

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

**October 23, 2023**

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

**Minutes**

- 1. Call to Order** – By President Linda Elliott-Nelson 12:02 pm.
- 2. Roll Call** – President Linda Elliott-Nelson
  - a. Present – Robert Ballard, Desirae Barquin, DeNise Bauer, Linda Elliott-Nelson, Thomas Foster, Linda Whitaker
  - b. Absent – Deborah Bateman, James Snitzer
  - c. Staff – David Breeckner, Vince Bradley
  - d. Guest – Sherry Rampy, Chair Outreach Committee
- 3. Minutes** - Discussion and action, if any, to approve the draft Minutes of the August 28, 2023, Executive Committee meeting.
  - a. Motion to approve minutes of August 28, 2023 as submitted unanimously approved. (Robert Ballard, Linda Whitaker). The September 25, 2023 meeting had been cancelled.
- 4. Call to the Public** – Linda Elliott-Nelson
  - a. No members of the public present.
- 5. Discussion: Board and Committee Agendas and Minutes.**
  - a. David Breeckner shared that with the current 28% staff vacancy and the time constraints of 24 hours prior to meeting agenda posting and 72 hours after meeting minutes posting that there is an extremely thin line to meet agenda and minutes timing. Sherry Rampy said that she could help out to prepare the agenda and minutes for the Outreach Committee to lighten the workload. Sheery asked if the meetings are recorded and if there is access to the recording? David Breeckner replied that yes, AHS can provide templates and recordings. Linda Whitaker stated that there is a funded, dedicated position for board maintenance through KD Forgia. Linda Whitaker also noted that she had been working with Vince Bradley to turn around the minutes from the Finance Committee rapidly. Vince noted that the minutes had been finished and that KD Forgia wanted David Breeckner to review first. Vince

advised that he has drafted an email to send these out; however, AHS currently does not have Internet access and this has been delayed. David Breeckner noted that AHS has been printing transcript logs until the formal minutes are done. KD Forgia has taken on other duties due to staff vacancies and is running rental facilities in Tempe. Linda Whitaker noted that the agenda had been done for the 9/25/23 Executive Committee meeting, but since the information had not been received, this meeting had been cancelled and asked why the 9/25/23 agenda was posted on the AHS website. David Breeckner noted that the 9/25/23 Executive Committee Meeting agenda had been done on 9/19/23. Linda Whitaker shared that the transcript logs are hard to read and extracting information takes time. Desirae Barquin shared that she manages boards in her professional capacity and expressed concern that AHS should be cautious with transcripts that are posted; this could open the AHS board to liability. The preparation for minutes takes time, and this is a volunteer board. There needs to be consistency in the minutes. Linda Elliott-Nelson posted Deborah Bateman's comments to this situation on the chat that expressed Deborah's concern about taking minutes since she had been told prior to the board officer election that this duty was done by an AHS staff member. Robert Ballard expressed concern of additional duties in taking minutes as a strain. Desirae Barquin said that services are available that can take minutes, but that the cost may not be worth it and there is a benefit to knowing the organization. There is software available, but Desirae shared that the information still needs to be edited at a high level. Linda Whitaker observed that minutes are a board function and most committees require the help and added that she thought there was an AHS staff person interested in doing the minutes. David Breeckner shared that Todd had shown interest and added that the events taking place at AHS were extensive at present and required staff's attention. Vince Bradley added that there should be two more weeks of wall-to-wall events, then the events should be spaced out better. It appeared that there is more concern from board members regarding taking the minutes of meetings. More research will be done on options to covering the minutes and reported at the November Executive Committee meeting.

## **6. Status of Board Appointments – David Breeckner**

- a. Eric Flore is the newest board member and will go through board orientation on 10/27/23. The Governor's Boards and Commissions area is placing current board members on a holdover status. The last date for Matt Hernandez and Diane Drobka on the AHS Board will be 12/6/23.

## **7. Finance Committee – Linda Whitaker, David Breeckner**

- a. Linda Whitaker shared that the Finance Committee met on 10/17/23 and the minutes will be posted. Linda observed that Vince Bradley is mirroring and extracting data to add to the financial reports to be reviewed by the AHS Board. David Breeckner reported the non-operational funds are at \$4.489 million as of 10/1/23, which is a slight increase from the previous month. Linda Whitaker brought up the \$25K fine paid for the delay in completing the 501(c)3 form. David Breeckner shared that this

fine was from AHS being over 3 months late in submitting this form. This delay was not brought to AHS leadership until April 2023 and was resolved as quickly as possible. The IRS fine was \$500/day and the fine was paid out of reserves. David noted that this situation is being overseen directly so that it does not happen again.

**8. Outreach Committee – Sherry Rampy**

- a. Sherry Rampy shared that the al Merito awards went well at the AHS annual meeting. She noted that in the past, AHS had more of these awards. Sherry shared that there is an interest in recognizing more of the small institutions that are often overlooked. There is disappointment that the grant budget was reduced and sees the need to increase knowledge through advocacy and outreach, especially to the state legislature so that there is more recognition of the value of AHS. Sherry added that AHS could provide cookies in the AHS shape to state legislators to help with recognition of AHS at the legislative level and of AHS Certified Historic Institutions (CHI). Vince asked if AHS has a Development Committee with the specific function to look for ways to support AHS financially. Board members could bring in their networks and contacts to share the excitement of AHS.

**9. Buildings and Properties Committee – DeNise Bauer**

- a. Denise Bauer shared that there are issues with reaching quorum on this committee and that the committee would like to welcome Kelly Corsette to their group. There are two major construction projects coming up.

**10. Collections Committee – no meeting has been held**

**11. Nominations Committee – Robert Ballard**

- a. Robert Ballard reported that at the annual meeting, there was a last-minute write in candidate for the Treasurer position. There was a successful election of Board members.

**12. Board Update – David Breeckner**

**a. Status of hires/departures**

- i. David Breeckner reported that there is a 26% staff vacancy with 3 resignations recently that are financially driven. Staff can obtain jobs that pay 20% to 50% more than their AHS positions. AHS pays around 25% lower than other state agencies. AHS is trying to cut back with non-essential activities given the lack of current staff. There are only 2 educators since the educator for Tempe has left. There are closures at the Pioneer Museum and a vacancy in Yuma. Positions have been open and unfilled for 9-12 months. Linda Whitaker questioned the need for a CFO since AHS is a small agency and asked if this position could be an accountant. Vince Bradley shared that the AHS Executive Leadership Team has discussed adding an

accountant and said that he is currently at capacity.

**b. Facilities update and new construction.**

- i. David Breeckner shared that there are continued conversations and visit regarding CIPs; Bill Ponder is working on this area. There is a site walk scheduled for 3 potential sites. The Arizona Architects Association has consulted with Bill Ponder on the needs for this site.

**c. FY2025 Budget Update**

- i. David Breeckner shared that the FY25 budget has been submitted as well as follow-up to questions. Linda Whitaker expressed concerns about deficiencies in salaries and staff retention. David Breeckner observed that the response has been that support is needed from the state legislature. There is a \$400M deficit for this year's state budget and for the following year. There are strong talks with the AHS Finance Committee regarding areas of coverage. While AHS is pushing for budget increases, they are also looking at potential cuts. David Breeckner observed that there will be more 1-on-1 conversations with AHS Board members and in November there will be more concrete discussions on the AHS plan.

**13. Announcements** – no announcements

**14. Closed session** unanimously approved by the Executive Committee (Linda Whitaker, Robert Ballard) as of 1:15 pm

**15.** Adjournment by Linda Elliott-Nelson at 1:41 pm.

Dated this 23<sup>rd</sup> day of October 2023.

Arizona Historical Society

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Linda Elliott-Nelson, Board President

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Upcoming Executive Committee Meetings

Noon and Virtual unless announced otherwise

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

[November 27, 2023](#)

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

[November 24, 2023](#)