

## MINUTES

### VIRGINIA MUSEUM OF NATURAL HISTORY BOARD OF TRUSTEES August 25, 2007

The seventy-third meeting of the Board of Trustees of the Virginia Museum of Natural History was held at 10 a.m. on Saturday, May 5, at the Virginia Museum of Natural History in Martinsville, Virginia. Eighteen of the twenty-five trustees attended.

Trustees Present:      George Lyle, Chairman                      Pamela Armstrong, Vice Chairman  
                                 Novel Martin, Treasurer                      LeAnn Binger, Secretary  
                                 David Compton                                      Carolyn Davis  
                                 Nancy Fitzgerald                                   Thomas Honer  
                                 Carol Hooker                                        Mervyn King  
                                 Lee Lester    Arlene Milner  
                                 James Murray                                       Sammy Redd  
                                 Bruce Smith                                         Philip Sprinkle  
                                 Vincent Stone                                        Lisa Wu

Trustees Absent:      Briggs Andrews                                      Christina Draper  
                                 Oliver Flint    Conover Hunt  
                                 Ervin Jordan                                         Daniel Oakey  
                                 Kimble Reynolds

Staff Present:         Ryan Barber                                         Nancy Bell  
                                 Dennis Casey                                       Nick Fraser  
                                 Tim Gette     Cindy Gray

Others Present:      Jack Knight, Virginia Attorney General's Office.

#### **Call to Order and Approval of Minutes**

Mr. Lyle called the meeting to order.

Mr. Lyle asked if there were any additions or revisions to the minutes of the May 5, 2007 meeting. Mr. Redd moved that the minutes be approved as submitted. Dr. King seconded, the motion carried unanimously.

#### **Chairman's Report/Executive Committee Report**

Mr. Lyle presented the Chairman's/Executive Committee Report.

- Asked for a motion to approve the Guidelines for VMNH Facility Rental. Dr. Sprinkle moved that the guidelines be approved as submitted. Mrs. Armstrong seconded, the motion carried unanimously. (attachment A)
- Asked for a motion to appoint Dr. Bruce Smith to the Research and Collections Committee. Mr. Stone moved to approve Dr. Smith's appointment to the Committee. Dr. Binger seconded, the motion carried unanimously.
- Presented proposed quarterly meeting dates for the 2008 calendar year. A vote will be taken at the November meeting. (attachment B)

### **Treasurer's/Finance Committee Report**

Mr. Novel Martin, Treasurer, gave an overview of the quarterly financial report.

- An unfunded state mandate was issued to all state agencies to use VITA. The FY2008 cost for the Museum will be \$197,000. The Secretary of Natural Resources is working to seek funding for the Museum to cover this expense.
- The Governor is asking all state agencies to meet with Cabinet Secretaries and the Department of Planning and Budget to explore ways to reduce their operating budgets by five percent.

### **Executive Director's Report**

Mr. Tim Gette, Executive Director, gave an overview of his written report.

- A collection of over 16,000 Virginia mammal specimens were recently transferred to VMNH from Virginia Commonwealth University.
- VMNH has formed a partnership with Radford University and New College Institute to offer the endorsement in earth science for area science teachers.
- A temporary Certificate of Occupancy has been received which now include the labs and collection storage room. Work continues toward obtaining a permanent certificate.
- Members of the House Appropriations Committee visited VMNH on June 27.
- Dr. Nick Fraser will be leaving VMNH at the end of the year to head the natural sciences division of the Royal Museum in Scotland. He will be sorely missed.

### **Executive Session**

Mr. Lyle moved that the Board go into Executive Session to discuss a personnel issue, as specified in Code of Virginia §2.2-3711 (A)(1).

The Board returned to an open meeting on a motion by Mr. Tom Honer. Mr. Stone seconded, the motion carried unanimously.

At the conclusion of this Executive Session, each returning member of the Board certified that only matters of business as identified in the motion to convene Executive Session, lawfully

exempt from open meeting requirement, were discussed. Upon return to Open Session, the Board took the following action:

Mrs. Armstrong moved to give the executive director a favorable job performance evaluation and also moved to give him a 5% bonus. Mr. Stone seconded, the motion carried unanimously.

### **Development/Marketing Committee Report**

Mrs. Pam Armstrong, Committee Chairmen, turned the floor over to Mr. Ryan Barber and Mrs. Nancy Bell. Each gave an overview of their written report.

- A new section is being added to the website entitled *VMNH Research Expeditions* which will focus on museum research programs. Dr. Fraser's National Geographic Grant will be the first highlighted.
- To reach the agency's attendance goal of 70,000 in FY2008 the Museum will have to average 5,000 visitors a month. Attendance for July was 5,760.
- A new family festival is scheduled to take place June 2008. Although it is in the preliminary planning stages, the tentatively titled "VMNH Outdoor Adventure Festival" will offer an array of outdoor related classes, seminars and training, as well as fun, educational activities for all ages. Hunting, fishing, boating, archery and other outdoor activities are planned to be covered.
- The Museum will participate in Museum Day 2007 on September 29, which is presented by Smithsonian Magazine and Hyundai Motor America. VMNH is the only Smithsonian affiliate in Virginia that is taking part in the event. Museum Day is a day when museums and cultural institutions nationwide open their doors free of charge to Smithsonian magazine readers and Smithsonian.com visitors.
- An update was given on the VMNH Foundation Board's membership and officer elections.
- Current membership totals include: 644 individuals and 22 corporate.
- \$3.3 million in Capital Campaign pledges have been received to date. Strategy for completing the \$5 million campaign includes a three-pronged approach: (1) completing outstanding major donor asks, (2) hosting a series of receptions for potential donors who have not yet been approached, and (3) hosting a series of morning business roundtables to discuss the economic impacts of the Museum and remaining funding needs of the capital campaign.

### **Research and Collections Committee Report**

Dr. James Murray, Committee Chairman, presented the Research and Collections Committee Report.

Dr. Thomas J. Henry, an entomologist with the USDA, was appointed as a Research Associate to the Museum. Dr. Kari Mudar, an archaeologist working for the National Park Service, was reappointed.

### **Education and Public Programs Committee Report**

Mrs. Lee Lester, Committee Chairman, gave an overview of the Committee's written report.

- Martinsville and Charlottesville outreach education presented 211 programs with 5,750 served.
- At-the Museum education presented 161 programs with 3,749 served.
- Trustees received a copy of the 2007-2008 VMNH Education Program Guide.

### **Strategic Planning Committee Report**

Mr. Gette stated that the Committee met to review the requirements for the strategic plan being developed for the 2008-2010 biennium. A copy will be distributed to the Board when completed.

### **Old Business**

There was no Old Business to come before the Board.

### **New Business**

In order to satisfy the legal training obligation under § 2.2-3130 of the Code of Virginia for "state filers," each Trustee received a copy of the Conflict of Interests Act & Ethics in Public Contracting Training DVD. Once viewed, Trustees are to sign a Certificate of Completion form and return to Mrs. Gray as soon as possible.

With no further business to come before the Board, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Dr. LeAnn Binger  
Secretary

George Lyle  
Chairman