

**Notice of Public Meeting of  
The Arizona Historical Society  
Transition Committee of the  
Board of Directors**

*Mission: To collect, preserve, interpret, and disseminate the  
history of Arizona and the West.*

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Historical Society and to the general public that the Arizona Historical Society will hold a Transition Committee meeting, open to the public, on Friday, **April 7, 2017, at 9:30 a.m.** The meeting will be conducted by telephone conference call. Interested parties may access the teleconference at the AHS Arizona History Museum 949 E. 2<sup>nd</sup> St., Tucson, Arizona.

**Agenda**

1. Call to order – Chair Wade
2. Roll call – Chair Wade
3. **Discussion and/or action**, if any, regarding Transition Action Plan draft and the AHS Information Sheet draft
4. Determination of next stage
5. Topics, if any, for future consideration

Dated this 31<sup>st</sup> day of March, 2017.

Arizona Historical Society

  
Valerie Shanahan

*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.*

## **Minutes of the April 7, 2017 Meeting of the Ad Hoc Transition Committee of the Arizona Historical Society**

The meeting was held telephonically.

**Attendance:** The entire ad hoc committee of Thomas Rose, Dolly Patterson, and Michael Wade were in attendance.

### **Items Discussed:**

Michael Wade reported that he surveyed the Board members whose terms expire on November 1, 2017 and this was their response:

Jackie Berkowitz (At Large) **NOT SEEKING REAPPOINTMENT**  
George Flores (At Large) **NOT SEEKING REAPPOINTMENT**  
Jeannine Moyle (At Large) **NOT SEEKING REAPPOINTMENT**  
Bill Porter (Mohave County) **NOT SEEKING REAPPOINTMENT**  
Greg Scott (Santa Cruz County) **WANTS TO BE REAPPOINTED**

The committee reviewed a draft of an action plan document detailing specific dates and assignments needed for a smooth transition. They also reviewed an update of the information sheet provided to the Governor's Office. That sheet is used to inform prospective AHS Board members of the nature of service on the Board. It was agreed that:

1. It was agreed that the information sheet should also include a statement that per diem and travel expenses are not paid to Board members.
2. It was agreed that a transition action document will be provided to the full AHS Board at its May 12, 2017 meeting in Kingman, Arizona.
3. The committee will recommend in that document that the responsibility for ensuring a smooth Board transition be formally assigned to the AHS vice president. Doing so will make the vice president the primary coordinator for any transition-related actions. That action will require a change in the AHS bylaws description of the AHS vice president's duties.
4. The committee agreed that in the event that a sitting County Representative decides not to seek reappointment, that departing Board member and the relevant Chapter should be asked to submit possible replacements for the County Representative seat. That will not preclude the consideration of names submitted by other board members.
5. The committee agreed that the State Board should defer to the Chapters when submitting a name for Chapter Representative and that the State Board should only choose a name for Chapter Representative if a Chapter fails to do so.

6. The committee agreed that if a serving Board member who is a County Representative seeks reappointment, the AHS Board should not submit any other name for that post. That will not prevent, however, the Board submitting the names of other individuals from that County to fill At-Large vacancies.
7. The committee agreed that any name submitted by the Board will have the Board's implicit endorsement and that any position to the contrary should be previously cleared with the Board.
8. The committee agreed that specifying the due dates and who will do exactly what by precisely when is vital and that vague language should be avoided.

**Future Actions:**

Michael Wade will prepare another draft based on the above. It will be sent via AHS Executive Assistant Valerie Shanahan to the committee members for their review.

Respectfully submitted,

Michael Wade  
AHS Ad Hoc Transition Committee Chair  
April 11, 2017

## **Arizona Historical Society State Board of Directors**

The Arizona Historical Society (AHS) is Arizona's oldest historical agency. It was formed by an Act of the First Arizona Territorial Legislature in 1864.

**Mission:** The AHS mission is to collect, preserve, interpret, and disseminate the history of Arizona and the West.

**Composition:** The AHS State Board of Directors has gone through a transition from a member-elected board to a governor-appointed one. The Board has 25 members: one member each for Arizona's 15 counties, five at-large members representing the general public, and one member for each of the five regional chapters.

**Commitments:** The members of the AHS Board are appointed by the Governor and approved by the Senate. Their term of office will be four years. Each person considered for appointment will have to pass a background check.

Board members are required to be members of the Arizona Historical Society. They are required to have an interest in Arizona history and a commitment to the Society's mission. A willingness to assist the Society in policy-making, fundraising, and promoting Arizona history is essential. An orientation is given to all new Board members.

The Board meets at least four times a year. Meeting locations are throughout the state of Arizona. The number of meetings reflects the needs of the Society. There is an annual meeting each November for all members of the Society. The annual meeting elects the Officers of the State Historical Society Board. All Board members serve on committees. The committees often meet at times other than the Board meetings. Many committee meetings are held telephonically. Board meetings must be attended in person, not telephonically. Voting by proxy is not allowed.

**Governance:** The AHS Board is a governing board as opposed to an advisory board. This means it sets the mission and policies and provides financial oversight. The AHS Board supervises the AHS Executive Director who in turn supervises the AHS staff and the administration of AHS programs.

**Interest:** Individuals interested in serving on the AHS Board of Directors should email their resume or bio sketch to Laddie Shane, Director of Boards and Commissions, at [lashane@az.gov](mailto:lashane@az.gov). They also need to complete the online questionnaire at the following link:

<http://bc.azgovernor.gov/bc/form/boards-and-commissions-application>



## TRANSITION COMMITTEE DRAFT OF ACTIONS MARCH 2017

### Types of Board Members

At Large Members may reside in any part of Arizona. There are five in all.

Chapter Representatives represent a specific AHS Chapter. There are five in all.

County Representatives represent an Arizona County. They must reside in that County. There are 15 in all; one per county.

### Some Items to Remember re Appointments

The individual can start to serve as of the date of his or her appointment even though the appointment has not been approved by the Senate. If it is not approved by the Senate, then they immediately are off the Board.

All individuals considered for appointment have to pass a background check.

Although the Governor's Office is inclined to defer to a Chapter's desired nominee for the Chapter Representative position, if the Chapter does not move promptly to submit the nominee it is entirely possible that the Governor's Office will name a Chapter Representative on its own.

Individuals who are interested in being appointed or reappointed need to submit a resume and complete the questionnaire on the provided link at the Governor's Office.

It is possible that a person may seek to be named as the County Representative and then, depending upon availability, wind up being appointed to an At Large seat or the reverse. The Governor's Office makes that call.

With rare exception, the goal should be to present proposed candidates to the Governor's Office all at once instead of sending them over in separate messages. In the past, the Governor's Office preferred to send the appointments as a group to the Senate.

Any queries about the status of one's possible nomination should be directed to the AHS Board member who is the Transition Coordinator and not to the Governor's Office. The Director of Boards and Commissions has to process the appointment of approximately 2,000 people to 220 boards, commissions, councils, committees, and task forces.

### **The Process of the Initial Shift in Board Composition**

In order to work out future scheduling, it can help to consider the schedule that was used during the initial transition from a member-appointed to a governor-appointed Board and to use that as a rough guideline. Needless to say, if the Governor's Office indicates that some date should be moved, then their preferences should be honored. In reverse order, here is a description of how the transition actions can be scheduled:

**DUE DATE:** The date on which the terms expire.

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office.

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives.

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees.

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment.

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees.

### **Issue #1: Potential Replacement of the Maricopa County Representative**

If Michael Wade resigns prior to November 1, 2017 (and he has announced his intention to do so unless he is reappointed), then a replacement for Maricopa County will be needed.

**Action Needed:** The Central Arizona Chapter Representative and President should be given early notice to prepare a list of potential State Board members. Unlike the Chapter Representative posts in which a Chapter is expected to make a single recommendation, the Chapter may submit multiple names for the County Representative position without making a recommendation.

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**

## **Issue #2: Potential Replacements for the terms that expire on November 1, 2017**

The Board members whose terms will expire on November 1, 2017 are:

Jackie Berkowitz (At Large)  
George Flores (At Large)  
Jeannine Moyle (At Large)  
Bill Porter (Mohave County)  
Greg Scott (Santa Cruz County)

Using the generic schedule as a guideline, here is how the calendar would look:

**DUE DATE:** The date on which the terms expire. **November 1, 2017.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **September 12, 2017.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **September 2, 2017.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **August 3, 2017.**

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment. **July 24, 2017.**

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **June 24, 2017.**

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**

### **Issue #3: Actions to be taken in 2018**

No Board term expirations will occur in 2018 but since there will be numerous term expirations in 2019 that will be taking place earlier than usual (June 8 rather than November 1), specific and timely actions will need to be taken.

On June 8, 2019, all five Chapter Representative terms will expire; one At Large term (Marshall Trimble) will expire; and 10 County Representative terms will expire.

Since the AHS Board does not usually meet between the November annual meeting and the end of the calendar year, it should carefully review the transition schedule for 2019 in order to insure that it will be prepared to take the actions slated for January 2019. [Getting on the schedule to meet with the Director of Boards and Commission may require a considerable amount of advance notice.]

**Question for Transition Committee:** Do these tentative dates make sense?

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**



**Issue #4: Actions to be Taken in 2019**

Using the generic schedule as a guideline, here is how the calendar would look:

**DUE DATE:** The date on which the terms expire. **June 8, 2019.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **April 19, 2019.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **April 9, 2019.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **March 10, 2019.**

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment. **February 28, 2019.**

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **January 29, 2019.**

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**

### **Issue #5: Actions to be Taken in 2020**

The terms of Janice Bryson (At Large), John Lacy (Pima County), and Thomas Rose (Coconino County) will expire on November 1, 2020.

Using the generic schedule as a guideline, here is how the calendar would look:

**DUE DATE:** The date on which the terms expire. **November 1, 2020.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **September 12, 2020.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **September 2, 2020.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **August 3, 2020.**

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment. **July 24, 2020.**

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **June 24, 2020.**

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**

### **Issue #6: Update of Information Sheet for Prospective Board Members**

In the past, AHS has provided the Governor's Director of Boards and Commissions with an information sheet describing the nature of service on the AHS Board. Since the last sheet was submitted, the AHS Board has decided to hold fewer meetings; a change that is respectful of the long distances driven by Board members in rural counties. A revised version has been drafted.

**Question for Transition Committee:** A draft of the revised Information Sheet has been sent to you. Do you see any needed changes?

**Other Questions or Issues?**

### **Issue #7: Appointment of a Board Transition Coordinator**

In order to have consistency and clarity as to where the transition coordination responsibilities reside, it may make sense to assign that role to a specific office, such as an executive officer or the chair of one of the standing committees?

**Question for Transition Committee:** Should the transition coordinator responsibilities be formally assigned to the AHS Vice President?

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

### **Other Questions or Issues?**

#### **Potential Questions re Transition**

The Transition Committee may want to discuss these in their telephonic meeting and provide answers in the final document. We may choose to punt on these and just leave the questions to the State and Chapter Board presidents to sort out when the matter arises.

1. In the event that a sitting County Representative decides not to seek reappointment, should that departing Board member, the relevant Chapter, and the State Board members be asked to submit possible replacements for the County Representative seat?
2. The Governor's Office expects that Chapters will make recommendations for the Chapter Representative seats. If the Chapter fails to do so in a prompt manner, should it be expected that the State Board will submit a name on behalf of the Chapter?
3. Under what circumstances would it be appropriate for anyone from AHS or the AHS Board to express a negative opinion about an appointment?
4. If a serving Board member who is a County Representative seeks reappointment, should the Chapter submit additional names?
5. If it does, can that be construed as a lack of support for the current Board member?

6. If it is permissible, should care be taken to ensure that solicitation and submission of multiple names is consistently practiced where other sitting Board members are seeking reappointment?
7. Should the Chapters be the primary "talent banks" for potential appointees in their regions?

**Question for Transition Committee:** Specifically Who on the Board Will Do Exactly What by Precisely When?

**Other Questions or Issues?**

### **Conclusion**

**To be drafted.**

**Members of AHS Ad Hoc Transition Committee:**

**Michael Wade (Maricopa County), Chair**

**Dolly Patterson (Apache County)**

**Thomas Rose (Coconino County)**



**Valerie Shanahan**

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**From:** Michael Wade <michael@swrci.com>  
**Sent:** Monday, March 27, 2017 7:01 PM  
**To:** Valerie Shanahan  
**Cc:** 'George Flores'; 'Voie Coy'; Anne Woosley  
**Subject:** Scheduling of Ad Hoc Transition Committee Meeting and Posting of Agenda  
**Attachments:** Arizona Historical Society State Board of Directors Information Sheet 2017.docx; AHS Transition Committee Draft of Action Plan March 2017.docx

Hello Valerie,

I'd like to hold a telephonic meeting of the Ad Hoc Transition Committee at 9:30 on April 7.

The committee members are Dolly Patterson and Tom Rose.

The agenda will be simple:

- I. Discussion and/or Action on Transition Action Plan draft and the AHS Information Sheet draft.
- II. Determination of Next Stage.
- III. Topics, if any, for Future Consideration.

Attached are an Action Plan Draft and the draft of an Information Sheet on the AHS. Would you please send those to the committee along with information on the telephonic meeting access?

Thanks!

Michael  
Michael Wade

**Notice of Public Meeting of  
The Arizona Historical Society  
Transition Committee of the  
Board of Directors**

*Mission: To collect, preserve, interpret, and disseminate the  
history of Arizona and the West.*

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Historical Society and to the general public that the Arizona Historical Society will hold a Transition Committee meeting, open to the public, on Wednesday, **May 3, 2017, at 9:30 a.m.** The meeting will be conducted by telephone conference call. Interested parties may access the teleconference at the AHS Arizona History Museum 949 E. 2<sup>nd</sup> St., Tucson, Arizona.

**Agenda**

1. Call to order – Chair Wade
2. Roll call – Chair Wade
3. **Discussion and/or action**, if any, regarding Transition Action Plan draft and use of flow charts
4. Determination of next stage
5. Topics, if any, for future consideration

Dated this 26<sup>th</sup> day of April, 2017.

Arizona Historical Society

  
Valerie Shanahan

*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.*

**Minutes of the May 3, 2017 Meeting of the Ad Hoc Transition Committee of the Arizona Historical Society**

The meeting was held telephonically.

**Attendance:** The entire ad hoc committee of Thomas Rose, Dolly Patterson, and Michael Wade were in attendance.

**Items Discussed:**

The committee reviewed two items: the flow chart draft that had been prepared by Tom Rose and the narrative portion of the action plan.

It was agreed that the flow chart needed an additional reference near the beginning to note that names would also be received from the AHS Board. Tom Rose said he would make that change to the chart.

After some discussion regarding the Information Sheet for the Governor's Office, it was agreed that the sheet would work.

Everything now being ready for the completion of the report, the meeting was adjourned.

**Future Actions:**

Michael Wade will prepare another draft based on the above. It will be sent to AHS President George Flores, Vice President Voie Coy, and Executive Assistant Valerie Shanahan so it can be submitted at the May 12, 2017 Board meeting in Kingman.

Respectfully submitted,

Michael Wade  
AHS Ad Hoc Transition Committee Chair  
April 11, 2017

## AHS AD HOC TRANSITION COMMITTEE

### PROPOSED TRANSITION GUIDELINES

**MAY 6, 2017**

#### **THE BIG PICTURE:**

The big picture of the AHS Board nomination process may be seen in the attached flow chart.

#### **BACKGROUND:**

The following items are to clarify terms and perspective on the Board transition process.

#### **Types of Board Members**

At Large Members may reside in any part of Arizona. There are five in all.

Chapter Representatives represent a specific AHS Chapter. There are five in all; one per Chapter.

County Representatives represent an Arizona County. Their primary residence must be in that County and they cannot simply have family or business ties there. There are 15 in all; one per county.

#### **Some Items to Remember re Appointments**

The individual is considered to be on the Board as of the date of his or her appointment even though the appointment has not been approved by the Senate. If it is not approved by the Senate, then the person is immediately off the Board.

All individuals considered for appointment have to pass a background check.

Although the Governor's Office is inclined to defer to a Chapter's desired nominee for the Chapter Representative position, if the Chapter does not move promptly to submit the nominee it is entirely possible that the Governor's Office will name a Chapter Representative on its own.

Individuals who are interested in being appointed or reappointed need to submit a resume and complete the questionnaire on the provided link at the Governor's Office.

It is possible that a person may seek to be named as the County Representative and then, depending upon availability, wind up being appointed to an At Large seat or the reverse. The Governor's Office makes that call.



The nominations have been heard by different Senate committees. The nominations of some Board members went to the Senate Committee on Government while others went to the Senate Committee on Natural Resources, Energy and Water.

Another possible complication to keep in mind is that "the term governs." What that means is that if Jane Doe is nominated on January 7 to fill a term that started the previous November 1, then her term will run from that original term date and not from the January date.

You will note that a great many terms end on November 1 of a particular year. When the new Board members under the Governor-appointed system were nominated, they were given June 8 expiration dates even though they were nominated at different dates. At this point, the choice of that date is one of the mysteries of the world but it is a reminder to check the expiration date. Don't assume that the person will have a four-year term dating from the date of the nomination even though the person may start serving at that date. [Note: There is even some dispute on that since some correspondence takes the view that the person cannot begin serving until the AHS staff has filed an attested copy of the nominee's Oath of Office.]

With rare exception, the goal should be to present proposed candidates to the Governor's Office all at once instead of sending them over in separate messages. In the past, the Governor's Office preferred to send the appointments as a group to the Senate.

Any queries about the status of one's possible nomination should be directed to the AHS Board member who serves as the Transition Coordinator and not to the Governor's Office. The Director of Boards and Commissions has to process the appointment of approximately 2,000 people to 220 boards, commissions, councils, committees, and task forces.

#### **ISSUE #1: APPROVAL OF GENERAL GUIDELINES:**

1. The Chapters will designate their Chapter Representative. The State Board will only provide a name for a Chapter if a Chapter fails to submit a name.
2. If a sitting Board member who represents a county wishes to be reappointed, the AHS Board will only submit that individual's name for that County Representative slot. That, however, won't restrict the Board from submitting the names of individuals who may reside in that county for any At-Large vacancies.
3. If there is to be a County Representative vacancy, the primary resources for suggested names of replacements will be the current Board member representing that county and the Chapter, which covers that county. Other Board members, of course, may also suggest names.
4. If there is going to be an At-Large vacancy, all of the Board members and the Chapters will be invited to suggest replacements.

5. The Board should strive to have a back-up pool of potential Board candidates so if, for whatever reason, a candidate is not viable, then another can be submitted.
6. The representation of AHS in meetings with the Governor's Office regarding Board appointments should be the responsibility of the AHS President and/or the AHS Vice President.
7. In those discussions, if a significant question arises that has not been addressed by the AHS Board, the AHS President and/or Vice President should postpone a response until guidance has been obtained from the AHS Executive Committee or the AHS Board.
8. In the past, AHS has provided the Governor's Director of Boards and Commissions with an information sheet describing the nature of service on the AHS Board. Since the last sheet was submitted, the AHS Board has decided to hold fewer meetings; a change that is respectful of the long distances driven by Board members in rural counties. A revised version has been drafted and is being submitted at the end of this report. The sheet should be periodically reviewed to see if updates are needed.

## **ISSUE #2: APPOINTMENT OF A BOARD TRANSITION COORDINATOR**

In order to assign specific and predictable responsibility for transition planning and actions, **the role of Board Transition Coordinator should be formally assigned to the AHS Vice President** via a change in Article VII, Section 3 of the AHS bylaws. The AHS President can, of course, appoint an Ad Hoc Transition Committee to assist the Vice in fulfilling those responsibilities.

## **ISSUE #3 TRANSITION ACTIONS BY YEAR**

### **The Process of the Initial Shift in Board Composition**

In order to work out future scheduling, it can help to consider the schedule that was used during the initial transition from a member-appointed to a governor-appointed Board and to use that as a rough guideline. Needless to say, if the Governor's Office indicates that some date should be moved, then their preferences should be honored. The dates prior to the Due Date should be consider as "no later than" dates. Ideally, actions will be taken ahead of time.

In reverse order, here is a description of how the transition actions can be scheduled:

**DUE DATE:** The date on which the terms expire.

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office.

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives.

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees.

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment.

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees.

## 2017

### ACTIONS TO BE TAKEN IN 2017

The Board members whose terms will expire on November 1, 2017 are:

Jackie Berkowitz (At Large) **NOT SEEKING REAPPOINTMENT**  
 George Flores (At Large) **NOT SEEKING REAPPOINTMENT**  
 Jeannine Moyle (At Large) **NOT SEEKING REAPPOINTMENT**  
 Bill Porter (Mohave County) **NOT SEEKING REAPPOINTMENT**  
 Greg Scott (Santa Cruz County) **WANTS TO BE REAPPOINTED**

Using the generic schedule as a guideline, here is how the calendar should look:

**DUE DATE:** The date on which the terms expire. **November 1, 2017.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **September 12, 2017.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **September 2, 2017. NOT RELEVANT THIS TIME. THERE ARE NO CHAPTER BOARD VACANCIES.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **August 3, 2017.**

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment. **July 24, 2017. COMPLETED IN APRIL 2017. SEE ABOVE LISTING OF NAMES AND STATUS.**

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **June 24, 2017.**

**ACTION OFFICER:** The Board Transition Coordinator.



# 2018

## ACTIONS TO BE TAKEN IN 2018

No Board term expirations will occur in 2018 but since there will be numerous term expirations in 2019 that will be taking place earlier than usual (June 8 rather than November 1), specific and timely actions will need to be taken.

On June 8, 2019, all five Chapter Representative terms will expire; one At Large term (Marshall Trimble) will expire; and 10 County Representative terms will expire.

Since the AHS Board does not usually meet between the November annual meeting and the end of the calendar year, it should carefully review the transition schedule for 2019 in order to insure that it will be prepared to take the actions slated for January 2019. [Getting on the schedule to meet with the Director of Boards and Commission may require a considerable amount of advance notice.] **See the schedule below for 2019.**

**Heads Up:** When AHS Board executive officers are elected at the November 2018 annual meeting, attention should be given to the issue of term expiration. It is not impossible but highly unlikely that the Governor's Office will have decided by November 2018 on whether to reappoint Board members whose terms expire in June 2019. One alternative for the Board to consider would be for the Board to proceed with elections and select candidates regardless of whether they may not be able to serve their full one-year term as an officer. If the person is not re-appointed, then a decision can be made to fill the vacancy.

**ACTION OFFICER:** The Board Transition Coordinator.



# 2019

## ACTIONS TO BE TAKEN IN 2019

Those Board members with terms expiring on June 8, 2019 are:

1. Joe Abodeely (Pinal County Representative)
2. Douglas Barlow (Greenlee County Representative)
3. Lorna Brooks (Yuma County Representative)
4. Kelly Corsette (Central Arizona Chapter Representative)
5. Voie Coy (Northern Arizona Chapter Representative)
6. Tom Foster (Eastern Arizona Chapter Representative)
7. Bruce Gwynn (Rio Colorado Chapter Representative)
8. Douglas Hocking (Cochise County Representative)
9. Robin Horta (Gila County Representative)
10. Jeff Horwitz (Southern Arizona Chapter Representative)
11. Patrick Lukens (Graham County Representative)
12. Richard Oldham (La Paz County Representative)
13. Dennielle "Dolly" Patterson (Apache County Representative)
14. Meredith Peabody (Yavapai County Representative)
15. James Snitzer (Navajo County Representative)
16. Marshall Trimble (At Large Representative)

Using the generic schedule as a guideline, here is how the calendar should look:

**DUE DATE:** The date on which the terms expire. **June 8, 2019.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **April 19, 2019.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **April 9, 2019.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **March 10, 2019.**

**DUE DATE MINUS 100 DAYS:** Finalization of which current Board members seek reappointment. **February 28, 2019.**

**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **January 29, 2019.**

**ACTION OFFICER:** The Board Transition Coordinator.

## 2020

### ACTIONS TO BE TAKEN IN 2020

The terms of Janice Bryson (At Large), John Lacy (Pima County), Thomas Rose (Coconino County) and Michael Wade (Maricopa County) will expire on November 1, 2020.

Using the generic schedule as a guideline, here is how the calendar would look:

**DUE DATE:** The date on which the terms expire. **November 1, 2020.**

**DUE DATE MINUS 50 DAYS:** All names submitted to the Governor's Office. **September 12, 2020.**

**DUE DATE MINUS 60 DAYS:** Chapter Boards submit the names of their Chapter Representatives. **September 2, 2020.**

**DUE DATE MINUS 90 DAYS:** Biographical Information has been collected on potential appointees. **August 3, 2020.**

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**DUE DATE MINUS 130 DAYS:** Review plan of action with the Director of Boards and Commissions. Initiate the collection of biographical information on possible appointees. **June 24, 2020.**

**ACTION OFFICER:** The Board Transition Coordinator.

## CONCLUSION

As with any plan, the dates and actions cited above may need revision when the plan collides with reality. This document has been prepared with the idea that it is always easier to work from a draft. Although some years (especially 2019 and, off there in the distance, 2023) will be wilder than others, it is reasonable to expect that many Board members will also seek reappointment. The turn-over may not be as dramatic as it initially appears. That will be healthy because fresh perspectives and institutional memory are needed.

Respectfully submitted,

### Members of AHS Ad Hoc Transition Committee:

Michael Wade (Maricopa County), Chair

Dolly Patterson (Apache County)

Thomas Rose (Coconino County)

**Note:** The following Information Sheet is primarily for use by the Governor's Office when contacted by individuals who express an interest in serving on the AHS Board. AHS Board members who wish to acquaint prospects with the nature of Board service may also use it. The AHS Board should endeavor to keep the information up to date and to maintain close ties with the Director of Boards and Commissions in the Governor's Office.

### INFORMATION SHEET FOR PROSPECTIVE BOARD MEMBERS

#### Arizona Historical Society State Board of Directors

The Arizona Historical Society (AHS) is Arizona's oldest historical agency. It was formed by an Act of the First Arizona Territorial Legislature in 1864.

**Mission:** The AHS mission is to collect, preserve, interpret, and disseminate the history of Arizona and the West.

**Composition:** The AHS State Board of Directors has gone through a transition from a member-elected board to a governor-appointed one. The Board has 25 members: one member each for Arizona's 15 counties, five at-large members representing the general public, and one member for each of the five regional chapters.

**Commitments:** The members of the AHS Board are appointed by the Governor and approved by the Senate. Their term of office will be four years. Each person considered for appointment will have to pass a background check.

Board members are required to be members of the Arizona Historical Society. They are required to have an interest in Arizona history and a commitment to the Society's mission. A willingness to assist the Society in policy-making, fundraising, and promoting Arizona history is essential. An orientation is given to all new Board members.

The Board meets at least four times a year. Meeting locations are throughout the state of Arizona. The number of meetings reflects the needs of the Society. There is an annual meeting each November for all members of the Society. The annual meeting elects the Officers of the State Historical Society Board. All Board members serve on committees. The committees often meet at times other than the Board meetings. Many committee meetings are held telephonically. Board meetings must be attended in person, not telephonically. Voting by proxy is not allowed. Note: There is no per diem or reimbursement for travel expenses.

**Governance:** The AHS Board is a governing board as opposed to an advisory board. This means it sets the mission and policies and provides financial oversight. The AHS Board supervises the AHS Executive Director who in turn supervises the AHS staff and the administration of AHS programs.

**Interest:** Individuals interested in serving on the AHS Board of Directors should email their resume or bio sketch to Laddie Shane, Director of Boards and Commissions, at [lsbane@az.gov](mailto:lsbane@az.gov). They also need to complete the online questionnaire at the following link:

<http://bc.azgovernor.gov/bc/form/boards-and-commissions-application>

**END OF REPORT**





## AHS State Board Member

