.

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

- a. 2023 will be a busy, pivotal year for this Board. As such, Linda Whitaker has asked Ileen Snoddy to assume leadership of AHS State Board meetings starting in March 2023. Ileen has already begun meeting with David and Linda to draft agendas and prioritize Board business. This will free Linda up to focus on preparing staff for the Sunset Audit and assist with submitting adequate documentation. Note that with the exception of Rebekah Tabah, staff has had no experience with a 10-year State Sunset Audit. Linda will continue the usual responsibilities for running the Executive Committee.
- b. As AHS and the Board have evolved to adapt in a post-Covid world, so have committees. Their work, especially Finance, has become more nuanced and complex. Jim Snitzer is considering stepping down as Finance Committee Chair and would like to return to the Library Archives and Collections Committee. We'll know more in January.

Ileen Snoddy asked if the change would affect Jim's position as Board Treasurer. The answer is no. Committee chairs are appointed by the President and have no term limits. Elected Officer positions are elected annually by the membership, have separate duties, and can serve up to but not to exceed three consecutive terms. (Both Jim's and Linda's terms are up in 2023.) Linda will contact Committee Chairs to gauge their continuing interest and what their committees might need going forward.

- c. Update on the NAU/ AHS Museum Studies program and Pioneer Museum. A recent letter of concern from NAPHS (Northern Arizona Pioneers Historical Society) has been received and distributed to Board members. David Breeckner has responded to the letter and has vigorously pursued the suggestion to establish a partnership with the NAU Museum Studies program. NAPHS was invited to today's and next month's board meetings to speak about their concerns. Linda Whitaker asked for an overview of the next steps to build a partnership with NAU.

David gave a brief outline of the program and timeline for establishing Pioneer Museum as an internship site. AHS was the first organization to offer NAU a formal Museum Studies partnership. The first prospective interns are expected in Spring '23 as part of an ad hoc agreement with NAU. By Fall '23, there will be detailed descriptions of AHS-NAU responsibilities for an internship program that encompasses a complete academic year with thematic programming and mentorship. Both organizations anticipate a positive impact this will have on the

museum and community. Pioneer Museum management would move under the AHS Education department, allowing additional resources for key operations.

Linda Whitaker asked if NAU could present a summary of its program and a vision of this initiative to the full board. David Breeckner stated he would reach out to NAU and request their attendance at January's meeting.

Ileen Snoddy inquired about the use of volunteers. David explained that volunteers would be processed through the AHS volunteer program and coordinator. The volunteer program is currently will be more comprehensive than in the past.

Linda Whitaker asked about summer coverage. David conveyed that Summer '23 would be a carryover from the ad hoc agreement from Spring '23.

- d. Rebekah Tabah shared a picture from AHM (Tucson) Holiday party.
- e. Linda Whitaker reminded David Breeckner to check the post for Sunset Review documents.

10. **Adjournment** – At 1:06 PM by Linda Whitaker

Dated this 22nd day of December 2022

Arizona Historical Society

A handwritten signature in cursive script that reads "Linda A. Whitaker".

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.

Executive Committee Schedule: Noon and Virtual unless announced otherwise

All meetings are live-streamed via Zoom.

Click on the links below to register.

[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