

**DRAFT**

**Public Meeting Minutes of the Outreach  
Committee of the Board of Directors of  
the Arizona Historical Society**

**February 8, 2023**

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

**Meeting Minutes**

1. **Call to Order** – by Chairman Tom Foster at 10:04 AM
2. **Roll Call**- Tom Foster
  - 2.1. Present
  - 2.2. Absent- Janice B, Sherry Rampy
  - 2.3. Staff- Shelley Coriell, Jason Mihalic, Kaydi Forgia
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the January 11, 2023 Outreach Committee meeting.
  - 3.1. Diane Drobka presented edits to the committee via Zoom
  - 3.2. Motion to approve with Diane's edits- Robert Ballard
  - 3.3. Second- Amy Hartman-Gordon
  - 3.4. Unanimously Approved
4. **Call to the Public**- Tom Foster
  - 4.1. No Public Present
5. **Open Discussion and/or Information Only - General Update on CHI's** – Tom Foster - Any issues or new problems you may be experiencing... Also, any information the committee should be aware of, and where we can help to make your job easier.
  - 5.1. Jason gave a brief update on the progress of Certified Historical Institution applications and shared ideas for future outreach to institutions not currently identified as a prospective CHI and /or enrolled in the CHI program.
  - 5.2. Open discussion: Various ideas for the growth of the CHI program were shared. Many committee members recognized that the current CHI program has potential to be a robust program with many benefits to small historical institutions. The committee thanked Jason for the effort and masterful presentation of the CHI Certification: Technical Review. The review was shared with the committee prior to the meeting.
6. **Open Discussion and Possible Action** – Committee - Special circumstance mechanism to allow recertification consideration for submissions received after 15 January (possible 30-day grace period)
  - 6.1. Open discussion: The committee talked through possible special circumstances when a mechanism should be activated to allow a historical institution to apply for certification. There was no conclusive answer brought forth.

6.2. Jason updated the committee on the current extended deadline for this year's grant cycle. This extension was deemed necessary to allow institutions that may have missed communications over the fall and winter holidays to have ample time to apply.

6.3. No action taken

**7. Approval of Committee to Move Forward on Special Circumstance Mechanism for Late Submissions from CHI's.**

7.1. Jason presented a proposed mechanism for late CHI submissions. The deadline to apply for grants through the CHI program will remain a hard deadline. New applicants would be accepted after the hard deadline but would not be eligible for the current grant cycle. This would create a full certification status (eligible for current grant cycle) and a provincial certification status (not eligible for current grant cycle, will gain non-financial benefits of CHI status).

7.2. Shelley Coriell explained the AHS membership component of applying for Certified Historical Institution status.

7.3. The committee asked Jason to draft a proposal of the process to certify institutions after the initial deadline.

7.4. No action taken

**8. Open Discussion and Information on Proceeding with Focus Group Concept and Direction from Staff on How to Proceed**

8.1. Open discussion: The committee revisited various ideas mentioned in agenda item 5.2. Tom Foster and Robert Ballard (both are members of the Strategic Plan Sub-committee) mentioned that the AHS draft strategic plan would support moving forward with creating CHI focus groups. The committee was excited by this revelation and would like to discuss focus groups in more detail after a final copy of the AHS strategic plan is released. No action taken.

**9. Announcements and Information for the Good of the Order**

9.1. Shelley Coriell requested that "2023 AI Merito Award Open Discussion" be added to next month's agenda

**10. Adjournment- Tom Foster asked for a motion to adjourn at 11:17 AM**

10.1. Motion to adjourn- Amy Hartman-Gordon

10.2. Second- Robert Ballard

10.3. Unanimously Approved

10.4. Meeting adjourned at 11:18 AM by Tom Foster

Dated this 10<sup>th</sup> day of February, 2023.

Arizona Historical Society

*Tom Foster*

Tom Foster, Outreach Committee Chair

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**Outreach Committee Schedule: 10 AM and Virtual unless announced otherwise**

Click the date to register for the meeting

All meetings are hosted are live-streamed via Zoom

[March 8, 2023](#)

[April 12, 2023](#)

[May 10, 2023](#)

[June 14, 2023](#)

[July 12, 2023](#)

[August 9, 2023](#)

[September 13, 2023](#)

[October 11, 2023](#)

[November 8, 2023](#)

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