

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

**November 28, 2022**

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

**Meeting Minutes**

1. **Call to Order** – 12:02 PM by President Linda Whitaker
2. **Roll Call** – Colleen Byron
  - a. Board Members- Robert Ballard, Desirae Barquin, Deborah Bateman, DeNise Bauer, Colleen Byron, Kelly Corsette, Tom Foster, Jim Snitzer, Ileen Snoddy, Linda Whitaker
  - b. Staff- David Breeckner, Mel Davis, Kaydi Forgia, Kyle Morey, Rebekah Tabah, Carole McQueen, Jason Mihalic
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the October 24, 2022, Executive Committee meeting.
  - a. No further discussion  
Motion to approve- Jim Snitzer  
Second by- Colleen Byron  
Unanimously Approved
4. **Call to the Public**
  - a. Karrie Rumsower guest of Tom Foster. Karrie is an ASU student helping at the Bullion Plaza.
5. **Board Updates**- Linda Whitaker
  - a. Moved Action Items up the agenda
  - b. Informed the committee that AHS State Board's nomination of Eric Flohr has been sent to AZ Boards and Commissions for the vacant Southern Chapter seat
6. **Committee Report:** Finance Committee – Jim Snitzer
  - a. Committee did not meet on 11-22-22 due to a lack of quorum.
  - b. A staff dialogue with Gene Kunde was held instead.
  - c. The last financial report was filed for August. Jim Snitzer reported that he did not see any red flags. He acknowledged that ongoing delays with reports was not due to the lack of effort by the financial team.

7. **AHS Investment Funds:** Two action items

**Action Item 1** – presented by Rebekah Tabah

1. Approval to withdraw up to **\$7,500.00** from HI2025 SW Donations (future “Restricted: LACE, Exhibits”). Purpose: “Rebuilding Home Plate” exhibit costs at AHC Tempe. Current fund balance: \$100,000.00
2. A brief discussion followed about when the exhibit will open, (Late January 2023 through May 2023). The board expressed their excitement for the early Spring Training crowds to see the exhibit. Rebekah credited Kelly Corsette with suggesting the idea.
  - a. Motion to approve- Kelly Corsette
  - b. Second by- Colleen Byron
  - c. Unanimously Approved

**Action Item 2** – presented by Melba Davis

3. Approval to withdraw **\$35,000.00** from HI2025 SW Donations (future “Restricted: Historic Properties”). Purpose: cost of architect/engineer to determine pricing to replace roof at O’Brown house due to termite damage & stability concerns. Current fund balance: \$150,000.00
4. A brief discussion followed about the current condition of the O’Brown House roof. The roof has been on the CIP list for seven years. The request will support phase one of two, architect/ engineer estimated cost for replacement of the roof to meet safety guidelines. The replacement of the roof, phase 2, will be considered in FY24 CIP.
  - a. Motion to approve- Colleen Byron
  - b. Second by- DeNise Bauer
  - c. Unanimously Approved

8. **Committee Report:** Outreach Committee – Tom Foster and Jason Mihalic

a. Status of CHI awards

Tom Foster- There have been delays in issuing some checks due to revised contract language recommended by the AG. Four outstanding contracts remain. The remaining checks will be mailed to the CHIs by the end of this year. CHI award program will be revised for next year to streamline the process.

Jason Mihalic- Gave an update on the Del Webb Sun City West contract. DWSCW asked for an extension to the 2021 contract, (balance of \$637), DWSCW was not issued the full \$2000 for 2022 (issued \$1353). DWSCW has

petitioned for the full \$2000.

Tom Foster- The petition will be discussed at the upcoming Outreach Committee meeting and then proceed for approval to the either the next Executive Committee or full Board meeting.

Jason Mihalic will generate a report on CHIs to distribute to the Executive Committee after the meeting.

b. Call for Committee members

Tom Foster informed the committee that there are seats available. Tom gave the floor to Karrie Rumsower to introduce herself to the Executive Committee as a prospective Outreach committee member.

c. Future meetings

Next committee meeting will be 12/7/22. Committee will discuss 2023 meeting schedule and visit tabled items from August 2022 meeting agenda.

9. **2022 Director's Evaluation** – Robert Ballard

a. Process and Timeline

Robert gave a brief overview of the process and timeline for the evaluation. Evaluation forms will be distributed 1/2/23, and are due by 1/16/23. The forms will be tallied and ready to present to the Executive Committee for discussion by 1/23/23, completing the evaluation process.

An evaluation form was shared with the committee via Zoom. The form is to be filled out by committee members. A self-evaluation will also be submitted by the Director. The committee was asked to review 2022 Director's reports and to fill out the form completely, especially the comment section.

10. **Arizona Architectural Foundation proposal** – David Breeckner and Rebekah Tabah

a. *History of partnership:* David Breeckner and Rebekah Tabah relayed the history of AHS and AAF working together on past projects preserving architectural archives. A deeper partnership is being sought and the outlook is very positive. David expressed that AAF has not been issuing empty gestures. They have raised funds for AHS in the past. Arizona Institute of Architects (AIA) has also shared AAF's enthusiasm of partnering with AHS. AIA provided funding (\$25,000) for an Archives Intern to catalogue existing architectural materials at AHC in Tempe.

b. The loss of architectural materials pre-1980 is a national problem due to lack of storage space. Brief discussion about the possibility of serving as a national depository for architectural archives followed. AHS plans to work locally but did not exclude the idea of being a national depository in the future. Members of the committee expressed interest in developing this relationship further. AIA will be asked to make a formal presentation to the full Board sometime next year.

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

a. Sosa-Carrillo House Update

AG has finished their review and routed the contract to Rio Nuevo for additional comments. Representatives of RN have recently experienced unexpected personal events, causing a delay of additional comments and availability for full review by the Board.

b. Marketing Initiatives

Annual Gift campaign launches in December: Theme: *Rebuilding Home Plate* (upcoming AHC Tempe exhibit on the Arizona Internment League).

Gift Shop initiative for December: 12/13-12/17. Discounts available online and in person at any of the AHS locations.

c. Board Orientation certifications and In-Kind/Volunteer Hours, Travel and Expenses documentation

AHS is working to match State expectations of compliance for board member orientations, and In-Kind/ Volunteer hours, travel and expenses documentation. The committee members were asked to report In-Kind/ Volunteer hours, travel and expenses monthly on the provided document moving forward. AHS is researching digital options for use in the near future. For 2022, Board members have been asked to submit estimates for their total time, expenses and travel.

A brief conversation about expectations and how to report current year's In-Kind hours, travel and expenses. The committee asked to be regularly prompted about monthly reporting of In-Kind hours, travel and expenses moving forward. Linda Whitaker let the committee know that they need to report 2022 In-Kind donations of time, travel and expenses by the end of December 2022. A question was asked about reporting annual estimates, fiscal year vs. calendar year? Linda stated that traditionally the In-Kind reporting was for the calendar year.

d. Strategic Plan review and update—Board engagement

Strategic Plan working group to start meeting regularly beginning next week. Dedicated drive is being created to store supporting and tracking documents, and real world data provided by AHS. Reports will be issued soon.

12. **Brief Executive Session** was called to review the financial report delays. Recording was stopped.

- a. Deborah Bateman voiced her ongoing concern about the delayed monthly reports. The committee supports AHS current financial team. Temporary staffing was suggested to provide additional assistance. While the delays are not due to lack of effort, backlogged reports must be brought up to date.

13. **Announcements**

- a. None

14. **Adjournment** –1:02 PM by Linda Whitaker

Dated this 30th day of November 2022

Arizona Historical Society



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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.

[December 19, 2022](#) - **Tentative Joint session with AHS State Board**

[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**