

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

February 27, 2023

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

Minutes

1. **Call to Order** – by President Linda Whitaker at 12:00PM
2. **Roll Call** – Colleen Byron
 - a. Present- Colleen Byron, Ileen Snoddy, Linda Elliot- Nelson, Tom Foster, Linda Whitaker, Jim Snitzer, Robert Ballard, Desirae Barquin, DeNise Bauer
 - b. Absent- Deborah Bateman
 - c. Staff- David Breeckner, Kaydi Forgia, Rebekah Tabah
3. **Minutes** - Discussion and action to approve the draft Minutes of the January 23, 2023, Executive Committee meeting.
 - a. Motion to approve- Robert Ballard
 - b. Second- Tom Foster
 - c. Unanimously Approved
4. **Call to the Public** – Linda Whitaker
 - a. Members of the public present- Kerri Rumsower, Tom Fosters' assistant.
 - i. Kerri did not have anything to present to the Executive Committee.
5. **Board Updates**- Linda Whitaker
 - a. Kelly Corsette has stepped down from Executive Committee. Linda Elliot-Nelson will fill the vacant position.
 - b. David Breeckner- The Board of Commissions leadership has been finalized. The new director is Christine Dyster. AHS is working with B&C to bring them up to date. 11 AHS State Board member's terms expire in 2023. David will remind those whose term is due to expire to resubmit their application for a term renewal this spring.
 - i. Linda Whitaker asked for an update on the status of E. Flohr. David Breeckner will follow up the B&C.
6. **Committee Report:** Finance Committee – Jim Snitzer, David Breeckner
 - a. January YTD report- Jim Snitzer

- i. Jim gave a brief overview of the January YTD report. At 7 months completed (58%), AHS has met 66% of its annual revenue and 55.5% of its annual expenses. David Breeckner added that, despite a balanced budget through cost savings in select budget areas (payroll), it has incurred overages in other categories. These overages can be attributed to raised costs and fees by external partners for regular expenditures, and unplanned repairs. AHS is now working to cut non-essential expenses and repairs for the rest of the year, but expects the raised cost of regular expenditures to result in an increased deficit for the year. AHS is currently analyzing to determine the final EOY impact.
- b. Committee Recruitment- Jim Snitzer
 - i. The Finance committee is interested in recruiting 3 additional individuals to the current 4 active members. Efforts to recruit highly qualified community members are underway.
- c. Capital Campaign update- David Breeckner
 - i. The Finance Committee has been briefed on recent capital campaign efforts. This covered historic institutional knowledge and resent RFP results. The Finance Committee has been tasked with developing an integrated strategic plan for enhancing fundraising efforts.
- d. Discussion: Questions were raised about the internal capacity of AHS to launch major fundraisers, the need to seek multiple options, to understand best practices, and how to best fulfill Sunset review recommendations

7. **Committee Report:** Outreach Committee – Tom Foster

- a. **Action Item** to approve submitted list of applicants for 2023 CHI program.
 - i. The Outreach Committee participated in a blind poll to certify or reject the 2023 Certified Historical Institution applications. The Executive Committee members were asked to approve the submitted list of applicants.
 - 1. Motion to approve -Tom Foster
 - 2. Second- Colleen Byron
 - 3. Unanimously Approved

8. **Other Committee Reports** if any

- a. No additional committee reports

9. **Arizona Institute of Architects (AIA) letter of joint support** – David Breeckner, Linda Whitaker and Rebekah Tabah

- a. Discussion to explore nature of proposed partnership; consideration of additional courses of action/exploration.
 - i. Rebekah Tabah briefed the Executive Committee on the presentation AIA shared with the State Board in January. The presentation was intended as

an informative introduction to AIA’s proposal and to determine level of interest from AHS and State Board. David Breeckner shared the initial letter of interest and intent from AIA with the committee, and conveyed to the committee that the purpose of the letter was to start the conversation about what the partnership could entail.

- b. Next steps: AHS-AIA joint meeting before March Board meeting.
 - i. Committee members asked for clarity on the next step. Rebekah and David stated that the AHS State Board would need to record a vote on constructing a reply letter stating the support of the AHS State Board to move forward with conceptual planning and meetings. The committee asked if the letters represented MOUs between the groups. David told the committee that the letters would solidify moving forward with conceptual planning and that MOUs would be reviewed by the Attorney General’s Office. The committee asked for clarity on the definition of “long-term” partnership. Rebekah stated that AIA intends to establish an ongoing, self-sustaining partnership.

10. Director’s Update – David Breeckner

- a. Sunset Review – Committee of Reference (COR) update
 - i. Inquiry submitted to AZ Auditor General for feedback on anticipated Sunset Review start date and a point of contact within COR. Please note the Committee of Reference (COR) will be overseeing AHS’ 2023 Sunset Review.
 - ii. No communications received to-date with anticipated start date.
- b. Sosa-Carrillo House – Contract executed on 2-13-23.
 - i. Next steps: RN to deposit funds into Escrow. RN to have 45 days for the feasibility period prior to finalization and title transfer.
- c. Pioneer Museum
 - i. Furnaces and heaters for the home broke down in January, resulting in a cancellation of the museum’s planned “Open Museum Days.” Peter Mueller-Martin was on-site the week of 2/20/23 to meet with repair techs; heating has been resolved, but additional parts and work will still be required for a full repair. David Breeckner will follow up with NAPHS and Northern Chapter to provide an update to the museum's opening timeline and the current setbacks faced.
 - ii. Due to current demands with NHD, a revised transition date for Jenny Pennington to Flagstaff has been set for after the State contest on April 15.
- d. Facility hours
 - i. AHS is looking to implement new hours to begin on or immediately ahead of its FY24 start in July. Tentative proposed times will be 10-3pm (last tickets) with 3:30 last-guest departure
 - 1. Tempe/Tucson – Tues-Sat

2. Flagstaff – seasonal (April-November) Tues-Sat; seasonal (December-March) Fri-Sat only
 3. Yuma – seasonal (September-May) Wed-Sat; seasonal (June-Aug) Fri-Sat only
 4. Staff will still work regular hours; time at seasonal facilities will otherwise be spent in support of development and readiness for other AHS programs (exhibit install, curriculum development, on-site events, private field trips, NHD).
 5. The Board shared its support for the proposed change to hours, following a discussion surrounding the determination process and future options for growth (to include Sundays).
- e. New hires: Tempe
- i. AA3 admin assistant and Exhibit Preparator positions posted; receiving applications.
 - ii. VP of Marketing position description completed; submitted to State HR for review before posting.

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

- a. Rebekah Tabah told the committee that AHS attended the recent Advocacy Day held at the State Capitol. Rebekah T and David Breeckner were able to introduce AHS to State Senators and Representatives. There are 51 new Representative in the 2023 class.
- b. David Breeckner informed the committee that the planning for Covid Memorial Day has been finalized. The guest list has a generous number of VIPs, including Arizona Governor Katie Hobbs.

12. Adjournment – by Linda Whitaker at 1:21 PM

Dated this 3rd day of March 2023

Arizona Historical Society



Linda Whitaker, Board President

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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

Click the date to register for the meeting

All meetings are live-streamed via Zoom.

[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