**Virginia Museum of Natural History**

**Board of Trustees Executive Committee Meeting**

**AGENDA**

**January 25th, 2023 – 5:30-7:00PM**

**Dominion, Richmond VA**

Welcome and Call Meeting to Order Lisa Carter

Approval of Minutes (Action) Lisa Carter

Chair’s Report Lisa Carter

* Mr. R. Gene Smith
* Request of VMNH-F for staff support

Treasurer’s Report Cord Cothren

Executive Director’s Report Joe Keiper

* Museum operation
* Major projects
  + VMNH-W
    - Capital pool
    - Review of schematics
  + Jean S. Adams Education Pavilion

Old Business Lisa Carter

* General Assembly 2023 goals
* Updates to Electronic Meetings Policies

Closed Session (if needed) Lisa Carter

Announcements & Open Discussion Lisa Carter

Adjournment

*No public comments will be taken at this meeting.*

**Board of Trustees Executive Committee Meeting**

**MINUTES**

**January 25th, 2022 – 5:00 – 6:00 pm**

**Dominion Energy, Richmond VA**

PRESENT: Lisa Carter (Chair), Nathan Sanford (Secretary), Deb Love (OAG), Joe Keiper (staff, Executive Director), Jonathan Martin (staff, CFO), Ryan Barber (staff, Deputy Director)

ELECTRONIC PARTICIPATION: Roberto Quinones (Vice Chair)

ABSENT: Cord Cothren (Treasurer)

Chair Lisa Carter asked for a vote to approve the minutes from the November 11th, 2022 Executive Committee meeting. The minutes were approved with a unanimous vote.

Ms. Carter moved the meeting to closed session, where personnel matters were discussed. At the conclusion, the meeting was moved back to an open session.

Joe Keiper covered the basics of the Treasurer’s report, noting that the budget was trending as anticipated. Revenues were up with strong customer spending particularly during special events such as festivals. Jonathan Martin covered the progress on VMNH-Waynesboro Detailed Design spending, and contract bidding for the Jean S. Adams Education Pavilion.

Ms. Carter asked that the museum pull energy usage data from its different buildings now that the energy savings project is near completion. Keiper and Martin said they’d be prepared to report out at the May 2023 Board meeting.

Joe Keiper mentioned a lack of grant support from the Harvest Foundation for the Museums for All program. It was noted in the proposal review that potential participants could be embarrassed having to show their EBT cards for free admission, despite hard data from VMNH admissions to the contrary. Keiper recommended that we remain true to our principles of service, and that we don’t let external factors move us off course. Ryan Barber mentioned the interest in Hooker Furnishings to continue sponsorship of this program, and that Carter Bank and Trust also has expressed interest in partnering with this program to serve the community’s citizens who lack expendable resources for museum visits.

Museum electronic communications policy was discussed. Deb Love covered the options now available. The Executive Committee would recommend that the board vote to accept the state’s new guidelines. The main advantages are that 1) Meetings can occur 100% electronically, so long as the meetings are not consecutive, and 2) Participants who live >50 miles from meeting locations can join electronically at in-person meetings with a quorum present and do not need to give an excuse for in-person absence.

Mr. Quinones brought up the audit process. Staff explained that at the state level, the auditing process of accounts is continuous and that there are no annual financial audits. Any deviations in state spending are noted by Richmond and would lead to direct communication with the museum. State audits have to do with policies in accounting, records retention, IT usage, and similar topics.

General Assembly advocacy strategy was discussed. Staff had a leave-behind prepared. Roberto Quinones noted that the annual report could double as a leave-behind. Joe Keiper brought up Mark Buss’ suggested template of a report that would line up budget with the VMNH strategic plan and the Code of Virginia’s description of the museum’s purposes.

With no further business the Executive Committee meeting was adjourned at 6:00 pm.