

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

July 28, 2023

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

1. **Call to Order** – By President Linda Whitaker at 12:01pm.
2. **Roll Call** – President Linda Whitaker
 - a. Present: Linda Whitaker, Robert Ballard, Desirae Barquin, DeNise Bauer, Wynne Brown, Kelly Corsette, Linda Elliott-Nelson, Tom Foster, Bruce Gwynn, Sharon Holnback, Richard Powers, Jim Snitzer, Matt Hernando, Gene Kunde, Diane Drobka
 - b. Absent: Deborah Bateman, Sherry Rampy, Greg Scott, Valerie Welsh-Tahbo, Colleen Byron
 - c. Staff: David Breeckner, Kaydi Forgia, Rebekah Tabah, Melba Davis, Jose Rodriguez, Kyle Morey, Jace Dostal, Nikky D’Anzi, Kristen Rex, David Turpie, Liz Kapp, Nathan Samoriski, Angel Villasenor, Perri Pyle,
3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the May 26, 2023, State Board meeting.
 - a. Motion by Wynne Brown to approve minutes as submitted.
 - b. Seconded by Richard Powers.
 - c. Approved unanimously.
4. **Call to the Public** – Linda Whitaker
 - a. Members of the Public present: Catherine Shumard, Douglas Sydnor, Ron Peters, Brandon Benzing, James Trahan
 - i. Catherine Shumard declined to speak.
 - ii. Doug Sydnor et al. were guests who had been invited to speak on Item 12: Arizona Architecture Foundation.
5. **Friends of AHS, Inc** – Bruce Gwynn
 - a. The FAHS board met on 7/26/23 to discuss the continuing need and possible future operations of the organization. There is consensus to continue; FAHS’ status as a private 501(c)3 organization that supports AHS by providing stewardship for private donations.
 - b. AHS Board members will not be permitted to serve on the FAHS board. The AHS Executive Director will serve as an ex-officio member and AHS-FAHS liaison. The standing Board size will be grown to 5-6 members, and meetings will be at least quarterly.
 - c. It is not a fundraising organization. Its purpose is to manage donations given to FAHS for the purposes of supporting AHS and to ensure that restricted funds are managed appropriately.

- d. FAHS has added a new Board member and Treasurer: Shara Whitehead; they have ample finance and NPO experience.
 - e. FAHS has begun to update its bylaws to reflect these changes to its Board structure.
 - f. Bruce Gwynn will resign as President, pending appointment of a new president. Norma Jean Coulter has offered to work with Bruce as co-Interim President.
 - g. Diane Drobka suggested FAHS could support AHS in its Gubernatorial Outreach efforts. Bruce Gwynn agreed, stating that FAHS' purpose is to support AHS.
6. **Strategic Plan** – David Breeckner
- a. This document underwent ample review, including a “small committee” of AHS Board and staff in November and December 2022, a full review by Board, staff, and members of the community in the spring 2023, and a final review by Board and staff in June 2023. Section 6: Resources Needed was a new addition to the June 2023 draft, reflecting comments from the Board.
 - b. This document serves as a shared “covenant” by all AHS staff and Board on the direction and allocation of work and priorities through FY26.
 - i. Diane Drobka asked if the dates of this document, since it is so substantive a change to the old Strategic Plan, should be changed to be a new 5-year plan starting in FY24.
 - ii. David Breeckner responded that interim updates to Strategic Plans are procedural. The major rewrites in the FY24 interim update are atypical but required, given industry- and nation-wide changes, post-COVID, since FY21. While substantive, keeping it as an interim update provides continuity to the original FY21-26 plan, establishes accountability, and allows for a proper 5-year closeout.
 - iii. Linda Whitaker added that this continuity and documentation are the sort of materials to be reviewed by the 2023 Sunset Audit.
 - c. **Action Item:** To approve the final draft of the 2021-2026 Strategic Plan as previously circulated to the Board.
 - i. Motion by Linda Elliot-Nelson to approve.
 - ii. Seconded by Tom Foster.
 - iii. Approved unanimously.
7. **Finance Committee** – David Breeckner, Gene Kunde
- a. FY23 EOD report: June 2023 report shows Revenue at 100.38% and Expenses at 86.25% realization. Total revenue grew \$16,617.72 above projections, but “mainstay” revenue streams (e.g. admissions) underperformed. Expenses were \$625,143.57 less than anticipated. This is owed largely to savings from staff vacancies.
 - i. Only about \$6,000 from appropriated funds were still in-process in the procurement portal at EOY on June 30, which is an agency all-time low. Surplus funds from FY23 comprise non-appropriated funds and can carry over. At present, savings will be directed to the AHS operational reserves; their proposed use will be taken up at the August Finance Committee meeting.

- b. David Breeckner relayed two separate and recent communications (Risk Management assessment and Dude Ranch Legislation) are currently being analyzed for their potential impact to the FY24 and FY25 budgets.
 - c. FY25 CIP submitted. Total request: \$70.517m in requested repairs, improvements, and proposed new construction at AHC Tempe and AHM Tucson. A follow-up meeting with ADOA is scheduled on Tuesday, August 1.
 - d. **Action Item:** To approve “real cost” budget that includes a \$1.45m appropriations request.
 - i. Discussion by David Breeckner that meetings with the Governor’s office indicated that the burden rests with AHS and its Board to affirm Legislative support for this request.
 - ii. Motion by Richard Powers to approve.
 - iii. Seconded by Wynne Brown.
 - iv. Approved unanimously.
8. **Outreach Committee** – Sherry Rampy/Tom Foster
- a. Sherry Rampy was unable to attend. Tom Foster spoke on the Committee’s behalf.
 - i. The public recommendations for 2023’s AI Merito candidates were received and reviewed by the Outreach Committee. The AI Merito awards consist of two categories: individuals and organizations. This year, 4 candidates are recommended by the Committee for a vote. 2 individual and 2 organization awards are available for 2023. The slate of candidates for both award categories has been submitted for the Board’s approval.
 - b. **Action Item:** To approve the candidate(s) for the AI Merito Award at the Annual Meeting. A virtual poll will be distributed to the Board in late August as a preliminary vote and then ratified through a formal action item at the September 29 Board meeting.
 - i. Motion by Tom Foster to approve.
 - ii. Seconded by Matt Hernando.
 - iii. Approved unanimously.
9. **Buildings and Properties Committee** – DeNise Bauer, Richard Powers, Matt Hernando
- a. The list of proposed committee duties has been submitted by Richard Powers for consideration as a change to the AHS Policies.
 - b. **Action Item:** To approve the proposed changes to Policy 9.6 (Property and Building Committee) in the [AHS State Policies](#).
 - a. The Property and Building Committee provides the Board with recommendations on matters relating to all real property of the AHS, including the following:
 - Provide oversight and support to AHS staff in managing AHS properties.
 - Recommend action regarding property acquisition and disposition.

- Review staff recommendations for renovation, repair, and improvements priority list.
- Review facilities annual budget and make recommendations as needed.
- Participate in determine new construction and site selection.
- Review architectural plans for proposed new construction and major modifications.
- Review and recommend to State Board the annual Capital Improvement Plan (CIP) projects.
- Monitor CIP progress on major repairs (via Procore and staff reports).
- Help to determine CIP priorities.
- Review condition assessment and evaluation reports on facilities.
- Review monthly activity reports on maintenance activities.
- Conduct a minimum of 4 committee meetings, with more added as required.
- Present committee updates at regular State Board meetings.

- i. Motion by Robert Ballard to approve.
- ii. Seconded by Diane Drobka.
- iii. Discussion with edits:

a. The Property and Building Committee provides the Board with recommendations on matters relating to all real property of the AHS, including the following:

- Conduct a minimum of 4 quarterly committee meetings, with more added as needed.
- Collaborate and support AHS staff in managing AHS properties.
- Recommend action regarding property acquisition and disposition.
- Review staff recommendations for renovation, repair, and improvements priority list.
- In accordance with AHS Finance reporting, review quarterly status of facilities annual budget and make recommendations as needed.
- Participate in determination of new construction and site selection, including review of architectural plans.
- Help to determine Capital Improvement Plan (CIP) priorities.
- Review annual CIP projects with staff prior to submission and share results with the State Board.
- Monitor CIP progress on major repairs via State-generated and staff reports.

- Review **quarterly** condition assessment and evaluation reports on facilities.
 - Review **quarterly** activity reports on maintenance activities.
 - Present committee updates at regular State Board meetings.
- iv. Changes accepted by Robert Ballard.
 - v. Approved unanimously.

10. Collections Committee – Greg Scott, Rebekah Tabah

- a. The Collections Committee held its quarterly meeting and has provided a packet of recommended collections items for deaccessioning. Deaccessioned items will be first offered for transfer to other museums, original donors, or for educational purposes, then placed at auction, or finally subject to witnessed destruction in cases of extreme degradation/loss.
- b. **Action Item:** To approve deaccession of the items as submitted.
 - i. Motion by Bruce Gwynn to approve.
 - ii. Seconded by Wynne Brown.
 - iii. Diane Drobka asked for additional details about a specific deaccession: a wooden guitar. This item was returned to the donor; AHS is now in compliance.
 - iv. Diane Drobka asked for clarification on the auction process. Rebekah Tabah clarified that AHS uses multiple auction houses to seek the best venue for specific items or groups. All proceeds go directly back to continuing Collections care.
 - v. Approved unanimously.

11. Nominations Committee – Robert Ballard

- a. The Committee received a full response from all Board members. It has presented a Slate of Candidates for the Board’s approval.
 - i. President: Linda Elliott-Nelson
 - ii. Vice President: Linda Whitaker, DeNise Bauer
 - iii. Secretary: Deborah Bateman, Colleen Byron
 - iv. Treasurer: Gene Kunde
- b. Linda Whitaker requested that the Slate document be updated with standardized formatting, and then posted to the AHS website.
- c. **Action Item:** To approve the Slate for a vote at the annual meeting.
 - i. Motion by Kelly Corsette to approve.
 - ii. Seconded by Matthew Hernando.
 - iii. Approved unanimously.

12. Arizona Architecture Foundation – David Breeckner, Rebekah Tabah, Doug Sydnor

- a. David Breeckner introduced Doug Sydnor, Ron Peters, Brandon Benzing, and James Trahan from the Arizona Architecture Foundation (AAF).
- b. There is no currently available archival storage to support the long-term care and access to vital architectural records from across Arizona. AHS has a shared statement of support with the AAF to serve as the future repository for these records.

- c. AHS and the AAF have formed a 6-member committee to explore a 14,000 sq ft expansion to the AHC Tempe facility (with another 1,500 in renovations to existing facilities) to support new archival storage and access. It considered six potential sites for the new construction, but has refined this to three key areas for development.
 - i. Second floor expansion over the north loading dock.
 - ii. Second floor expansion over Observation Point to the SE.
 - iii. Third floor expansion over the existing building. This may be self-excluding due to existing building height restrictions, and is being investigated.
- d. Estimated costs are \$700-800 per square foot, with a total project cost of \$15,295,000. A funding request for the full amount was included in the FY25 CIP request. AAF provided AHS supporting materials for the submission.
- e. Diane Drobka and Wynne Brown asked if rooftop solar or water collection had been considered. Doug Sydnor answered that solar could be considered, but had not been considered at this time; water collection was unlikely due to the existing roof structure.
- f. Linda Whitaker asked about the potential impact and future planning for HVAC with this new construction. Doug Sydnor answered that the new addition would, at least, be standalone in its care of the architectural archives. A possible tie-in to existing HVAC had not yet been considered, but would be reviewed in the final Master Plan. David Breeckner and Rebekah Tabah added that AHS archives staff have been working with AAF to define archival needs and standards.
- g. Diane Drobka asked if the new construction could be designed to reference or evoke another, lost historic building. David Breeckner and Doug Sydnor answered that final design will depend on the final determination on an area for construction. The existing facility is an award-winning design from a national design competition; new expansions should be respectful of this original design.
- h. James Trahan is leading AAF's efforts to support the design, planning, and budgeting for proposed construction.

13. Director's Update – David Breeckner

- a. The Director's Report that was distributed was a quarterly report which featured EOY performance results for FY23. David Breeckner highlighted visitor count numbers and the impact of public programs.
 - i. Diane Drobka asked about the possibility of reducing museum hours to accommodate for low overall visitation (less than 10 per day).
 - 1. David Breeckner answered that seasonal trends result in varying performance at different locations (e.g. students at UA in Tucson). Flagstaff and Yuma facilities have reduced winter and summer hours (respectively). Consideration of reduced hours at Tempe or Tucson could be addressed late in preparation for summer 2024.

- ii. AHS is planning an increase to membership rates in February 2024. This is AHS' first increase since 2005, is comparable to other state and national historical organizations, and addresses increases to AHS' own production costs for the *Journal of Arizona History*. The increase is \$15 across membership levels, but members may keep their current rates by selecting a digital-only membership. Two new membership levels will be added: a President's Circle and Lifetime Membership. New perks of membership will be created and advertised. Advanced notices will go out to the membership across the fall, with a final "lock in for one more year" deal in December.
 - 1. This will likely negatively impact the number of total memberships, but is anticipated to actually increase total revenue from memberships.
 - 2. Increases to membership rates require a Board vote, and will be presented at either the September or November Board meeting. Linda Whitaker added that this requires 30 days posting notice ahead of the meeting.
- b. 2023 Sunset Review
- c. Board Appointments
 - i. Boards & Commissions reported that they are preparing the Senate packet for Eric Flor. They decided not to forward Austin Kerr's application at this time.
 - ii. Diane Drobka asked about the status of a candidate that she had directed toward the Boards & Commissions application. David Breeckner and Linda Whitaker responded that no status had yet been shared; Diane Drobka offered to check back with the candidate and share their status with David Breeckner for his follow-up with B&C.
- d. 2023 Employee Engagement Survey
 - i. An employee satisfaction survey was conducted in May by the State of Arizona as part of an annual state-wide review. AHS leadership provided additional, agency-specific questions to be answered along those shared across all state agencies.
 - ii. 35 of 39 staff responded, with 11 written comments submitted.
 - iii. Results showed no significant changes between those favorably or negatively inclined across questions shared between 2022 and 2023. However, the ratio between "strongly feel" and "somewhat feel" in either direction grew to be more heavily aligned with "strongly feel" extremes in both favorable and unfavorable responses.
 - iv. Responses indicate concerns over financial and personal valuation of the work being done; recognition (or lack thereof) of staff expertise, contributions, and/or sacrifices; overloading of duties and projects; and

a lack of clear understanding on their place or role in the agency's overall direction and/or goals.

- v. A staff retreat is being planned for the end of August. This will be an agency-wide event which will see all facilities closed and staff transported to a central location (AHC Tempe) for a day of teambuilding, development, and relaxation. It will be externally-organized so that all staff may participate equally.
- e. Hires/Departures
 - i. Nikky D'Anzi was introduced to the Board as AHS' newest hire based in Tempe, and expressed her enthusiasm to work with the Board at AHS.
 - ii. Carole McQueen has retired from the position of VP of Finance. The position is with State Recruitment and is in the process of being posted. AHS is working with ADOA to expand its shared services agreement with CSB to provide immediate coverage and support services, with a focus on ensuring continuity of signature authority.
 - iii. Debbie McKinion is no longer with the agency. Her position as Business Development Manager will be rewritten as Rentals Coordinator and then posted. In the meanwhile, a plan is in place amongst staff to support coverage of this position's duties with current and requested facility rentals. New requests should be directed to confirmation@azhs.gov
 - iv. Other staff vacancies and hirings covered in the Director's Report.
- f. Staff Organizational Chart
 - i. A copy of the Staff Organizational Chart was shared with the Board. David Breeckner outlined the different departments and their reporting structure. This review also addressed staffing vacancies and outstanding needs within specific departments (e.g. Education). He added that the format of this chart was in the process of being cleaned for accessibility, and that several upcoming hires may change elements of the future reporting structure.
 1. Wynne Brown asked for clarification on the string of numbers and titles attached to each position. David Breeckner answered that they refer to position numbers and align with the State's reporting requirements. A cleaner copy is being developed for internal use.
 2. Diane Drobka asked about the reporting structure on page one, surrounding the relationship between the Governor, AHS Board, and Executive Director, and its impact on the Board's individual and collective gubernatorial outreach efforts. David Breeckner

responded that AHS has two registered public lobbyists – David Breeckner and Rebekah Tabah. As private citizens in support of the agency and in support of Board-approved outreach, Board members may contact elected leaders. Care should be taken to avoid misuse of their position as Board members.

- g. Annual Report, Annual Meeting
 - i. The Annual Meeting is scheduled for Friday, September 29 at AHC Tempe. It will be a hybrid meeting, for online attendance. The meeting has been moved to a later hour, running from 2:30-4pm with a reception from 4-6pm. All AHS facilities will be closing for the day so staff may attend the Annual Meeting. All Board members are invited to attend and meet AHS' full staff.
 - ii. 2024 is the 50th year of the AI Merito awards. The year's theme is "Legacy in History." Governor Hobbs has been invited to serve as the keynote speaker, referencing Governor Williams as speaker for the first AI Merito awards.
- h. HB2145: Dude Ranch Initiative
 - i. Newly-approved legislation has added a new activity to the agency's mission. Per amended statute, AHS will work with State Parks to design and install historic markers for approved historic dude ranches. AHS had provided written feedback, specifically pertaining to funding, but this was not incorporated.
 - ii. State Parks will oversee review and approval of applications from qualifying dude ranches. No system is yet in place to facilitate applications. AHS is waiting on a response from State Parks to coordinate planning.
 - iii. There are a limited number of qualifying dude ranches in the State (less than 20) and this number is not expected to grow.
 - iv. Historic markers are not unfamiliar to AHS. Until 2015, AHS ran a Historic Site Marker program. This can be an opportunity for marketing and outreach.
 - 1. Diane Drobka suggested this be considered a future theme for the *JAH*.
 - v. This represents an unfunded mandate, but AHS has been advised by the Attorney General's office that this cost can be deferred until FY25 due to its passage after AHS' FY24 budget was already allocated and approved.
 - vi. The bill's proponent, Rep. Dunn, may be considered a future ally for development and sits on the COR which oversees AHS' Sunset Review.

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

- a. Linda Whitaker notified the Board that all Board members will soon receive a request to complete LAW-2000 state training. This is required for all Board members. It is a relatively short and easy training, but does feature a test at

the end. Completion by August 29, in advance of the Sunset Review submission date, is required.

Adjournment – Called by Linda Whitaker at 2:10pm.

Dated on this 31st day of July 2023.

Arizona Historical Society



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.

Upcoming State Board Meetings

Noon and Virtual unless announced otherwise

Click the date to register for the meeting; all meetings are hosted are live-streamed via Zoom

[September 29, 2023](#) — Annual AHS Member Meeting

[November 24, 2023](#)