

Draft Minutes
Frontier Culture Museum Board of Trustees Meeting
September 24, 2021 9:00 a.m.

Members Attending:

Eric Bond, Kevin Callanan, Ronald Capps, Dianne Fulk, Cliff Garstang, Emmett Hanger, Sally Hudson, Frank Nolen, Ned Ruby, Christopher Runion, William Sibert, Paul Vames, Kenneth Venable, Michael Webert, John Welch,

Members Absent:

Nwachukwu Anakwenze, David Bushman, Pamela Fox, Wendy Gooditis, William Hausrath, Montgomery Mason, Kenneth Plum, Peggy Sheets, Scott Surovell, Emmett Toms,

Guests Attending:

David Trainum, Ramona Taylor

Staff Attending:

Megan Newman, Lydia Volskis, Andrew Richardson, Cliff Edwards, Eric Bryan, Susan Grable

I. CALL TO ORDER AND APPROVAL OF MINUTES

Mr. Ken Venable

Vice Chair Kenneth Venable called the meeting to order at 9 a.m. and asked each attendee to introduce themselves. Mr. Nolen made a motion that the minutes of the April 2021 meeting be approved as distributed. The motion was seconded by Dr. Bond, there was no discussion and the motion passed unanimously.

II. AGENCY HEAD REPORT

Dr. Megan Newman

Dr. Newman said that each Member has the full Power Point presentation with illustrations at their place for reference and to take home. She reported that the Interpretation Department has been carrying out events and programs, and while understaffed, has been successful. Some volunteers are helping on the sites and with tram driving duties. The Education department has been making reservations for some school groups, planning programs in a variety of platforms such as streaming, virtual, pre-recorded, live outreach and on-site field trips. She noted that education visitation on-site has taken the biggest “hit” during the covid era.

She reported that Education Director Andrew Richardson has been invited to participate in the upcoming Virginia Department of Education Social Science Review Committee which will conduct the next review of the statewide Social Studies Standards of Learning. She noted that we have learned that we are trending about the same as other cultural organizations in terms of visitation.

All are seeing about half of the visitation as before covid, and all had a good early summer. Annual Pass visitation accounts for about 20% of our visitation currently.

She said that the regional library passes donated by the Foundation to area libraries have proven very popular.

There are five more special events for the remainder of 2021, and planning is already underway for 2022.

A. Finance

Ms. Susan Grable

Director of Finance Susan Grable reviewed several slides depicting the current finances of the Museum. She especially highlighted the federal Cares Act funds which must be expended by December 31, 2021. She reported that the Special Revenue Fund was able to roll forward \$286,000 at the end of FY 2021; these funds will help during the typically slower winter months.

Mr. Callanan said that as the Board should conduct its fiduciary oversight, he would like to see a report added which is an overview of the full budget for the fiscal year. Ms. Grable said that she can send him the report and can add it into future presentations as well. Senator Hanger said that under current circumstances this might entail showing the established budget, then adjustments to show reduced expectations; noting that the Jamestown-Yorktown Foundation exceeded their reduced expectations.

B. FY 2022 Biennial Budget Development

Mr. Eric Bryan

Mr. Bryan showed several slides depicting the current biennial budget development process. He said that the process begins with the Department of Planning and Budget releasing base budgets, and then agencies make adjustments as needed with the assistance of our assigned budget analyst. He presented slides depicting the Museum's base budget, operating budget adjustments, and capital projects such as the mill and crossing gallery. He described the process for DPB to review agency plans, and noted that once complete, the budgets are sent to the Governor's Office for review. Decision packages, which offer details for special requests and large projects are due October 1.

C. Facilities and Maintenance Report

Mr. Cliff Edwards

Cliff Edwards reviewed maintenance reserve projects, and described the Architects and Engineers term contract, which will allow the Museum to complete smaller projects throughout the term without having to go out to bid for each one. Some upcoming projects include various repairs to the administration building and the Octagonal Barn restrooms, and grading and water mitigation on the English Farm.

Future Maintenance Reserve Projects include plans for moving and rebuilding the West African site, construction of the Mill, the new entrance sign in the traffic circle off of Route 250 and new rail fence for the 1820's farm.

D. Diversity Equity and Inclusion

Ms. Lydia Volskis

Lydia Volskis reported that the Museum completed its first Diversity, Equity and Inclusion Plan and submitted it on June 30. The new state-wide initiative helps agencies focus on becoming more diverse and inclusive in all areas of its work, as well as striving for equity in pay and opportunity. The plan will be updated annually and new projects can be added as other projects are completed or modified. Ms. Volskis gave each attendee a copy of the Museum's first DEI Plan.

E. Crossing Gallery Update

Dr. Newman, Mr. Edwards

Dr. Newman and Mr. Edwards reported that the process for the Crossing Gallery plans and construction is moving forward despite the pandemic slowdowns of other projects. Mr. Edwards reviewed a slide depicting the timeline of the project and pointed out our current tasks. Dr. Newman stated that if the funding is approved, we will not see the money until after July 1, 2022, and it is expected that construction will begin sometime in 2023. Mr. Edwards showed slides of various elevations and drawing of the building, as well as the maintenance building and renovated interpreter's suite. Dr. Newman said that we negotiated for various spaces to keep the total project under a certain amount of square footage to stay within "legislative intent" for the project.

Dr. Newman reviewed plans for the indoor exhibit space for the gallery; Senator Hanger said he's like more information as the budget process would be starting soon.

IV. OLD BUSINESS

Mr. Venable

No items of Old Business were discussed.

V. NEW BUSINESS

Mr. Venable

A. Report from the Foundation

Mr. David Trainum

American Frontier Culture Foundation President David Trainum reported on the Foundation's revenue and expenses, and said that the recent Golf Tournament fundraiser was very successful. He reported that the Foundation is preparing to launch a capital campaign in support of the Crossing Gallery, and has already earmarked \$1 million, with a total goal of \$4.5 million. He continued that the Dices property is currently for sale, and said that the Foundation will soon hire a part-time staff member. Plans for a social event for both Boards will be announced soon.

B. Freedom of Information Act

Ms. Ramona Taylor

The Museum's Representative from the Office of the Attorney General, Ramona Taylor, presented an enjoyable overview of the Freedom of Information Act and its impact on Boards and Commissions for state agencies.

VI. CLOSED SESSION

Mr. Venable

At 10:05 a.m. Mr. Garstang said:

I move that the Board of Trustees of the Frontier Culture Museum of Virginia enter closed session for:

Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to the exemption in Virginia Code § 2.2-3711(A)(5), and related to the potential sale or lease of real property conveyed by the Museum to the American Frontier Culture Foundation.

The motion was seconded by Mrs. Fulk, there was no discussion and the motion passed unanimously. All staff left the room at 10:05

At 10:25 Mr. Garstang said:

I move that the Board enter Open Session.

The motion was seconded by Mrs. Fulk, there was no discussion and the motion passed unanimously.

Mr. Garstang said:

Whereas, the Board of Trustees of the Frontier Culture Museum of Virginia convened in closed meeting on September 24, 2021 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act;

NOW BE IT RESOLVED, in accordance with Virginia Code § 2.2-3712, that the Board of Trustees of the Frontier Culture Museum hereby certifies that, to the best of each member's knowledge:

- (1) only public business matters lawfully exempted from open meeting requirements under Virginia law, and*
- (2) only such public business matters as were identified in the motion by which the closed meeting was convened*

were heard, discussed, or considered in the closed meeting of the Board of Trustees of the Frontier Culture Museum of Virginia.

Each Trustee affirmed verbally that no other matters had been discussed and the certification motion passed unanimously.

VII. NEXT MEETING DATE April 29, 2022

The next meeting date is set for Friday April 29, 2022

VIII. ADJOURNMENT

The meeting was adjourned at 11 a.m.