

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

Monday, March 22, 2021, at 12:00 p.m.

1. **Call to Order** – President Linda Whitaker

Meeting called to order at 12:06 p.m.

2. **Roll Call** – Linda Whitaker

Committee members present: Linda Whitaker, Tom Foster, Robert Ballard, Jim Snitzer, Colleen Byron, Kelly Corsette (left meeting early)

Committee members absent: Bruce Gwynn (arrived late)

Board members present: Ileen Snoddy, Vance Bryce

3. **Minutes** - Discussion and action, if any, to approve the draft Minutes of the March 1, 2021, Executive Committee meeting.

Snitzer moved to approve the minutes as submitted; Byron seconded. All voted to approve the minutes as submitted.

4. **Call to the Public** – Consideration and discussion of comments from the public. Members of the public wishing to address the Committee should identify their interest at this time via the chat box. Those wishing to address an item on the agenda will be called upon when that item is being discussed and given up to five minutes. Those wishing to address an item not on the agenda will be allowed up to three minutes. Such items may not be discussed by the Committee but may be directed to Staff for study and consideration at a later date.

No members of the public were present.

5. **Board Appointments** – Discussion about the role of the AHS Board and the Governor's Office Boards & Commissions. Presentation by Boards & Commissions at April 16, 2021 Board meeting. – Whitaker

Discussion occurred about recent information regarding board appointments. This is an important topic, and it should be discussed at the next full board meeting. Byron asked if any of the Executive Committee members had seen the materials circulated. Various members recalled a lot of work was done in the 2015-2017 timeframe, but could not say when the Transitional Guidelines were last used or referred to. Snitzer asked how the process is working now: Applicants can be recruited by any Board member or they can be self-directed. Governor's Office of Boards & Commissions tracks vacancies and adheres to State statutes. They communicate directly with Chapters for them to submit names. All applicants must submit applications through the Boards and Commissions portal before they can be fully vetted and interviewed. Boards and Commissions staff then determine a

final list to submit to the Governor. The process for Governor-appointed Boards & Commissions is public. There were 16 vacancies in July 2020; 11 new board members have been appointed, and four board members were reappointed. For all Boards and Commissions, the Administrative Register, published every 6 months, shows the physical address and website, Director's name, contact information, duties, names of current members with their term expiration dates, and the authority that established the board.

6. **Board Committees** – Discussion about appointment of new board members to standing committees.

Whitaker has a working list of committees and members. Not yet finalized. Whitaker will consult with each of the committee chairs in advance of the April Board meeting.

7. **Governance Committee** – Review and discussion of recommendations - Corsette
 - a. Updates to board officer elections.
 - b. Updates to reflect the change in the annual meeting date voted on by the Board in Fall 2020.

All agreed to support the recommendations of the Governance Committee to the full Board of Directors at the April meeting for formal action.

8. **Sunset review** – Review and discussion about updating both tracking documents. – Whitaker, Byron

Strategic plan tracking document was presented to the sunset review task force on March 19. Whitaker and Byron asked Burns to distill progress on the plan to a one-pager for the Board and to include a list of priorities for April – September 2021.

Sunset review tracking is ongoing. Board appointments revolved around the sunset review. Most of the items on our agendas relate to sunset review findings. The Board has done a lot of work to close the Sunset recommendation gaps. There is still an open finding relating to management of collections. Substandard storage facilities were noted on the last review in Flagstaff. A rough inventory has been completed by staff, but the storage conditions still need to be addressed. Greg Scott has agreed to assess options and meet with stakeholders. The goal is to seek local solutions.

9. **AHS Chapters** – Discussion about feedback from Board of Directors meeting regarding chapter roles and responsibilities. – Whitaker

Whitaker referenced some recommendations from the Governance Committee regarding chapters. This topic is rolled over for discussion at the next meeting.

10. **Executive Director Update** – Burns

AHS' mission reach, social media reach, and membership numbers were steady between January and February. In preparation for reopening all facilities later in the year (COVID-19 numbers permitting), the task force has communicated with all former volunteers about the agency's current needs and their interest in volunteering. The Journal of the Plague Year Project is moving forward with the next event on April 17 at the Sosa Carrillo House. Staff members are focused on removing the remaining AHS items at the Downtown History Museum. That work should be complete by the end of March. Next up - Fort Lowell. The Revenue Generation Task Force has been rebooted. Bill Ponder, Kim Bittrich, Tawn Downs, and James Burns, are meeting with Treasurer Snitzer the second

week of every month. Launched the On the Road with Arizona History partnership initiative. Email invitations were sent to all Certified Institution Partners, inviting them to submit a proposal for public programming. AHS will promote and host. This is an opportunity for Certified partners to showcase the good work they are doing in their communities. Submittals for the first round are due April 15. The Historical League is continuing with fundraising for their 40th anniversary. Funds from the campaign will support the renovation of the Historymakers Hallway and the NHDZ program. The Arizona History Convention is coming up April 22 - 24, 2021, all virtual. Arizona Historical Society museums are now official Arizona Visitor Information Centers. It is anticipated that this designation will expand visibility and bring additional visitors to AHS museums. AHS partnered with Local First Arizona (LFA) in its Green Business Program to evaluate and improve sustainable business practices. LFA also awarded AHC one of five no-cost water surveys, to identify methods and equipment which can lower bills and conserve water. AHS license plate - 122 plates were sold in January, bringing the fiscal year total to 788, for a total revenue of \$13,366. This compares to FY 19-20 January YTD with 107 plates for revenue of \$1,751. Virtual Field Trips and Lesson Plans - Jaynie presented the first draft of "My Community," a local history and research lesson to a 3rd grade class. It was well received, and education is going to use the framework to create similar lessons for other AHS hub cities. Many facilities updates have been completed: AC in pavilion at the Heritage Center, chiller at the Heritage Center.

11. Finance Committee – Snitzer

a. Report on financial view from 30,000 feet

Snitzer reviewed the February financial picture, which is improving. He is working on a revenue generation spreadsheet and will report on that in April. Byron asked about graphics to demonstrate financials, and she offered to provide some examples to Snitzer.

b. "Feel the Burn" – Update

The annual burn rate has been reduced to approximately \$208,000 per year. The real burn rate is higher when including the cost of filling unfilled positions. The organization has a little more breathing room than it did back in the Fall. As we emerge from the pandemic, the organization will have to deal with unfilled positions and people who haven't had salary increases in years.

12. For the good of the order. Announcements and other matters for consideration in future board or committee meetings.

Foster has been in touch with museums in the Eastern section of the state about mini grants. Foster received praise for AHS' work over the past couple of years; museum professionals around the State have utilized some of the programming AHS has created. The director of the Old Trails Museum offered unprompted praise for relevant AHS resources and programming that have been helpful in the local community.

Executive Committee Schedule

April 26, 2021 (Virtual)

AHS Board meeting dates and locations:

April 16, 2021 (Virtual)

Adjourned at 1:30 p.m.

Dated this 22nd day of March 2021

Arizona Historical Society

A handwritten signature in black ink that reads "Linda A. Whitaker". The signature is written in a cursive style with a large initial "L" and "W".

Linda Whitaker, Board President

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