

**DRAFT – Meeting Minutes of the
Finance Committee of the
Board of Directors of the
Arizona Historical Society**

November 21, 2023

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

Agenda

1. Call to Order – Treasurer Linda Whitaker 9:02am

Linda Whitaker, the Treasurer, called the meeting to order and conducted a roll call of the attendees.

2. Roll Call – Linda Whitaker

- a. Members: Linda Whitaker , Eric Flohr, Bruce Gwynn, James Snitzer, Sandy Navarrete
- b. Staff: Vincent Bradley, Melba Davis, David Breeckner

3. Minutes – Discussion and action, if any, to approve the draft Minutes of the October 17, 2023 Finance Committee meeting.

Linda Whitaker mentioned that the minutes from the previous meeting had been circulated for review. No corrections, errors, or omissions were reported. Sandy Navarrete motioned to approve the minutes, which was seconded by Jim Snitzer.

4. Call to the Public – no members of the public present

5. AHS Financial Overview – Vincent Bradley

Linda Whitaker expressed appreciation for the monthly reports, noting that they provided more information and were more up-to-date compared to previous reports.

- a. Review of monthly financial reports

Vince began discussing Line 82, Object 7232- Interest On Overdue Payments- \$ 25,830.00 . He shared a report for fiscal year 2024, specifically for October. He mentioned that the year-to-date information was accurate as of November 15th, which was in the middle of the month.

Vince highlighted a payment of \$25,830 that was posted as an overdue payment. He explained that it was the payment for missing the 990 last year, and it was paid in October, which was why it appeared in the report for the first time. The payment was deducted from the general fund, but there were plans to reallocate funds from reserves to cover it.

Linda Whitaker clarified with David that he had the authority to reallocate and manage funds from the budgeted amounts. David confirmed this and mentioned that there were reserves available to cover the payment. He assured the committee that the investment funds would be discussed later.

The discussion also touches on personnel expenses, which are currently 5% lower than expected due to shortages. Revenue numbers are lagging behind, with publications and reproductions being the only area overachieving. Other revenue-generating areas are either close to or slightly under expectations. However, overall expenses have been managed well, resulting in under-spending. The conversation mentions that rental income is above expectations, with \$163,000 out of the budgeted \$350,000 generated so far.

Rental process to continue to be systematized with improvements in tools and materials. Eric Flohr asks about the impact of the museum and library being closed for the next two months on the revenue projections. Vincent Bradley responded by stating that there will be a moderate impact on sales and admissions during the months of late November, December, and early January, which are typically slower months. However, the projections and budget for the year do not include the shutdown, as it was not planned at the beginning of the year or last year. The goal is to make up for the reduced revenue by being more productive and taking full advantage of the months when the museum can operate at full capacity. David Breekner reports 11 rental bookings for the next two months, which will generate revenue. Additionally, they will continue to pursue visitation for duplication and reproduction services, work with members through the annual gift campaign, and provide virtual services for research inquiries. David mentions that the annual gift campaign brought in about \$19,000 in revenue last year.

Vincent Bradley also informed the group that they have received the second installment of appropriation funds in October, amounting to \$688,000.

FY23 990 has been filed for an extension for six months. Goal is to have it completed by the end of the calendar year.

Risk Management was deducted prior to appropriations. Vincent Bradley points out that they had budgeted \$300,000 for insurance but have only spent \$50,000 so far Risk Management expenses were accounted for before the budget was loaded. There is a question about whether the allocated amount needs to be adjusted. There will be an update regarding this budgeted money for the next meeting.

Deficit Budget 484007.70 after crosswalk. Revenue and Expenditure have us running with a smaller deficit number possibility. \$442,322 to cover deficits was previously approved by the Board.

Discussion of retention bonuses (\$59,600 previously approved by the Executive Committee: 28

staff potentially benefit for a max of 5% of salary. Retention incentive to be paid out quarterly for 6 months. Requirements to receive the bonus, staff must be employed for 6 months and a job performance score of 2.0 or higher.

Reviewed portion of Ex-Com presentation, including overtime and vacancies. Recent history of Revenue (including grants) and Expenditures (savings via vacancies) and by location.

Vince continues to study the restructured AFIS systems to allow for better tracking of funds by AHS geographical location and department.

Bruce shared that YCHS is looking to do a lease to open the SHM and in the long term transfer of ownership. Linda stated that the possibility of regional sustainability is a real achievement and a win-win for Yuma and the State of Arizona.. This could allow for the reallocation of the monies designated for Yuma to other aspects of the agency.

6. Decreasing Utility Costs

Linda reported that there is little interest from utility companies to allow 501 3 cs to explore advertising as a way to decrease costs. Solar is still an option and will require further research. Tempe is the only likely candidate for location.

7. Arizona Corporation Commission

Vince reports any corporation including 501c3s needs to register with the ACC. However, as a state agency our funds are managed by the State of Arizona. David reports that we have never been prohibited from applying for any grants due to this filing.

8. Announcements and other matters for consideration in future Board or Committee meetings.

David encourages everyone to attend the State Board meeting on Monday for the discussion on Yuma updates.

Still waiting on feedback from Sunset Review.

9. Adjournment – Linda Whitaker (10:17)

Dated this 21st day of November 2023

Arizona Historical Society

Linda Whitaker

Linda Whitaker, Treasurer

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Finance Committee Schedule: 9:00 a.m. and Virtual unless announced otherwise

Click the date to register for the meeting

All meetings are hosted live-streamed via Zoom

[December 19, 2023](#)