

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

May 26, 2023

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

Minutes

1. **Call to Order** – By President Linda Whitaker at 12:00 PM
2. **Roll Call** – Linda Whitaker
 - a. Present: Robert Ballard, Desirae Barquin, Deborah Bateman, DeNise Bauer, Wynne Brown, Colleen Byron, Kelly Corsette, Diane Drobka, Tom Foster, Bruce Gwynn, Gene Kunde, Richard Powers, Sherry Rampy, Greg Scott, Jim Snitzer, Linda Elliot Nelson, Linda Whitaker
 - b. Absent: Sharon Holnback, Valerie Welsh-Tahbo
 - c. Staff: Kaydi Forgia, David Breeckner, Rebekah Percival- Tabah, Venessa Fajardo, David Turpie, Rachel O’Hara, Kyle Morey, Kristen Rex, Salessia McGowan, Jose Rodriguez
3. **Minutes** - Discussion and action to approve the draft Minutes of the March 31, 2022, State Board meeting.
 - a. Motion by Deborah Bateman to approve minutes as submitted.
 - b. Seconded by Bruce Gwynn.
 - c. Approved unanimously.
4. **Call to the Public** – Linda Whitaker
 - a. Members of Public Present: NAPHS Representatives- Pat Loven, Cathy Shumard, Marilyn Hammarstrom, Janice Sgambelluri
 - i. Questions/comments regarding staffing in Flagstaff will be discussed in the Director’s report; Agenda Item 10 b i.
5. **Board Update** – Linda Whitaker and David Breeckner
 - a. Ileen Snoddy has submitted her Letter of Resignation from the AHS State Board, effective May 4, 2023. Robert Ballard has agreed to serve as Vice President in the interim and through AHS’ Election of Officers in September 2023.
 - b. Eric Flohr (Southern Chapter applicant) and Austin Kerr (Coconino applicant) continue to be advanced through the system. Boards & Commissions hopes to appoint them by early June.
6. **Committee Reports:** Finance Committee – Gene Kunde and David Breeckner

- a. FY24 draft budget
 - i. Discussion: David Breeckner highlighted the 4+% recurring increases for utilities and IT costs as well as deferred facilities maintenance other costs. Estimated deficit calculated at \$315,319. This will be covered by Operational Reserves. Richard Powers: What have other agencies done to offset costs? Can we explore local utility support through APS? Deborah Bateman: Post Covid, what is our real capacity to generate revenue?
 - b. **Action Item:** Approve the revised FY24 budget.
 - i. Discussion: This is an update to the FY24 budget submitted to the State on 9/1/22, reflecting FY22 performance and cost increases.
 - Motion on the floor by the Finance Committee to approve the revised FY24 budget.
 - Seconded- Wynne Brown
 - Unanimously Approved
 - c. A “real cost” FY25 draft budget is under discussion by the Finance Committee. It includes a \$1.45m appropriations request that includes increased allocations statewide for repairs/maintenance at all state properties. This is scheduled to be presented to Governor Hobbs’ team on 5/31/23. The resulting draft budget based on that meeting will be reviewed by the Finance and Executive Committees in June, with recommendations for action for a Board vote in July.
7. **Committee Reports:** Collections Review Committee (CRC) – Greg Scott and Rebekah Tabah
- a. No accessions/de-accessions for approval.
 - b. CRC will be updating its procedures to streamline and simplify the signature process on approved de-accessions. Moving to e-signatures to expedite the approval process.
8. **Committee Reports:** Outreach Committee – Sherry Rampy
- a. CHI membership – Next meeting, we will vote to add the “Provincial status” category to CHI membership. Open to qualifying CHI applicants who submit after the close of the January application cycle; this would grant access to services and communications, but not grants.
 - b. CHI grants – Applications are now available on the website. They open: 6/1/23 and close 7/15/23. Outreach Committee to vote in August, with a preliminary online Board vote before the month’s end and ratification at the September Board meeting. Notices and checks are issued in October. AHS has been recognized for its support by Grand Canyon & Sun City Historical Societies as well as the Irish Cultural Center.
 - c. Al Merito Award 50th Anniversary- Nominations open: 5/15/23; nominations close: 6/15/23. Outreach Committee to vote in July; State Board to review action item at July meeting. Al Merito Award to be

presented at the Annual Meeting – hybrid meeting at AHC Tempe on Friday, 9/29/23.

- i. Kelly Corsette offered to help with public relations/communications and congratulated the committee on work well done.

9. **Committee Reports: Nominating Committee** – Linda Whitaker

- a. Robert Ballard has agreed to serve as Committee Chair. Wynne Brown and Matt Hernando have agreed to serve. Each Board member will be contacted to gauge interest in running for office. Nominations will be ready for review in time for the July Board meeting.

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

a. Programs & Initiatives Schedule

- i. Additional support and time are required to ensure completion of current obligations and to plan/prioritize the next steps across all departments. This includes: financial controls (sub-funds, codes), policy documents/staff practices & procedures, archives digitization contracts, accessioning/management of existing collections, rental bookings, gift shop redesign, grants reconciliation, properties assessment & management, and staff vacancies.
- ii. New initiatives: Paused for 6 months (July-December 2024) so that the above concerns can be addressed.

b. Staffing

- i. Flagstaff: Education and other support staff have dates scheduled to open Flagstaff to the public across the summer weekends. Scheduled dates are: 6/1-4, 6/6-10, 6/13-15, 6/19-21, 6/24, 6/26-6/29, 7/13-15, 7/27-29.
 - Desirae Barquin, Marilyn Hammarstrom and Janice Sgambelluri asked about the fulltime Pioneer Museum posting. That position cannot be posted at this time. David Breeckner gave a brief overview of hiring policies and procedures. Monday, June 5th, David Breeckner has scheduled a meeting with NAPHS and Northern Chapter to discuss this in greater detail. Due to the concern, David was asked to share a summary of that meeting with the AHS Board, NAPHS and Northern Chapter members.
- ii. The Vice President of Marketing & Communications position has been posted. The position has been listed on AZ State Jobs and on the AHS Website, as well as other recruiting sites. Twenty applications have been received to date.
- iii. Interviews completed for AA3 Tempe position; offer pending. This position supports Front Desk, as well as Education, Membership, and Public Events.

c. Facilities

- i. Sosa Carrillo House - Escrow has closed on SCH, and all respective sale proceeds have been deposited into AHS Investment Fund: restricted accounts.
- ii. Yuma Campus
- iii. AHS is working with YCHS and regional/state partners to stabilize the Molina Block building for its future rehabilitation and use. This is planned through an NEH grant for \$364,400, which was submitted for consideration on 5/17/23. A determination will be made by December 2023, with a start date of March 2024.
 - The Jack B Mellon Mercantile, previously operated as a gift shop by YCHS, will be closing at the end of May. YCHS will return the building back to AHS for its use; AHS has plans to purchase the remaining inventory of the store, not to exceed \$10,000. This building will continue to serve as an AHS-operated gift shop, as well as provide space for staff offices and educational content/engagement.
 - Molina Block – Solicitations to Design-Build firms were sent at the end of April, with an anticipated close of submitted bids by the end of June. YCHS has received \$400,000 of the \$800,000 gift, to be applied to Phase 1 (Design). The donor has pledged to provide the remaining balance ahead of the start of Phase 2 (Build).
 - Sanguinetti House – updates to its Master Bedroom and front retail area are being planned.

11. **Strategic Plan** – David Breeckner

- a. This document is an update of the FY21-26 Strategic Plan. It provides revised overarching goals and individual efforts to grow/improve agency operations through FY26 (June 2026). It represents three iterations of review/feedback by the Director, a small committee of Board and staff, and solicited responses from Chapters and Support Groups. Wynne Brown asked if the Resilience Playbook was used to update the Strategic Plan. David Breeckner said that it informed thematic content for the plan.
- b. It was prepared from October 2022 through May 2023 Goals:
 - Make AHS the most trusted authority for Arizona's history.
 - Enhance AHS' capacity to collect, preserve, interpret, and disseminate Arizona's history.
 - Develop experiences that are meaningful and relevant to today's audiences.
 - Establish AHS as a strong, recognizable brand.
 - Enhance financial resources to advance AHS' mission and ensure long-term sustainability and growth.
 - Cultivate key partnerships across Arizona and beyond.
 - **Section 5: Specific Objective (pages 14-48)** serves as an internal tracking document to help maintain future compliance; this

section details individual/group assignments and roles to complete agency-wide objectives. **Board members are asked to review the “Person(s)” column in Section 5 carefully to understand their collective, agreed-to roles.**

- Deborah: please review Goal 5: Strategy 2 (p. 38) to see if it answers your questions on initiatives to increase revenue.
- Goal 5, Strategy 4 previously described the Capital Campaign. It has been updated to reflect possible fundraising initiatives (AHC Tempe annex; AHM Tucson museum).
- This finalized copy is provided to the State Board for its review and suggested amendments; an Action Item with a requested vote is planned at its July 28, 2023 meeting. **Please send in comments/suggestions to David no later than June 30.**

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

- a. Diane Drobka reported that she encouraged a resident of Greenlee County to apply for an opening on the Board. She also gifted a 1910 blacksmithing book to a local young blacksmith.
- b. Rebekah Tabah announced the Juneteenth celebration at the Arizona Heritage Center in Tempe on June 18 where the Governor, local officials/dignitaries and as many as 400 people are expected to attend.
- c. Richard Powers inquired about the Buildings and Properties Committee. David Breeckner will ensure that committee members receive the final FY 2022 CIP list as well as the FY 23 CIP list which will be submitted 6-30-23 so that they can plan their work.

Adjournment – Called by Linda Whitaker at 1:35 PM

Dated this 30th day of May 2023

Arizona Historical Society



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 hosted are live-streamed via Zoom

[July 24, 2023](#)

[August 28, 2023](#)

[September 25, 2023](#)

[October 23, 2023](#)

[November 27, 2023](#)

[December 25, 2023](#) *Tentative

Upcoming AHS Board Meetings: Noon and Virtual, unless announced otherwise

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[July 28, 2023](#)

[September 29, 2023](#)

[November 24, 2023](#)