

Committee Members Present: Chief Stephen R. Adkins, Mrs. T.J. Cardwell, Senator J.D. “Danny” Diggs, Mr. Thomas DiStanislao, Delegate Hyland F. Fowler, Jr., Delegate Keith M. Hodges, Mr. A.E. Dick Howard (remote), Mr. Charles E. James, Sr., Ms. Diane Leopold (remote), and Dr. Cassandra Newby-Alexander

Committee Members Absent: Delores L. McQuinn, Delegate Luke D. Torian, and Ms. Victoria L. Vasques

Other Board Members Present: Mr. A. Marshall Acuff, Jr., Mrs. Laura W. Bailey, The Honorable Jamie T. Burke, The Honorable Betsy B. Carr, The Honorable Winsome Earle-Sears, Terry E. Hall, and The Honorable Kenneth R. Plum

Other Guests: Ms. Abigail Gump (AG Rep); ?(Chief of Staff)
Melissa ?(Special Assistant Lt. Gov.)

Staff Present: Mr. Rick Begley, 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), Mrs. Tracy Perkins, and Mrs. Glenda Turner

I. Call to Order

The Wednesday, November 13, 2024, meeting of the Jamestown-Yorktown Foundation (JYF) Buildings & Grounds Committee was called to order by Chief Stephen Adkins, at 1:31 p.m., at the American Revolution Museum at Yorktown. He welcomed all to the meeting and acknowledged new Trustees. Chief Adkins stated this is an in-person meeting as quorum is required but that several members were remote, as participation is available as individual circumstances warrant in accordance with VA Code 2.2-3708.2. All in-person members approved of remote participation. A roll call for attendance was taken for the meeting and quorum was confirmed.

II. Approval of Minutes

Chief Adkins directed members to page 20 of the packet, to review the minutes from the Wednesday, May 1, 2024, meeting and requested a motion for approval. Delegate Fowler made a motion, with second by Delegate Hodges. The minutes were approved by unanimous vote.

III. Facilities Reports

A. Chief Adkins directed the members to page 25 of their packet and presented the Facilities Maintenance Report that briefly summarized the updates of JYF's Trades & Transportation technicians, Ground Maintenance technicians, and the Custodial staff. Upon completion, he asked if there were any questions. Delegate Fowler asked if someone could provide a better definition of environmental animals. Dr. Machie stated that the report was referring to snakes, squirrels, raccoons, and nuisance pets.

B. Chief Adkins continued and provided the ship's maintenance report that started on page 26 of their packet. Upon completion, he asked if there were any questions. Delegate Hodges asked when the Susan Constant would return. Ms. Coleman stated early June 2026 is her expected return date. He asked if there were any more questions, there was none heard.

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

Chief Adkins deferred to Dr. Machie to present item IV found on page 29 of the packet. Dr. Machie shared that her power point presentation will cover all the capital and maintenance reserve projects that JYF has in motion or in planning and also articulated on pages 29 and 30 of the packet. Dr. Machie shared that although projects are appropriated at a large amount, the process to infuse funds for the projects are done so in smaller portions. Dr. Machie stated that JYF is asking for capital funding to support the Jamestown Settlement lobby and café upgrades. Dr. Machie discussed the priorities JYF will focus on improving using the approved capital funds for its outdoor lighting and walkways. She stressed that due to the amount of work needed, the plan is to make the best use of the funds by first addressing utilities mapping, environmental survey, ADA compassion needs, improving existing walkways, and integrate outdoor master planning. She discussed JYF's funding strategies that will address these ADA improvements. Dr. Machie shared that JYF will have a Facilities Condition Assessment and the 2026 – 2032 Capital Improvement Plan (CIP) ready for the May 2025 Buildings & Grounds Committee meeting. Her goal was to provide

status updates with regard to the current CIP and to set the context for the funding requests that will be brought before the committee May 2025. Ms. Earle-Sears asked if JYF had information on Change Orders during building campaigns. Dr. Machie stated that JYF sets aside 5% to 15% for change orders. Chief Adkins asked if JYF has a record of all the change orders. Dr. Machie stated that JYF has records of all change orders. Delegate Hodges asked JYF to explain the process JYF uses to determine project needs that are presented before this committee. Dr. Machie shared that JYF first convenes at the staff level to talk through what it is they want to take to Christy and the leadership team. Ms. Coleman added that all the projects listed are must-do projects. She shared that the outdoor lighting was not a big deal in the past because JYF did not do as much outdoor programming. Ms. Coleman articulated that the Jamestown Settlement lobby modernization vision is the only want-to project, but the lobby floors continue to present a safety hazard. Delegate Hodges asked if JYF uses external consultants to provide a fresh look at areas to solicit feedback for improvements. Ms. Coleman commented that JYF has used external consultants to provide feedback. Mr. DiStanislao asked which projects stem from visitor complaints. Dr. Machie responded that it was complaints with our lobby floors at Jamestown Settlement that inspired the improvement process. Mr. DiStanislao asked JYF to share with the committee examples of complaints received. Ms. Coleman shared that the most complaints centered around the waiting requirement in the lobby for online ticket buyers and the loud noise in the lobby space. She also shared that she aims to keep complaints below 5% and as of late, it is at 1.5%. There was a question and discussion heard about JYF's plan to integrate Artificial Intelligence. Chief Adkins asked for any more questions. There was none heard.

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 Hodges motioned for adjournment and seconded by Delegate Fowler. Chief Adkins adjourned the Wednesday, November 13, 2024, meeting of the Buildings & Grounds Committee at 2:32 p.m.

Members Present: Adkins, Banks, Carr, Gerdelman, Newby-Alexander, Simonds, VanValkenburg. *Participating Remotely:* Burke, Howard, Leopold, McGuinn.

Members Absent: Bulova, Dendy, Flippo.

Other Guests Present: Acuff, Bailey, Dime, DiStanislau, Hall, James, Locke. Also present: Abigail Gump (AG Representative for JYF); Winsome Earle Sears (Lt. Governor), Kishore Thota (Chief of Staff), Liza Abbe (Special Assistant); Deborah Wilkinson (JYF Tribal Advisory Group Member from the Upper Mattaponi).

Staff Present: Coleman, Floyd, Hamilton, Hohensee, Lee, Leftwich, Lucas, Machie, Meyer, Perkins, Thompson, Turner.

I. Call to Order

Dr. Newby-Alexander, Chair of the Public Programming Committee, called the Wednesday, November 13, 2024, meeting of the Jamestown-Yorktown Foundation Public Programming Committee to order at 4:05 p.m. She welcomed members, especially new and returning members, and asked for the calling of the roll.

Unfortunately, physical quorum was not established, although four members were participating remotely. With guidance from Ms. Gump, JYF's Representative from the Attorney General's office, the meeting continued but no votes were called.

Dr. Newby-Alexander thanked members for their continued support for public programming that fosters an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures and the resulting legacies. She also welcomed Vice-Chair Ms. Leopold and new members Delegate Bulova, delegate Simonds, and Senator Van Valkenburg. Finally, she greeted returning member Delegate Carr.

II. Approval of Minutes

Due to the lack of physical quorum, Ms. Gump recommended that approval of the minutes from the Wednesday, May 2, 2024, joint meeting of the Jamestown-Yorktown Foundation Public Programming Committee and the Jamestown-Yorktown Foundation, Inc. Acquisitions Committee be postponed until the May 2025 joint meeting.

III. Tribal Advisory Group Recommendations for Paspahegh Town

Dr. Newby-Alexander reminded members that—as part of JYF’s Indigenous Peoples Initiative—a Tribal Advisory Group has been convened with representatives from Virginia tribes that meets quarterly to advise on how the Foundation can enhance representation, voice, and interpretation of Indigenous Peoples for museum audiences. She called upon Dr. Leftwich, Senior Director of Museum Operations and Education, and Ms. Wilkinson, Tribal Advisory Group representative from the Upper Mattaponi tribe to share some of the recommendations the Advisory Group has made.

Dr. Leftwich began by reporting that the issue of Indigenous clothing has been raised as a result of staff concerns, visitor comments and a growing movement in the field of public history. She introduced Ms. Wilkison and asked her to share her perspective.

Ms. Wilkinson thanked members for giving her the opportunity to join the discussion. She pointed out that clothing represents Native Peoples’ sovereignty, and that when Virginia’s Native People have the chance to wear their clothing, they are honoring their people and their ancestors. She noted that when non-Native people are dressed in Indigenous regalia, they lack an understanding of the status of different types of regalia, and do not possess a sense of pride and connection with their ancestors.

Dr. Leftwich reported that every member of the Tribal Advisory Group reiterated the belief that non-Native people should not wear Native clothing. She also pointed out that JYF staff have consulted with other museums, most importantly with Plimoth Patuxet Museums, where a policy, in place since 1973, asserts that regalia only be worn by Indigenous people. She indicated that JYF non-Native staff will transition to modern clothing beginning January 1, 2025, and that this policy will be supported with signage explaining the reasoning behind the transition, beginning March 1, 2025.

IV. Museum Operations and Education Staffing

Moving on to the next agenda item, Dr. Newby-Alexander invited Dr. Leftwich to provide an overview of how the division of Museum Operations and Education (MOE)—a division that encompasses 70% of JYF staff and provides all visitor experiences and mission driven programs—is addressing current staffing issues and visitor needs.

Dr. Leftwich noted that MOE is making adjustments to staffing models as visitation changes and work patterns have shifted post-pandemic. She compared numbers of on-site student visitors to the number of educators over the past sixteen years (2007-2023) demonstrating that while there has been a 38% decrease in on-site student visitation, there has been a 66% decrease in educators to serve them. She observed that this is due to demographic and career shifts that have changed the hiring landscape for part-time staff such that JYF struggles to both hire and retain part-time educators and must rely increasingly on self-guided tours. She reported that these changes have prompted MOE to enhance its education work force with two full-time lead educators.

At the same time, understanding that salary does matter for employee engagement and satisfaction, Dr. Leftwich emphasized the importance of providing Interpreters and Educators with a salary that comes closer to a living wage. She presented data on the cost of living in Williamsburg, VA and reported that the base salary offered classified staff will be increased from \$32,800 to \$38,000 (noting that this can be as high as \$64,000 with the addition of a benefits package). She acknowledged the budget implications of this increase and indicated that it is currently being funded out of the wage budget.

V. Learning and Community Engagement

Dr. Newby-Alexander introduced JYF's new Director of Learning and Community Engagement, Ms. Sally Meyer, and invited her to provide a "Learning Update" and tell the committee a bit about upcoming Public Programs.

Ms. Meyer reported that, with 123,985, students booked for guided and self-guided tours as of November 1, JYF is well on the way to fulfilling its service goal of 149,000 students for on-site education programs. She indicated that bookings for classroom outreach are also strong with 23,260 students booked as of November 1, more than half-way towards a goal of serving 42,000.

Ms. Meyer observed that JYF's reputation as a high value experience for students continues to be stable but noted several priorities for the Learning team namely: working closely with development to find new options and opportunities to fund outreach and onsite program for Title I schools; exploring new ways to continue serving teachers and students with in-classroom outreach in a smaller radius of JYF; developing kits for teachers to use in the classroom with training from JYF educators; and continuing to offer digital learning to students in Virginia and around the country. She also pointed to a growing focus on school age groups not traditionally served, including Pre-K through 3rd grade, and secondary school age groups.

She reiterated the importance of the staffing model shifts discussed earlier by Dr. Leftwich, indicating that the hiring of two full-time lead educators will allow the Learning team to serve more students and more efficiently manage program logistics. She reported that two additional positions recently filled—the Community Engagement Manager and the Youth and Family Programs Manager—strengthens JYF's ability to grow its capacity to serve students and the wider community more effectively. She described plans to work as community partners in civic efforts with the Student Advisory Group, to work on a new and improved Jamestown tour with the Indigenous Advisory Group, and to work with the Master Teachers program to support educational efforts, all with the goal of ensuring offerings align with what audiences want and need.

Regarding upcoming Public Programs in 2025, Ms. Meyer reviewed a variety of offerings in public programming generally, as well as specific programs being developed in anticipation of the 250th commemoration, highlighting both foundational programs and some additional offerings.

VI. Jamestown Legacy Gallery

Dr. Newby-Alexander reminded committee members that plans for the Legacy Gallery at Jamestown Settlement were previously shared with the board in May of 2023. She then invited Dr. Leftwich to provide an update on how the Legacy Gallery is being reimaged, where it is in the redesign process, and when it will be completed.

Dr. Leftwich observed that the Legacy area at the end of the Jamestown Settlement permanent galleries is being refreshed to allow visitors to reflect on what the nation's history means to them and which actions they feel are

important to impact the future within the three broad legacy categories of Cultural Diversity, Environmental Impact, and Civic Responsibility.

She reported that by the Spring of 2025, visitors to the new Legacy area of the gallery will be able to explore these Jamestown Legacies on a series of lighted panels with vibrant graphics and text detailing what Jamestown legacies look like in the 21st century and sharing JYF's commitment to take action in those legacy areas by supporting relevant community organizations. Dr. Leftwich went on to describe how visitors will be able to vote for the legacy and associated community project that most resonates with them, and then every four months the legacy and community project with the most votes will be selected for support. She referred committee members to a feature article in the most recent issue of *Inside JYF* for more details on what the Legacy gallery will look like, how the voting will work, and the types of community service projects and partner organizations involved in bringing these legacies to action.

VII. Curatorial Review

Dr. Newby-Alexander began the Curatorial Review by inviting Ms. Hohensee, Senior Registrar, to deliver the Semi-Annual Conservation Report covering the period January 1 through June 30, 2024.

Ms. Hohensee reported that a conservation assessment of the newly acquired Force Declaration of Independence (DOI) was completed prior to finalizing its acquisition to identify any conservation concerns and to anticipate conservation costs. She indicated that the DOI was delivered to the paper conservator in October where it is receiving treatments to remove surface grime, repair minor tears, and where it will be re-matted in acid-free materials.

Dr. Newby-Alexander then moved on to the Semi-Annual Acquisitions Report covering the same January to June period, noting that two artifacts were acquired with support from the Jamestown-Yorktown Foundation, Inc. She invited Ms. Hohensee to tell committee members more about these objects and the stories they can tell.

Ms. Hohensee began with a description of the aforementioned 1833 Peter Force printing of the Declaration of Independence (DOI) from William Stone's 1823 copperplate engraving. She noted that the DOI is an exact replica of the engrossed original manuscript and includes the 56 signatures of the members of the Continental Congress. She explained that, after conservation, the DOI will be

on display in the *Give Me Liberty* special exhibition scheduled to open first at the Virginia Museum of History and Culture in March of 2025, and then at the American Revolution Museum at Yorktown 10 months later in July 2026. Ms. Hohensee also described the second acquisition, the painting “Grandma’s Cape” by Indigenous artist Trudith Dyer, explaining that it will help engage visitors in Virginia’s Indigenous history.

Again, due to the lack of physical quorum, the committee was unable to vote on accessioning these objects. Instead, Attorney Gump advised that Dr. Newby-Alexander recommend that the full board take action during the Business Meeting and accept JYF accession of the newly acquired objects.

VIII. Special Exhibition Update

For the next agenda item, Dr. Newby-Alexander referred committee members to their packets for an overview of five upcoming special exhibitions that they can look forward to at both Jamestown Settlement and the American Revolution Museum at Yorktown. She invited Dr. Leftwich to describe two of the exhibitions that are connected to the 250th anniversary of the signing of the Declaration of Independence, both of which will be mounted at Yorktown. She also invited Dr. Straube, Senior Curator at Jamestown, to share some of the exciting archeological discoveries behind the exhibition *Following the Dragon*, scheduled to open in November 2025 at Jamestown, highlighting the connection between the Jamestown colony and Asia.

Dr. Leftwich began by describing *Fresh Views of the American Revolution*, running from October 2025 to May 2026, indicating that this exhibition will feature the Foundation’s collection of Oscar de Mejo’s works, commissioned in 1976, as pieces that inspire dialogue and responsive art-making. She also discussed the exhibition Ms. Hohensee mentioned earlier, *Give Me Liberty: Virginia and the Forging of a Nation*. She reiterated that this joint exhibition, being developed with the Virginia Museum of History and Culture, will open first at the VMHC in 2025 and then at JYF’s Yorktown museum in July 2026, running through January 2027. She emphasized that the exhibition will explore the unique and essential Virginia people, events and sites that helped bring liberty and democracy to a new nation.

Dr. Straube informed committee members that the subtitle of the *Following the Dragon* exhibition is “Ming Porcelain in Early Jamestown,” and will be a collaboration with the Jamestown Rediscovery Foundation of Preservation

Virginia. She shared a number of images depicting porcelain fragments excavated from James Fort and indicated that intact parallels have been found for up to 22 vessels which will be borrowed for the exhibition. She also explained that the exhibition will explore the meaning of the iconography on the vessels, how Chinese porcelain was made, places of manufacture, and how/why the exotic ware is found in early Jamestown contexts.

IX. Maritime Program Update

Dr. Newby-Alexander noted that there is much to report from the Maritime Program with the *Susan Constant* at Mystic Seaport Museum Shipyard undergoing restoration and *Godspeed* having just returned from a successful Fall voyage. As the last order of business, she invited Dr. Leftwich to update the committee on the *Susan Constant*'s restoration progress as well as *Godspeed*'s recent participation in the Urbanna Oyster Festival and the Yorktown 250th Tea Party Commemoration.

Dr. Leftwich began by describing the success of *Godspeed*'s Fall voyage, reporting that, at the Urbanna Oyster Festival, 259 students boarded the ship on Education Day, along with an additional 2,266 public visitors who boarded on November 1st and 2nd. The ship then voyaged to Yorktown to participate in the 250th Yorktown Tea Party event, hosting several hundred visitors each day over the course of three days, and coordinating with regional partners in support of this VA250 event.

Dr. Leftwich then referred committee members to their packets for additional details on the *Susan Constant* restoration, noting how JYF website resources have been marshalled to report on its progress, beginning with a 3-D tour of the ship created before *Susan Constant*'s departure. She also reported that a \$60,000 grant from the Blocker Foundation is supporting the creation of interpretation stations located on the ship's pier describing the restoration project in *Susan Constant*'s absence.

Dr. Leftwich concluded by indicating that, given concerns about both the *Godspeed* and *Susan Constant* being absent from the pier, it is likely that *Godspeed*'s Spring and Summer voyage schedule will be limited to minimize the amount of time the ship is away, leaving only *Discovery* at the pier for visitors to enjoy. There was some discussion among committee members regarding the need to balance the benefits of taking the ship into communities with the need to provide visitors with access to ships on the pier.

X. Other Business

Dr. Newby-Alexander called for discussion of any other business. None was raised.

XI. Adjournment

There being no further business, Dr. Newby-Alexander adjourned the Wednesday, November 13, 2024, meeting of the Public Programming Committee at 5:32 p.m.

**Jamestown-Yorktown Foundation
American Revolution Museum at Yorktown
Classrooms A-B-C**

**Public Programming Committee
Wednesday, November 13, 2024
4:00 p.m.**

DRAFT

MINUTES

Committee Members Present: Mr. A. Marshall Acuff, Jr., Chief Stephen R. Adkins, Delegate Amanda E. Batten, Delegate Betsy B. Carr, Mrs. Gloria M. Chambers, Mr. H. Benson Dendy III, Delegate Buddy Fowler, Jr., Mrs. Sue H. Gerdelman, Mr. Terry E. Hall, Senator Mamie E. Locke, Senator L. Louise Lucas, Senator Ryan T. McDougle, Delegate Delores L. McQuinn (Remote), Dr. Cassandra L. Newby-Alexander, Mr. Thomas K. Norment, and Mr. Kenneth R. Plum

Committee Members Absent: Delegate David L. Bulova, Mr. M. Kirkland Cox, Ms. Suzanne O. Flippo, Speaker Donald L. Scott, Jr., and Delegate Luke D. Torian

Other Board Members Present: Mrs. Laura W. Bailey, Mr. David Botkins, The Honorable Jamie T. Burke (Remote), Senator J.D. Diggs, Mrs. Julianna M. Dime, Mr. Thomas DiStanislao, Mr. A.E. Dick Howard, and Mr. Charles E. James, Sr.,

Other Guests: 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, Ms. Tracy Perkins, Ms. Melissa Thompson (Remote), Mrs. Glenda Turner, and Mr. Eric Wynn

I. Call to Order

The Thursday, November 14, 2024, meeting of the Jamestown-Yorktown Foundation (JYF) Executive & Finance Committee was called to order by Mr. Norment, at 10:15 a.m., at the American Revolution Museum at Yorktown. He welcomed all to the meeting and acknowledged new Trustees. Mr. Norment stated this is an in-person meeting as quorum is required but that a few members were remote, as participation is available as individual circumstances warrant in accordance with VA Code 2.2-3708.2. All in-person members approved of remote participation. A roll call for attendance was taken for the meeting and quorum was confirmed.

II. Approval of Minutes

Mr. Norment directed members to the minutes from the September 5, 2024, meeting on page 77 of their packet and requested a motion for approval as presented. Mr. Hall made a motion to approve minutes, with second heard by Mrs. Gerdelman. The minutes were approved unanimously.

III. FY2024 Financial Report

Mr. Norment called on Delegate McQuinn to provide the FY2025 Financial Report as presented in their packets beginning on page 83. Delegate McQuinn spoke to the first section that shows comparisons on key metrics to the budget and the five-year trend lines. She spoke to the visitation through September and stated it was 97,363 or % of the annual goal. Also, revenues through March total \$18.4 million, up 6.9% 21.5% of the annual goal of 453,000 visitors which represents a 10.9% decrease, compared to budgeted targets. She shared the year-to-date admissions total of \$1.6 million, or 27.4% of the budget and year-to-date expenditures that totaled \$6.4 million, up 6.2% compared to the same period last year, primarily attributed to state mandated employee compensation increases and upfront expenditures for the Susan Constant project that are currently being funded from operational costs. She did express that the operating funds will be reimbursed when the capital funds for the project are received.

She asked members to turn to page 84 to compare year-to-date revenues and expenditures to the current revised budget for key groups and departments. She then directed members to page 85 and 86 to discuss the detailed statement of revenues and expenditures, sharing that on line eight, affiliate support and miscellaneous revenues were \$326,548, which was 9.6% of the budget. She continued and recognized that general funds are \$3.2 million, or 24.5% of budget. Upon completion of her presentation, Delegate McQuinn asked if there were any questions regarding the FY2025 year-to-date financial performance. Mr. Norment asked if there were any questions regarding Delegate McQuinn's report. Mr. Dendy asked what could be attributed for the changes in visitation. Ms. Coleman shared that visitation trends during the summer months have changed, post COVID travel plans are decreasing, and folks with funds to travel are electing to travel to Europe. Ms. Coleman shared that there are concerns that Williamsburg is no longer considered an affordable vacation location. She expressed that October & November numbers have started strong. There was discussion heard emphasizing what Ms. Coleman reported. There was discussion heard about the new sports complex opening in Williamsburg. There was more discussion heard about how JYF is a year around opportunity and how scheduling around other events in the area is critical. Mr. Norment asked if there were anymore questions or comments. There was none heard. He thanked Delegate McQuinn for her presentation and transitioned to the next topic regarding VITA.

IV. VITA – Cost Benefit Analysis

Mr. Norment called on Dr. Machie to present the VITA cost benefit analysis report. Dr. Machie shared how VITA impacts all the technology that JYF uses. There was discussion heard regarding the VITA challenge roadmap that JYF has been impacted by and how JYF may need to disinvest from VITA should these challenges not be resolved. Dr. Machie shared that in her last effort, she reached out to Bill Osmond, COV's Chief Information Officer and discovered that all the challenges JYF has been

experiencing with VITA was never brought to his attention. She expressed that Ms. Coleman agreed that meeting with Mr. Osmond should be the next step before providing this committee a cost benefit analysis to disinvest from VITA. Ms. Coleman added that from the preliminary findings, there was a cost savings of a quarter million dollars to bring everything in house. There was discussion heard highlighting how VITA is a profit center and how small JYF is compared to all of the COV agencies in VITA's inventory. Dr. Machie addressed the VITA audit findings regarding JYF's Information Security Office and acknowledged the creation of the office through the Department of Defense (DOD) Skillbridge program since it was an unfunded mandate. She shared how bringing Eric Wynn onboard as an information security intern and later offering him an employment opportunity through a competitive hiring process has been a huge success for JYF, DOD, and our military veteran community. Mr. Norment asked for more questions. There was none heard. Mr. Norment thanked Dr. Machie for her presentation and her persistence.

V. FY2026 Budget Planning & Priorities

Mr. Norment called on Dr. Machie to present her report on the budget process overview and FY2026 proposed budget priorities. Dr. Machie expressed that she would like suggestions from the committee members should anyone believe that JYF's focus needs to be shifted from what is being presented. She began with discussing JYF's funding sources and the budget development process. She directed members to pages 87 and 88 of their packets to discuss talent and human capital challenges. Dr. Machie explained JYF's equipment replacement strategies as JYF's equipment comes to life end. She emphasized that although some changes have been made to JYF's maintenance reserve budget to accommodate some of the forecasted equipment replacement items, there is not enough funds available to address it all. Upon completion of Dr. Machie's report, Mr. Norment asked for questions. Mr. Norment took time to express his gratitude on behalf of all Board members for all the work that is being done to advance JYF's mission forward. With no questions heard, Mr. Norment moved to other business.

VI. Other Business

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

VII. Adjournment

There being no further business, the November 14, 2024, Joint Executive and Finance Committees meeting was adjourned by Mr. Norment at 11:15 a.m.