



## Special Meeting Minutes Tempe Historical Museum Advisory Board February 6, 2014

Minutes of the Tempe Historical Museum Advisory Board special meeting recorded as of 2:05 p.m. on February 6, 2014 within the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ.

**(MEMBERS) Present:**

Mary O'Grady  
Jennifer Wagner  
Nikki Gusz  
James Schoenwetter  
Shirley McKean

**City Staff Present:**

Barbara Roberts, Deputy Director of Community Services, Cultural and Library Services  
Dr. Amy Douglass, Manager, Tempe History Museum  
Dan Miller, Exhibits Coordinator  
Josh Roffler, Curator of Collections  
Jared Smith, Curator of History  
Aaron Peterson, Tempe Learning Center Facilitator

**(MEMBERS) Absent:**

**Guest(s) Present:**

Dan Thompson, Collections Volunteer  
Richard Bauer, Tempe Historical Society President  
Mary Anne Kwilosz, Tempe Historical Society Director

**Agenda Item 1: Call to Order**

- The meeting convened at 2:00 p.m. Amy Douglass, Museum Manager, called the meeting to order.

**Agenda Item 2: Status Review**

- Aaron Petersen, facilitator, kicked off the status review process. He reviewed the overriding goal and the proposed strategic goals for each of the areas of the museum: Events, Exhibits, Research, Collections and Education.

**Agenda Item 3: Call for Additional Proposed Goals**

- Aaron Peterson asked if there were any additional goals that members of the committee felt should be addressed.
- Amy Douglass stated that there as yet had not been any goals identified for Education.
- She identified the following goals that she felt would serve to further develop the museum's education program:
  - Recruit and train more History Interpreters, cross-trained to work at the Tempe History Museum and Petersen House Museum.

- Create and post online materials for home schooled children, and post information on their websites to encourage them to use the museum, both online and on site.
- Increase participation by Tempe elementary schools in the fourth and fifth grade programs.
  - Hold a teacher in-service to show them how the programs work and meet education standards.
  - Work with school district to streamline sign-up process so it is not so cumbersome.
  - Seek outside funding for busing; build Endowment Fund.
- Assess Wild Wednesdays and look at ways to invigorate the program.
- Add adult teaching workshops to the event calendar; contract with outside experts and tap staff to teach the workshops.
- The committee members agreed that these were good goals to be considered.

#### **Agenda Item 4: Develop Criteria for Prioritization**

- Aaron Peterson explained that, although all of the identified goals were worthwhile, it would not be realistic to try to tackle all of them at once. The strategic plan would be more effective if the goals were prioritized so that unrealistic goals could be eliminated and the remaining goals could be phased in a sequence over three years.
- The committee discussed various ways in which the goals could be prioritized using a number of different criteria.
- It was decided that the initial prioritization would be done by measuring each goal to the overriding goal, and then other more refined criteria could be used to do the final prioritization.
- The process began with the goals in the Research and Education areas.
- The process will continue with the proposed goals for the remaining programmatic areas at the next meeting.

#### **Agenda Item 5: Wrap-Up and Closing: Amy Douglass, Museum Manager**

- Dr. Douglass asked the committee members to continue thinking about the prioritization of the goals in the remaining programmatic areas, as well as more refined criteria that could be used in a second pass to determine the goals that would be placed in the strategic plan.

**Meeting adjourned at 3:55 p.m.**

Prepared by: Dr. Amy Douglass, Tempe History Museum Manager

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Jennifer Wagner, Chair, Tempe Historical Museum Advisory Board