

**Minutes of the Executive Committee of the Board of Directors of
the Arizona Historical Society
October 16, 2019**

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

1. Call to Order - Chair, Voie Coy

Meeting was called to order at 2:04 p.m. at the Arizona Heritage Center 1300 N. College Ave. Tempe.

2. Roll call (quorum)- Chair, Voie Coy

Present in person – Voie Coy, Michael Wade

Present virtually - Linda Whitaker, Tom Foster, Bruce Gwynn, Robert Ballard, Meredith Peabody, Kelly Corsette

Absent – Jeff Horwitz

Staff present - James Burns

3. Call to the Public-Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance. Presentations will be limited to five minutes. Action taken as a result of public comment will be limited to directing staff to study the rescheduling of the matter for further consideration and decision at a later date.

No members of the public were present.

4. Discussion and action, if any, to approve the minutes of the July 29, 2019 Executive Committee meeting.

Gwynn moved that the minutes be approved as circulated; Whitaker seconded; all approved.

5. Discussion and action, if any, on Executive Director's evaluation.

Coy asked that agenda item 5 be discussed later with agenda item 7.

Linda Whitaker, Robert Ballard, and James Burns sent Voie Coy samples of executive director evaluation instruments. Coy stated that the committee needs to come up with a process for evaluating the executive director as this has not been done consistently with previous directors. Whitaker indicated that there are expectations in existing policies about what the executive director should and should not be doing. Whitaker recommended developing a tool to conduct the evaluation. Wade recommended keeping it simple. Whitaker suggested choosing an instrument and taking it for a test drive and then tweaking the form as necessary. Peabody recommended giving the Executive Director criteria and asking for a self-evaluation including a narrative and back-up information as necessary. The committee should then look at the criteria and adjust as necessary.

Burns was asked to send a draft of criteria for various ends to the executive committee to review by November 1, 2019.

Coy recommended a sub-committee of the executive committee going forward to work with the Executive Director to set up a process for evaluation that is easily understood and that provides for better direction.

6. Discussion and action, if any, on proposed procedures for policies to be submitted to the board.

Coy asked Corsette if he had any additional comments. Corsette said a draft policy was was sent to the Governance Committee. They made some slight adjustments. He feels comfortable with it. Burns confirmed that the policy draft was sent out to the board on October 15 to ensure compliance with the bylaws. Discussion and action can be taken at the October 25 meeting in Wickenburg.

7. Discussion and action, if any, regarding employee engagement survey.

The committee went into executive session at 2:16 p.m. to discuss personnel matters.

Executive session ended at 2:48 p.m.

Ballard, Gwynn, Wade, and Corsette commented on the information relating to employee satisfaction presented by Dr. Burns. Corsette noted that it was a fair and balanced report. The Committee directed that it be distributed to the entire board in the September senior leadership report.

Coy asked for items to be placed on the agenda for the October 25 board meeting. Recommendations were made and Burns was directed to draft the agenda.

Adjournment.

Executive Committee, Arizona Historical Society

Dr. Voie Coy, Chair _____

Dated this ___10/18/19_____

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