

Committee Members Present:	Chief Stephen R. Adkins, Mrs. T.J. Cardwell, Delegate Hyland F. Fowler, Jr., Mr. Charles E. James, Sr., Ms. Diane Leopold (remote), Delegate Delores L. McQuinn (remote), Dr. Cassandra Newby-Alexander, and Ms. Victoria L. Vasques
Committee Members Absent:	Mrs. Anedra W. Bourne, Delegate M. Keith Hodges, Mr. A.E. Dick Howard, and Delegate Luke D. Torian
Other Board Members Present:	Mrs. Mari Ann Banks (remote), Senator J.D. Diggs, Mr. Terry E. Hall, Ms. Daun S. Hester (remote), Mrs. Constance R. Kincheloe, Senator Ryan T. McDougale, and Ms. Leslie Sanchez
Other Guests:	Mr. Rick Begley (Contract Project Manager) and Ms. Abigail Gump (AG Rep)
Staff Present:	Ms. Christy Coleman, Mr. Nathan Hamilton, Ms. Erin Koch (remote), Mr. Keola Lee, Dr. Mariruth Leftwich, Ms. Lisa Lucas, Dr. Juliet Machie, Mr. Coy Mozingo (remote), Mr. Will Nixon, Mrs. Tracy Perkins, and Mrs. Glenda Turner

## **I. Call to Order**

The Wednesday, May 1, 2024, meeting of the Jamestown-Yorktown Foundation (JYF) Buildings & Grounds Committee was called to order by Chief Stephen Adkins, at 1:34 p.m., at the Jamestown Settlement Museum with some virtual participants by Microsoft Teams in accordance with Virginia Code § 2.2-3708.2 (A) (3). He noted that we currently did not have a quorum and will conduct a roll call once a quorum is present and ask for a motion to allow remote participation.

## **II. Approval of Minutes**

Once a quorum was reached at 1:44 p.m., Chief Adkins directed members to page 90 of the packet, to review the minutes from the Wednesday, November 15, 2023, meeting and requested a motion for approval. Delegate McQuinn made a motion, with second by Delegate Fowler. The minutes were approved by unanimous vote.

### **III. Facilities Reports**

**A.** Chief Adkins directed the members to page 23 of their packet and presented the Facilities Maintenance Report that briefly summarized the duties of JYF's Trades & Transportation technicians, Ground Maintenance technicians, and the Custodial staff. Upon completion, he asked if there were any questions, there was none heard.

**B.** Chief Adkins directed the members to page 25 of their packet and presented JYF's Maintenance Reserve and Capital Projects Report. Upon completion, he asked if there were any questions, there was none heard.

**C.** Chief Adkins directed the members to page 26 of their packet and presented JYF's ESCO Report (Energy Savings Projects). He asked if there were any questions. For the benefit of any new members present, Ms. Coleman stated that this project began about three years ago not only looking for energy cost savings, but also for much needed equipment replacements. Ultimately through this project, JYF was able to attain both, an annualized energy cost savings and economic cost savings to JYF's operational funds. Mr. Hall asked if there will be any funding consideration to accomplish phase III of this project since it is the phase of the project that JYF will receive the most energy cost savings. Dr. Machie stated that the information requested will be presented in a later agenda item for today. Delegate Fowler had the same question as Mr. Hall and will wait for it to be addressed at the later agenda item for today. Chief Adkins asked if there were any more questions. There was none heard.

**Chief Adkins paused the meeting to acknowledge the roll call taken by staff and informed everyone that a quorum is present. He asked for a motion to allow remote participation, motioned by Delegate Fowler and seconded by Dr. Newby-Alexander, motion passed. He directed committee members to return to agenda item two for the approval of minutes from the Wednesday, November 15, 2023, meeting, Delegate McQuinn motioned to approve the minutes from the Wednesday, November 15, 2023, meeting, seconded by Delegate Fowler, motion passed unanimously.**

D. Chief Adkins directed the members to page 30 of their packet and continued the presentation with the Ships Maintenance Report. Upon completion, he asked if there were any questions. Mr. Palmore asked if the Susan Constant will be using its sails for its transit to Mystic Seaport Museum Shipyard. Dr. Leftwich stated that it will be using its diesel engine and not its sails. Chief Adkins asked if there were anymore questions. There was none heard.

#### **IV. Presentation: Capital & Maintenance Reserve Projects Agenda & Budgets**

Chief Adkins deferred to Dr. Machie to present item IV. Dr. Machie stated that Chief Adkins presented projects completed and projects that are in motion. Dr. Machie stated that her presentation will cover items in incubation and in the planning stages. She summarized how the work done with the Buildings & Grounds committee is informed by JYF's Capital Improvement Plan (CIP), a six-year plan that is updated every two years. Dr. Machie expressed that her goals for her presentation was to provide a status update of the CIP, present upcoming infrastructure projects agenda, and request approval for project plans and budgets. Dr. Machie expressed appreciation for her Facilities manager, Mr. Bynum, her Capital Projects project manager, Mr. Begley, her assistant Mr. Lee for his assigned work with capital projects and maintenance reserve projects, and her Finance team led by Mr. Nixon. Dr. Machie continued presenting the CIP project list and spoke to projects not started and projects in motion. Delegate McQuinn asked if someone could explain exactly what Outdoor Master Plan for Living History meant and what a visitor could expect under those circumstances. Dr. Machie stated that there is much prework to be done before the Outdoor Master Plan can take form. Dr. Machie turned the discussion over to Ms. Coleman. Ms. Coleman led the discussion and stated that ultimately, her vision for the Outdoor Master Plan for Living History will reflect JYF's scholarship and mission. Delegate McQuinn asked if the plan could include any made-up themes. Ms. Coleman responded that she does not anticipate the plan to have made-up themes, however, she anticipates the plan will change the physical appearance of the Fort and Paspahegh Town. Delegate McQuinn thanked everyone for their responses. Chief Adkins turned the presentation back over to Dr. Machie to continue her discussion on JYF's emerging needs & opportunities involving the Jamestown Boardwalk, the mapping of Jamestown underground utilities & an environmental impact study that will both contribute to how the Jamestown Outdoor Masterplan is developed, and the building envelope improvement process that would be addressed if Phase 3 of the ESCO project is funded. Dr. Machie discussed the boardwalk at Jamestown and called on Mr. Begley for comments. Mr. Begley, JYF's Capital Projects project manager stated that the

boardwalk is structurally sound and recommends JYF look at cost effective methods to retain the boardwalk. There was discussion heard about the boardwalk's history and that it was built around the time of the 400<sup>th</sup> anniversary and that it has been closed for four years. Delegate McQuinn stated that selecting material based on its longevity is acceptable and asked if this material will disrupt the initial character design. Mr. Begley stated that the material will not disrupt the character design. There was further discussion heard about the concerns of the water rising and water flow. Ms. Coleman stated that there will be a deeper analysis on the impact of the structure and its impact with water rising and water flow at a later date. Ms. Vasques asked if there was an estimate on the cost of the Boardwalk project. Ms. Coleman stated that JYF will be prepared to respond to that question at the Fall 2024 meeting. Dr. Machie stated that Mr. Begley will speak to her after the meeting to share any data that he may have on the project. Dr. Machie continued on with her presentation speaking to JYF's vision with going beyond compliance with any accessibility challenges they may have. She asked if there were any questions. Mrs. Kincheloe asked why the three doors in the lady's restroom leading to the café that was reported as inaccessible at the Fall 2023's meeting not addressed. Dr. Machie responded that she believes that it was addressed and will provide a detailed response tomorrow. Dr. Machie asked if there were any other questions on accessibility. There was none heard. Dr. Machie presented a summary report update on the Jamestown Café Refresh project. Dr. Machie reiterated that the committee members already approved the funds to address the flooring work for the Jamestown Café in November 2023, and that what she is seeking approval for is Maintenance Reserve funds to address the structural work involved in the Café refresh project. Dr. Machie stated that she hopes that this work will be completed by VA250. Dr. Machie directed committee members to locate the proposed FY2025 Maintenance Reserve Budget Plan that was located in their binders as a handout. She reminded the committee members that she will be seeking approval today for authorization to advance the roofing replacement project, outdoor lighting & walkways project, and Susan Contant drydock project pending FY2025 state budget approval. Dr. Machie hopes that JYF is able to revisit the building envelope projects that were not funded in the ESCO phase 3 as a FY2026 capital project request and noted that the 2026 CIP will be able to articulate how they plan to advance that project. Dr. Machie stated that they are continuing to look at solar options and that in JYF's 2026 CIP that will be presented one year from now, JYF will have suggestions on possible solar solution options. Dr. Machie also spoke to FY2026 capital budget request submittals for agency wide ADA improvements and the Jamestown Settlement Boardwalk repairs. Dr. Machie asked for questions. There was discussion heard on confirming if the FY2025 state budget was approved. Many confirmed that the

budget was not yet approved. Dr. Machie alerted the committee members to the amended FY2024 Maintenance Reserve Budget Plan and the proposed changes to allocations in that plan if FY2025 capital projects are approved. Specifically, she addressed the zeroed-out allotment for roof replacement maintenance reserve funds because roof replacement is in consideration for approval as a FY2025 capital project. Dr. Machie also alerted the committee members to the proposed FY2025 Maintenance Reserve Budget Plan allocation of funds of ~\$1.5 million and projects they plan to accomplish with those funds. Chief Adkins stated that he would entertain a motion to approve the amended FY2024 Maintenance Reserve Expenditures and Project Plan. Delegate Fowler motioned to approve. Seconded by Delegate McQuinn. The amended FY2024 Maintenance Reserve Expenditures and Project Plan was approved unanimously. Chief Adkins stated that the next item is the FY2025 Maintenance Reserve Expenditures and Project Plan, page three of this handout. Chief Adkins asked if there was a motion to approve this item. Delegate Fowler motioned to approve, seconded by Dr. Newby-Alexander, the FY2025 Maintenance Reserve Expenditures and Project Plan was approved unanimously. Chief Adkins directed committee members to the final item, the FY25 Capital Projects Plan (contingent on the approval of the State FY2025 Appropriations Act). Delegate Fowler motioned to approve, seconded by Delegate McQuinn, the FY25 Capital Projects Plan (contingent on the approval of the State FY2025 Appropriations Act) was approved unanimously. Dr. Machie thanked everyone for continuing to advance JYF's work, fighting for the budget that enables the work JYF does, and for the time that the committee members invest and commits to JYF. Chief Adkins thanked everyone for their attendance and comments that added value to the committee.

## **V. Other Business**

Chief Adkins asked if there was any other business. There was none. Chief Adkins concluded by thanking everyone for their continued leadership and support for JYF.

## **VI. Adjournment**

There being no other business, Delegate Fowler motioned for adjournment and seconded by Delegate McQuinn. Chief Adkins adjourned the Wednesday, May 1, 2024, meeting of the Buildings & Grounds Committee at 2:42 p.m.

Jamestown-Yorktown Foundation  
Buildings & Grounds Committee

Wednesday, May 1, 2024  
Jamestown Settlement  
Classrooms A-B-C  
DRAFT MINUTES

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**Jamestown-Yorktown Foundation  
Joint Spring Board Meeting  
Public Programming Committee  
Acquisitions Committee**

**Wednesday, May 1, 2024  
Jamestown Settlement  
4:00 p.m.  
DRAFT MINUTES**

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Members Present:	Messrs. Adkins, Dendy, Harrison, Palmore. Mmes. Andrews, Bradford, Cardwell, Cousins, Flippo, McQuinn, Newby-Alexander.
Members Absent:	Messrs. Acuff, Hall, Howard, Longan. Mmes. Abbitt, Banks, Bourne, Burke, Chapman, Gerdelman, Hester, Leopold, Wulf.
Others Present:	Messrs.: Diggs, Fulton. Mmes. Chambers, Kincheloe, Locke, Sanchez, Simmons. Abigail Gump, Office of the Attorney General, Ashley Spivey, Executive Director, Kenah Consulting
Staff Present:	Messrs. Lee, Nixon. Mmes. Abrams, Coleman, Floyd, Hohensee, Leftwich, Lucas, Machie, Perkins, Thompson, Turner

**I. Call to Order**

Dr. Newby-Alexander called the Wednesday, May 1, 2024, joint meeting of the Jamestown-Yorktown Foundation Public Programming Committee and the Jamestown-Yorktown Foundation, Inc., Acquisitions Committee to order at 4:02 p.m. in the classrooms of Jamestown Settlement. She welcomed all attendees and requested that Ms. Floyd call the roll. In accordance with VA Code 2.2-3708.2, Chief Adkins moved for approval to allow remote participation and with a second from Delegate McGuin, the motion passed.

**II. Approval of Minutes**

Chief Adkins made a motion for the approval of the minutes from the Monday, November 14, 2023, Public Programming committee meeting. Seconded by Ms. Andrews, the motion was approved unanimously.

Ms. Cousins made a motion for the approval of the minutes from the Tuesday, October 3, 2023, Acquisitions Committee meeting, and with a second by Mrs. Cardwell, the motion was approved unanimously.

**III. NAGPRA Collections Summary**

Ms. Andrews took the floor and reminded committee members that over the last year and a half, JYF has been working to become compliant with the Native American Graves Protection and Repatriation Act or NAGPRA. She invited Dr. Ashley Spivey, Executive Director of Kenah Consulting, to explain the results of Kenah's survey of JYF collections.

Dr. Spivey reviewed the purpose of NAGPRA and reported that, among the 33,000 objects, from over 50 tribal nations, currently in JYF's care, Kenah's inventory revealed that there are objects of cultural patrimony, sacred objects, and associated funerary objects, all of which are subject to NAGPRA. She indicated that to be compliant with NAGPRA, JYF must consult with tribal communities and engage tribal partners. She also pointed out that, once compliant, JYF can apply for NAGPRA grants to support ongoing compliance and inventory efforts, co-curation policies with tribal partners, cataloging, archiving, and training. There was considerable discussion among committee members with the acknowledgement that this will be a massive undertaking. It was noted, however, that JYF will be able to utilize some of the funding available from the Lilly Endowment grant to hire a NAGRA coordinator to work with JYF's Curator of Indigenous History and Culture on the next steps in the compliance process.

With no further questions, Dr. Spivey ceded the floor to Ms. Andrews.

#### **IV. Curatorial Review**

Ms. Andrews noted that during the period July – December 2023, several artifact conservation projects were undertaken. She invited Ms. Hohensee, JYF Registrar, to tell committee members more about the conservation that took place.

Ms. Hohensee described the repair of frayed hairs on a horsehair bow which was acquired, along with a spike fiddle, in 2019. Following this conservation work, it is now being exhibited with the spike fiddle in the Jamestown permanent gallery depicting the quarters of African and African descended people enslaved in Virginia in the 17th century. She also described another conservation effort focusing on the condition assessment and interventive conservation treatment of sixteen Oscar de Mejo paintings from the Foundation's collections which will be featured in the Fresh Views of the American Revolution special exhibition scheduled for late 2025 and early 2026 at the American Revolution Museum at Yorktown.

Following the Conservation Report, Ms. Andrews continued to the Semi-Annual Acquisitions Report, also covering the period July through December 2023, inviting Dr. Leftwich, Senior Director of Museum Operations and Education, to tell committee members a little more about recently acquired objects.

Dr. Leftwich reported that JYF acquired a total of seventeen artifacts during the reporting period, representing a diverse selection that will help



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tell a more complete account of history. She noted that each artifact helps fulfil the Master and Annual Acquisition Plan goals and include: four Indigenous smoking pipes (donated), a set of African ironmaking tools (donated), a set of African drum bellows (donated), a horizontal sun dial, a pair of pattens, an English delftware plate (donated), and a Nansemond story basket.

Ms. Andrews asked for a motion to endorse accessioning the objects. Mr. Dendy moved to do so and with a second by Ms. Flippo, the motion passed.

Ms. Andrews then proceeded to the last section of the Curatorial Review, inviting Dr. Leftwich to share the proposed FY 2025 Master Acquisitions Plan. Dr. Leftwich explained that the Annual Acquisitions Plan reflects the FY2025 priorities including: Yorktown gallery loan replacements, items that are part of the Religion and Early America Initiative, and NAGPRA related gallery changes.

Following Dr. Leftwich's presentation of the plan, Mrs. Cardwell moved to endorse for approval the proposed FY2025 Annual Acquisitions Plan. With a second by Ms. Bradford, the motion passed unanimously.

Ms. Andrews returned the floor to Dr. Newby-Alexander.

## **V. Education Update**

Dr. Newby-Alexander observed that the number of students participating in JYF's Education Program continues to steadily increase, noting that last Friday's numbers reached the highest level they have since the pandemic. She also pointed out that this year has seen growth for student and teacher participation, along with new partnerships and program opportunities. She then invited Ms. Abrams, School Programs Manager, to tell committee members more about recent successes and plans for the coming school year.

Ms. Abrams reviewed the service levels for onsite programming, noting that JYF is projected to serve 154,528 individuals in guided and self-guided experiences, an increase over the goal set for the year. She reviewed the School Programs, noting that JYF's Learning team has begun reviewing and revising programming to meet the Foundation's new Interpretive Plan as well as the revised Virginia Standards of Learning. She reported on Staff Professional Development efforts, including the honing of recruiting strategies and implementation of a new staffing structure. She also highlighted the innovative ways new educational partnerships have allowed JYF to reach students by working with libraries, hosting the Civics Bee, engaging in Civics Season, working with the York County and Hampton schools, and partnering with the James River Association and the Chickahominy Indian Tribe Eastern Division.

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Finally, she reported on JYF's continuing commitment to supporting teachers across the Commonwealth and the U.S. through virtual teacher training programs and the annual Teacher Institutes which will include a new Secondary Educator Institute for the first time this summer.

**VI. Special Exhibitions and Public Programs FY2025**

Dr. Newby-Alexander pointed out that JYF is furthering a strategic goal by creating a continuum of engagement from school aged students through adulthood, and that public programs offering educational and engagement opportunities are one of the ways the Foundation continues to develop audiences beyond K-12 schools. She invited Dr. Leftwich to provide a brief overview of Public Programs planned from July through December of FY2025 as well as upcoming special exhibitions.

Dr. Leftwich began by describing two special exhibitions planned for the American Revolution Museum at Yorktown in 2025: (1) "Patrons and Patriots: The Legacy of Nick and Mary Mathews" planned for March – July 2025, and (2) "Fresh Views of the American Revolution: New Voices for America's 250<sup>th</sup>", planned to run from October 2025 – May 2026. She explained that the "Fesh Views" exhibition will be designed to amplify diverse voices for the 250<sup>th</sup> commemoration, spark dialogue, create audience participation, activate youth civic engagement, and elevate the American Revolution Museum at Yorktown.

Dr. Leftwich went on to describe the public programs planned for FY2025, noting that in addition to the regular public programs visitors have come to expect—such as the First Africans Commemoration, Victory at Yorktown, Family Frights, Foods & Feasts, and Christmastide in Virginia—a number of new and innovative programs are planned including a Cosplay Maker's Day (a special program for *Fashioned in History*), a Storytelling Family Day and Jamestown, a Shawnee Indian Encampment at the American Revolution Museum at Yorktown, and a Yorktown Tea Party Ball.

Dr. Newby-Alexander returned the floor to Ms. Andrews.

**VII. Other Business**

Ms. Andrews called for any other business. None was raised.

**VIII. Adjournment**

There being no other business, Chief Adkins motioned for adjournment, and following a second by Delegate McGuin, Ms. Andrews adjourned the Wednesday, May 1, 2024, joint meeting of the Public Programming and Acquisitions Committees at 5:29 p.m.

Committee Members Present: Mr. H. Benson Dendy III, Ms. Suzanne O. Flippo, Senator Mamie E. Locke, and Mr. Thomas K. Norment

Committee Members Absent: Mr. A. Marshall Acuff, Jr., Ms. Daun S. Hester, and Speaker don L. Scott, Jr.

Other Board Members Present: Mr. M. Kirkland Cox, Mr. Kenneth R. Plum, and Delegate C.E. Hayes, Jr. (Remote)

Other Guests: Ms. Abigail Gump (AG Rep)

Staff Present: Ms. Christy Coleman, Ms. Lianne Koch (remote), and Mr. Keola Lee

## **I. Call to Order**

Mr. Dendy called the Wednesday, May 2, 2024, meeting of the Jamestown-Yorktown Foundation Nominating Committee to order at 10:17 a.m. at the Jamestown Settlement.

## **II. Approval of Minutes**

Mr. Dendy called for a motion to approve the minutes from November 15, 2023, as presented on page 81 in the meeting packet. Senator Locke made a motion with a second by Mr. Norment. The minutes were approved as presented.

## **III. Board of Trustees Composition**

Mr. Dendy directed committee members to page 82 of their packet to present the Senate and House of Delegate appointees. He noted that appointments have not been made for candidates that have their terms starting on July 1, 2024. Mr. Dendy spoke to the class terms on page 83 of the board packet. Mr. Dendy asked for a discussion on potential names that the committee can provide to the Secretary of the Commonwealth. Ms. Coleman shared ideas from the Secretary of Education and expressed the support of identifying potential appointees who not only align with the organizations they would be appointed to, but also align to the Governor's agenda.

## **IV. House and Senate Appointments**

There was discussion heard about filling chair and vice chair positions and that current appointees are very enthusiastic to serve in that capacity. There was discussion heard about key House and Senate appointees that were pivotal with championing JYF objectives.

**V. Other Business**

Mr. Dendy called for any other business, and there was none heard.

**VI. Adjournment**

There being no further business, the May 2, 2024, Nominating Committee meeting was adjourned by Mr. Dendy at 10:37 a.m.

Committee Members Present: Chief Stephen R. Adkins, Delegate Amanda E. Batten, Mr. M. Kirkland Cox, Mr. H. Benson Dendy III, Ms. Suzanne O. Flippo, Mr. Terry E. Hall, Ms. Daun S. Hester (Remote), Mrs. Connie R. Kincheloe, Senator Mamie E. Locke, Delegate Delores L. McQuinn, Mr. Thomas K. Norment, and Mr. Kenneth R. Plum

Committee Members Absent: Mr. A. Marshall Acuff, Jr., Mrs. Anedra W. Bourne, Delegate Buddy Fowler, Jr., Mrs. Sue H. Gerdelman, Senator L. Louise Lucas, Speaker Donald L. Scott, Jr., and Delegate Luke D. Torian

Other Board Members Present: Ms. Bentley R. Andrews, Ms. Frances C. Bradford, Mrs. T.J. Cardwell, Mrs. Gloria M. Chambers, Ms. Helen Zadarlik Cousins, Senator J.D. Diggs, Mr. B.K. Fulton, MG, USA (Ret.) Michael T. Harrison, Sr., Delegate C.E. Hayes, Jr.(Remote), Mr. Charles E. James, Sr., Mr. William J. Longan, Jr., Dr. Cassandra L. Newby-Alexander, Mr. Fred W. Palmore III, Ms. Leslie Sanchez, Mr. B. Harrison Turnbull (Remote), Ms. Adria Vanhoozier, and Ms. Victoria Vasques

Other Guests: Ms. Nkechi George-Winkler and Ms. Abigail Gump (AG Rep)

Staff Present: Ms. Christy Coleman, Mr. Nathan Hamilton, Ms. Erin Koch (remote), Mr. Keola Lee, Dr. Mariruth Leftwich, Ms. Adriane Lott, Ms. Lisa Lucas, Dr. Juliet Machie, Mr. William Nixon, Ms. Tracy Perkins, Ms. Melissa Thompson, and Mrs. Glenda Turner

## **I. Call to Order**

Mr. Norment called the meeting of the Jamestown-Yorktown Foundation Board of Trustees Executive and Finance Committees to order at 10:57 a.m. He recognized members participating remotely in accordance with VA Code 2.2-3708.2 and asked for a motion to approve member participation (Ms. Hester). Chief Adkins made a motion, with second by Ms. Flippo. All in-person members of the committees approved.

## **II. Approval of Minutes**

Mr. Norment directed members to the minutes from the November 15, 2023, meeting on page 85 of their packet and requested a motion for approval as presented. Ms. Vasques proposed an amendment to the minutes as presented and stated that Ms.

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Sanchez was physically present for that meeting and to remove the language stating that she was a remote participant. Chief Adkins made a motion to approve amended minutes, with second heard by Mrs. Kincheloe. The minutes were approved unanimously.

### **III. FY2024 Financial Report**

Mr. Norment called on Delegate McQuinn to provide the FY2024 Financial Report presented in their packets on page 89. Delegate McQuinn spoke to the first section that shows comparisons on key metrics to the budget and the five-year trend lines. She stated that all trend lines are pointing up or are stable as the museums and visitation continue to rebound. She spoke to the visitation through March and stated it was 297,000 or 61.9% of the annual goal. Also, revenues through March total \$18.4 million, up 6.9% compared to the prior year. She shared the year-to-date admissions total of \$3.8 million at 65.9% of budget and year-to-date expenditures that totaled \$16.8 million, which is up 19.5% compared to the prior year because it is predominately driven by increased personnel, advertising, utility, security, and maintenance costs.

She asked members to turn to page 90 to compare year-to-date revenues and expenditures to the current revised budget for key groups and departments. She stated that the notable items included the underspending in production and skilled services due to the timing of project restricted balances and reserves, the maintenance and repair costs that were significantly higher than budget due to inflation and higher than anticipated repairs on aging structures, and that utilities were up due to ongoing increases in energy costs.

She directed members to page 91 to discuss the detailed statement of revenues and expenditures sharing that on line four, admissions revenues were \$3.8 million, which was 65.9% of the budgeted \$5.8 million and are in line with anticipated budget through March. She continued and mentioned that \$23,000 was received in grant revenues, that is down \$92,000 from the prior year, due to grants now being processed through the private affiliate. She spoke to the \$31,000 that was generated in FY24 for Outreach and Distance Learning programs, which was 20.2% of the budgeted \$165,000 and down 44.7% from the prior year due to a shortfall with the function of staffing and available funding. She stated on line seven the after hours/summer camps revenues were \$31,000 or 17.7% of the budgeted \$175,000, a variance that is primarily due to a delayed start in the private event rentals business due to staffing. On line eighter she shared that Affiliate support and Miscellaneous revenues were \$1.9 million, or 51.5% of the budget, compared to \$2.3 million last year primarily due to the timing of Affiliate support for interpretive and outreach programming, which will be paid in April. Delegate McQuinn spoke to the recognized general funds on line 13 that were \$10.3 million, 76.5% of budget. She continued with FY24 revenues that were \$18.4 million or 71.6% of budget compared to \$17.2 million last year. She asked everyone to continue moving to expenditures, personnel services on line 23, and shared the expenditures of \$11.9 million at 69.8% of budget, which is \$674,000 or 6% more than the prior year, primarily

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due to a state mandated increases in employee compensation. She stated that non-personnel expenditures of \$4.9 million reflect 56.6% of the budgeted \$8.6 million expense, which is up 5.3% from the prior year. She brought the members attention to line 34 to discuss FY24 expenditures that total \$16.8 million or 65.4% of budget compared to \$15.9 million last year and that on line 37 on page 92, the net revenues through March totaled \$1.6 million, up 19.5% from the prior year. Delegate McQuinn asked if there were any questions regarding the FY2024 year-to-date financial performance. Mr. Norment asked if there were any questions regarding Delegate McQuinn's report. There was none heard.

Delegate McQuinn directed the members to page 93 of their packets to discuss FY2024 year-to-date Performance Measures. She stated that there are two goals dependent on JYF's staff service, the percentage of visitors reporting a positive visitor experience and the quality of the maintenance of JYF facilities. She pointed out that both measures reported 99.5% good or excellent ratings. Delegate McQuinn commented that the goal for the generation of non-general funds through advertising and marketing dollars fell short, however, JYF has seen significant recovery as the visitation trends are changing. She stated that individual visitation and group visitation have slightly outpaced budget projections through March and that the JYF has not met its annual on-site education goal for FY24, but are seeing improvements, compared to FY2023. She also stated that through quarter three, JYF has served 96,239 or 74.6% of the anticipated 129,000 students which is an increase of 6.2%, compared to the same time last year. She mentioned that on-site education is continuing to explore a variety of self-guided tour options and that through quarter three of FY2024, the outreach education had served 38,216 or 51.9% of the anticipated 73,600 students which included both in person and digital programs and that 73 school districts were served. Mr. Norment asked if there were any questions or comments. There was none heard. Mr. Norment expressed gratitude on behalf of both committees for Ms. Coleman and her teams' efforts. There were questions heard regarding how JYF intends to address the gap with number of guest/students JYF anticipates serving through outreach. Dr. Leftwich stated that the pendulum has shifted and in person visitation has increased and they must readjust their expectation projections. Mr. Norment if there was anymore questions or comments. There was none heard.

#### **IV. FY 2025 Proposed State Operating Budget**

Delegate McQuinn called on Dr. Machie to present the FY2025 proposed operating budget. Dr. Machie took time to acknowledge JYF's Budget team, Mr. Will Nixon, Ms. Adriane Lott, and Ms. Brenda Fochtman for their amazing efforts. Dr. Machie directed the committee members to page 94 of their packet to go over the report as presented. Upon completion, Mr. Norment asked for questions or comments for Dr. Machie. Mr. Norment asked if the projected flat visitation rates and budget constraints causes any pause that there will be a 1.9% cut in marketing. Ms. Coleman stated that there will be no pause because there were special funds available this year for

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marketing. Mr. Palmore asked why Development had a significant drop of 14.6%. Ms. Lott stated that JYF eliminated a position in Development and that is reflected here as savings and a portion of that was also used to realign and allow Development to have two additional employees. Mr. Palmore commented that the decrease does not represent a decrease in Development effort. Ms. Coleman affirmed that it does not. Ms. Bradford asked what the ticket dollar amount increase would be. Ms. Turner stated that the ticket increase will be \$2.00. Mr. Norment asked for more questions. There was none heard. Delegate McQuinn asked the chair to entertain a motion for the approval of the budget. Ms. Sanchez motioned to approve the budget. Seconded by Delegate Batten, the motion was approved unanimously.

## **V. Executive Director's Report**

Mr. Norment called on Ms. Coleman to present her report. Ms. Coleman updated the members on the funding status for the maintenance to Susan Constant and reported that the Susan Constant funding made it through the initial budget review. Ms. Coleman expressed her immense gratitude to JYF's legislative team, and everyone involved with championing support for the \$4.7 million amount needed to accomplish the two-year repair project for the Susan Constant. Ms. Coleman stated that there will be a sendoff for Susan Constant on June 8, 2024, and reminded each member to kindly place that date on their calendar and bring everyone they know to the sendoff to share the importance of this amazing floating classroom that has served over 19-million people. Ms. Coleman mentioned that once the final state budget is approved, to expect an update in her Executive Director monthly report. Ms. Coleman then addressed VITA concerns that are captured on page 96 of their packet. She shared what other agencies like VMFA are doing to overcome VITA challenges. She emphasized the importance of having point-of-sale software that integrates well with all JYF's internal systems and how JYF is currently searching for that RTP software. Ms. Coleman stated that at the Fall meeting, a security audit was conducted, and a number of corrective actions were administered, one of which required JYF to have an information security officer separate from their current IT department. She stated that this was an unfunded mandated function and looked at other agencies that were offering similar positions with salaries around \$120K to \$180K. Ms. Coleman was pleased to share that JYF overcame this challenge through the collaboration effort between JYF's HR and Administration Department by registering JYF as a Virginia Skillbridge Program Approved Provider, a special program that provides JYF access to the highly qualified talent pool of transitioning military service members. Ms. Coleman stated that JYF currently has an ISO intern that has been a great asset to the team. Ms. Coleman asked the chair that she is ready to take any questions. There were comments heard from Ms. Sanchez and Ms. Vasques emphasizing the importance of information security and shared their concerns of this position being unfunded. Ms. Coleman stated that this information security position is a priority that will be funded in FY25 and that in the meantime, she is hopeful that JYF will be able to recruit highly qualified Virginia Skillbridge interns to



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bridge the gap. Mr. Norment added to the discussion, sharing his perspective on how state funding integrates into how positions are funded. Ms. Coleman stressed to the members that JYF is in compliance with VITA and that JYF is moving forward and meeting overcoming prescribed mandates as JYF receives them. Mr. Norment commented that due to the extreme fees, there must be exemptions that would have cost savings and that if there was an explicit admission that JYF has been overcharged, JYF should seek a credit for next year's bill. Ms. Flippo asked how long it will take for a cost benefit analysis. Dr. Machie stated that a cost benefit analysis will be presented at the Fall meeting. Mr. Norment asked for more questions or comments. Mr. Harrison asked if all the ISO requirements were prescribed requirements from VITA. Ms. Coleman responded yes; it is. Ms. Vasques asked if there was anything the Board can do to provide assistance with ensuring that JYF information security program is functioning properly. Ms. Coleman stated that JYF is on track to meet a December 31, 2024, VITA audit deadline. There was further discussion on JYF's bandwidth and their projected expectation management strategies. Mr. Norment thanked Ms. Coleman for her report.

## **VI. Closed Session – Executive Director's Performance Report**

Mr. Norment asked for a motion for the Executive & Finance Committee of the Jamestown-Yorktown Foundation Board of Trustees to now convene to a Closed Session, in accordance with the Freedom of Information Act, Section 2.2-37.11, Paragraph A.1, for performance of employees of any public body. Chief Adkins made the motion, seconded by Mrs. Kincheloe, motion passed unanimously. Mr. Norment invited all staff members and guest to depart the room for the executive session. Mr. Norment asked for a motion to reconvene to an open session. Chief Adkins made the motion, seconded by Mr. Hall, motion passed unanimously. Mr. Norment asked for a motion to certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Session and only such public business matters as were identified in the motion convening the Closed Session were heard, discussed or considered by the committees. A roll call vote was held. The majority had it, motion carried.

## **VII. Other Business**

Mr. Norment called for any other business, and there was none heard.

## **VIII. Adjournment**

There being no further business, the May 2, 2024, Joint Executive and Finance Committees meeting was adjourned by Mr. Norment at 12:07 p.m.