**MINUTES**

**VIRGINIA MUSEUM OF NATURAL HISTORY**

**BOARD OF TRUSTEES MEETING**

**Saturday, November 12th, 2022**

The one hundred thirty third meeting of the Board of Trustees of the Virginia Museum of Natural History was held at 10:00 a.m. Saturday, November 12, 2022, at the Virginia Museum of Natural History in Martinsville, VA.

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| Trustees Present: | Ms. Lisa Carter, Chair Mr. Mark BussMs. Lauren WoodsonDr. Tom Benzing | Mr. Cord Cothren, Treasurer Dr. Carole NashDr. Art EvansMs. Anne Burnett  |
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| Trustees Participating Virtually, via Zoom: | Mr. Roberto Quinones (Reason: Family)Dr. Makunda Abdul-Mbacke (Reason: Work) | Mr. Nathan Sanford(Reason: Illness) |
| Trustees Absent: | Ms. Jennifer Burnett, Past ChairMs. Emma Ito  | Ms. Sherri Jordan Ms. Melany Stowe |
|  |   |  |
| Staff Present: | Dr. Joe Keiper | Mr. Ryan Barber |
|  | Mr. Ben Williams | Ms. Christy Deatherage  |
|  | Ms. Mary Zell GalenDr. Kal Ivanov  | Mr. Jonathan Martin |
|  |  |  |
| Others Present: | Dr. DB Poli– VMNH Foundation Board of Directors |

**Welcome and Call to Order**

The meeting was called to order by Ms. Lisa Carter, Chair. A roll call vote of trustees was held, and it was determined that there were eight members present, three virtual, and four absent, which established a quorum. Additionally, Ms. Carter welcomed Dr. DB Poli, of the VMNH Foundation, to the meeting.

**Approval of Minutes**

Dr. Art Evans moved that the minutes of the August 2022 Board meeting be approved, and Dr. Tom Benzing seconded the motion. With no discussion, a voice call vote was held, and the minutes were approved unanimously.

**Electronic Participation**

A motion was made to admit the virtual trustees (Mr. Roberto Quinones and Mr. Nathan Sanford) to the meeting so they may participate remotely was made by Dr. Art Evans and seconded by Mr. Mark Buss. With no discussion, a voice vote was held, and the motion unanimously passed.

Following, a motion was made to allow the virtual trustees (Mr. Roberto Quinones and Mr. Nathan Sanford) to act as voting members for the Board meeting was made by Dr. Tom Benzing and seconded by Ms. Anne Burnett. With no discussion, a voice vote was held, and the motion unanimously passed.

Additionally, a motion was made to admit late arriving virtual trustees (Dr. Makunda Abdul-Mbacke) to the meeting so they may participate remotely was made by Dr. Tom Benzing and seconded by Mr. Mark Buss. With no discussion, a voice vote was held, and the motion unanimously passed.

Following, a motion was made to allow the virtual trustees (Dr. Makunda Abdul-Mbacke) to act as voting members for the Board meeting was made by Dr. Tom Benzing and seconded by Mr. Mark Buss. With no discussion, a voice vote was held, and the motion unanimously passed.

**Chair’s Report**

Ms. Lisa Carter, Chair, presented a brief report:

She completed several introductions and acknowledgements, including:

* Welcoming Dr. Ariana Kuhn, the incoming VMNH herpetology curator, to the VMNH team.
* Congratulating the VMNH team for the successful events yesterday, including the launch of the Energy Savings Program and the Research/ Collections Welcome Celebration for Dr. Kuhn.
* Recognizing the museum team for continued progress on the Waynesboro Branch Campus project.
* Congratulating the museum staff on the Bonez and Booz festival in October, which hosted over 2,100 attendees. Over 1,000 guests were EBT-card holders and were able to participate for free through the Museums for All program. This program allows individuals with diverse income levels to visit VMNH and attend museum events.

Ms. Carter presented a resolution to Hooker Furnishings in honor of their commitment to the Museums for All Program, which allowed over 3,200 EBT-card holders to visit VMNH at no cost. A motion was made to approve the resolution was made by Ms. Anne Burnett and seconded by Mr. Mark Buss. With no discussion, a voice vote was held, and the motion unanimously passed.

Ms. Lisa Carter requested that future VMNH Board meetings were not held on Veteran’s Day, as it will allow Board members and staff to recognize the holiday.

Ms. Carter encouraged trustees to stay following the meeting for a tour of the Douglas Ave. facility, which now has a new roof and HVAC improvements.

Ms. Carter began a new initiative to introduce a different members of the staff, highlighting, Ms. Mary Zell Galen, Administrative Coordinator:

* She explained the Lynn Elmahound was supposed to present today, but was ill.
* She highlighted her work at the museum, including talking about her board management and advancement work.
* She highlighted her other museum experiences prior to working for VMNH, and how her graduate work relates to current work at VMNH.
* Dr. Joe Keiper also highlighted Ms. Galen’s work with the Fayette Area Historical Initiative.
	+ Dr. Abdul-Mbacke also congratulated VMNH for its many community partnerships, including with FAHI and other institutions.

Ms. Carter also began a new initiative of exploring a deep dive into a topic. She is currently looking for potential topics for the upcoming meeting. This meeting’s topic about VMNH’s relationship with the local community.

Dr. Joe Keiper reported for the Deep Dive on VMNH’s relationship with Martinsville/ Henry County:

* VMNH has a great relationship with the city. While it looks one-sided, as they provide VMNH with funding, the museum works to assist them with events and other activities. For example, VMNH recently allowed the City to borrow VMNH’s lift for a project.

Ms. Christy Deatherage, Education Manager, reported in more depth:

* VMNH has worked very closely with both Martinsville City and Henry County for many years across departments.
* The Education Department applies for funding through both Martinsville City and Henry County annually. These funds are used to supplement full-time education staff for positions that are not funded by the state. The Education Department works with both school systems, the Henry County Parks and Recreation, other Martinsville City properties, the Blue Ridge Regional Library system, and the Henry County Extension Office to coordinate education programs. Partnerships with other departments, including the Martinsville City Police Department, are utilized for festivals and other museum activities.
* The funding from both municipalities allow VMNH to offer all fee-based educational programs at a discounted rate.

Mr. Ryan Barber expanded the report:

* The City/ County relationship is key for many grant proposals, which allow VMNH to leverage additional funds.
	+ Mr. Cord Cothren noted that VMNH is fully-funded from the City and County for the Fiscal Year 2023.

Ms. Lisa Carter asked if the relationship was good. Dr. Joe Keiper said yes, and provided examples, including their plumbing assistance during an issue during the 2022 Dino Festival.

Dr. Joe Keiper explained that that Martinsville has new city council members, and VMNH intends to invite them to see the museum. In the past, VMNH attended City and County Council meetings to explain the museum’s work and thank them for funding. However, both municipalities requested to eliminate these presentations, as all elected officials were already familiar with VMNH’s work.

* Ms. Anne Burnett suggested inviting the new elected officials, along with other council members to visit the museum and update them on the museum’s recent work. This would serve as an educational reception, to allow VMNH to highlight staff’s recent work.

Dr. Tom Benzing asked if water and utility bills came from the City. Mr. Jonathan Martin explained that they did. Mr. Martin expanded that the City was also on-site during the ESCO project to observe the work occurring to ensure the energy work will work with the City’s system.

**Treasurer’s Report**

Mr. Cord Cothren, Treasurer, presented the report and information from the Profit and Loss Statement:

* Presenting on the FY23 First Quarter Balance Sheet, Mr. Cothren explained increased revenues from federal funds. VMNH has not received any other the federal funds, as VMNH is required to spend the funds before they are received.
	+ Dr. Keiper explained that the quarter ended in September, and the updated revenue will be highlighted on the next quarter’s balance sheet.
* Under the FY23 Quarter 1 expenses, Mr. Cothren explained that travel expenses are already at over 50% for the year. Those increased expenses are because VMNH has already made purchases for the upcoming Wyoming Dinosaur Dig in 2023.
* Vehicle maintenance expenses are higher than expected due unforeseen circumstances, as the catalytic converter was stolen from the museum’s box truck. VMNH has a plan to ensure it will not be stolen again.
* Printing expenses are also higher than anticipated, but that is caused because the FY23 budget was made during the pandemic, and the increased attendance has led to greater than anticipated printing.

Mr. Ryan Barber, Deputy Director, was asked to present on VMNH Foundation revenue:

* For the first quarter of 2023, overall foundation revenue is up over 101% over the last first quarter. While the prior quarter was impacted by the pandemic, this is also strong progress compared to non-pandemic years. This revenue comes from grants, corporate partnerships, memberships, and other areas. Strong start for the year.
* Mr. Cord Cothren referenced the heat maps from past festivals and explained that we had 3,632 visitors at the prior Dino Festival, and 4,600 at the 2022 event.

Mr. Roberto Quinones asked about the recent audit, as the past minutes stated the issues were resolved and Mr. Quinones had additional questions:

1) What responsibility do the state auditors have to informing the board and addressing issues that might come up?

2) As an operating board, what responsibility/ accountability do we have as a board when these audits are done and if any issues come up?

Mr. Quinones does not have a definitive answer to those two points and requests an answer.

Dr. Joe Keiper explains that VMNH is made up of two organizations: the VMNH Foundation Board and the State of Virginia, and provided details about both audit processes:

* The Foundation Board as an annual audit and is happy to share the copy with any Board members upon request. No major issues in the past have been identified in the Foundation’s annual audit.
* At the state level, VMNH is audited every three years. The state completes an overall organization audit, which does include finances. In the past audit, there were forms and procedures the state requested VMNH update, which were completed. However, the audit was primarily about IT information, including IT security, disaster planning, etc. to be added to VMNH’s continued operations plan. VMNH does not have a fulltime IT person, which creates more challenges. VMNH received permission to have one IT person, instead of two.
	+ The Auditor of Public Accounts provides the CEO/ Director with a copy of the audit, and VMNH is happy to share with any specific board members, committees, etc. VMNH has reported on the results of the audits when they receive them.
* Ms. Carter explored/ reiterated both topics in more depth:
	+ The VMNH Foundation is audited annually. The audit is presented to the Foundation. If there is any action items/ issue, the Foundation will resolve them, but they have come out glowing with no recommendation in past years.
	+ VMNH is audited by the state every three years. They have two more years until the next audit. Dr. Keiper has already reported out to the board about the items in the museum audit that was completed last year, and reported on the action items done to address any issues identified in the audit.
		- Dr. Tom Benzing requested that a full audit report was sent out, and he never received one.
			* Ms. Galen emailed a copy of the audit report (along with the additional documents produced by VMNH in response) during the meeting to all Trustees on 11/12/2023.
		- Mr. Mark Buss requested that this process is seen in the regular course of museum business. Ms. Carter requested that this report is sent out to the Board every three years.
	+ Dr. Keiper followed up that VMNH staff have reached out to the State Auditor about giving a presentation to the Board. They stated that they do not normally present to boards, but would be happy to do so. This presentation can be arranged at the pleasure of the board.
* Mr. Quinones still expressed concern that the auditors do not report directly to the Board, as that typically occurs in the nonprofit world. He explained how he was not sure how the state completes the process, but was simply concerned by the auditors not speaking to the Board directly.
	+ He asks if there are any state statues about this process, or if it is just protocol for the auditors to go to museum staff.
	+ Dr. Keiper will look into this procedure. As the Foundation has a set procedure, VMNH staff will confirm the standards of procedures with the state. Anything beyond that can come as a request from the Board.
	+ Dr. Keiper will check with the Science Museum of Virginia and the Virginia Museum of Fine Arts.

Upon the request of Ms. Lisa Carter, Dr. Tom Benzing moved that the Treasurer’s Report be accepted (not approved), and Mr. Cord Cothren seconded the motion. With no discussion, a voice call vote was held, and the report were accepted unanimously.

**Executive Director’s Report**

Dr. Joe Keiper, Executive Director, presented his report:

The majority of information will be provided in committee reports, but he presented several highlights:

* VMNH is on the attendance trend staff was hoping for. 2022 attendance is looking to succeed to prior year. Revenues are also quite a bit higher than seen in the past. Profit per customer is very high. Additionally, serving many more visitors through the Museums for All program.
	+ Heat Maps will be presented in the Advancement Report, but they display that more visitors are traveling from farther away to visit the museum.
* There will be a Waynesboro Advocacy Report at the end of the meeting, but Dr. Keiper has spent a lot of time in Waynesboro meeting with groups and individuals, including garden clubs, AARP groups, birding clubs, art clubs, and retirement communities.
	+ Mr. Mark Buss asked if all these groups would be able to help during the General Assembly appeal. Dr. Keiper has provided them with instructions, including providing form letters for them to send to their delegates and state senators.
		- Mr. Buss suggested collecting copies of these letters, and compiling them all into a book to share with the General Assembly.
	+ VMNH also asked group members to sign up for the VMNH newsletter, which has provided VMNH with a swelling database of potential contacts.
	+ VMNH has funds in the Foundation account for the Waynesboro project, and last summer brought a busload of potential supporters to VMNH from the Staunton/ Waynesboro area. VMNH will be offering this program again, with the retirement community, AARP, and the UVA Lifelong Learning program.
		- Dr. Carole Nash asked if trustees could join in on these trips, and Dr. Keiper offered to invite local trustees for future trips.
* VMNH has had staff turnover and new hires. In addition to Dr. Kuhn, VMNH is in the process of a search for a new technician for solar/ green energy work.
	+ - Mr. Tim King, Buildings Operations Manager, has just yesterday interviewed someone who will likely be hired.
		- Mr. Mark Buss asked if the hiring challenges was because of the salary range. Dr. Keiper explained that was the case in part, but more because a shortage of trained people in the area. VMNH will also provide training for new hires.
			* Ms. Lisa Carter explained that retention issues are challenging, as individuals leave after receiving the skills for this work.
	+ VMNH is also in the process of searching for an exhibits/ experience manager to replace Jessica Davenport’s position. Mr. Ryan Barber explained that the search closed on November 1st, and VMNH will be meeting next week to identify several candidates to interview. VMNH’s goal is to have the new individual begin in late 2022 or early 2023.
	+ Dr. Kuhn is leading the search for a new research technician for her lab. Updates about the new staff will be coming soon.
* Staff from the State Appropriations Committee will be visiting VMNH next month to learn more about the Young Explorers Center, the name for the Early Childhood Learning Center in the old library space. VMNH requested to refurbish that space, along with an educator to run the center. The request made it through the Senate last year, but not the House. This support is essential, and it shows the state’s interest. Dr. Joan Montgomery and Dr. Zeb Talley of the VMNH Foundation will also be attending this presentation.

**Research and Collections Committee Report**

Dr. Art Evans, Research and Collections Committee Chair, presented the report:

* He reminded the Board members that Research and Collections is why the museum exists, and is a key part of the state mandate.
* He followed up on prior greetings and welcomed Dr. Ariana Kuhn to VMNH. She will serve as the herpetologist, studying all kinds of reptiles, and will oversee the fish collection. These are research areas VMNH has long-awaited an individual to take over and is excited about Dr. Kuhn’s new skillset. Dr. Evans is also impressed by her ability to talk to a general audience and work with the public.
	+ VMNH now has five curators and wants to make sure they all have the support they need.
* Dr. Evans also thanked Dr. Ivanov for attending the meeting today, and thanked him for taking time out of his weekend to attend. He asked Dr. Ivanov to talk about the new labs that have recently opened at the museum, and how they will benefit the museum community.
	+ Dr. Ivanov explained that the new labs are based in the Research and Collections wing, but benefit the entire institution. The Molecular Lab and the STEM Lab are fully operational, and the Microscopy Lab will open next month.
		- The Molecular Lab open at the end of last summer, and after a few hiccups, VMNH recently sequenced its first DNA sequence. The mammalogy and herpetology department will use this technology. The next step is improving the teaching collection, which requires cold storage. This lab was almost entirely internally funded.
		- The STEM Lab was created because of the increased use of digital technology and is home to VMNH’s geospatial technologies. This lab is primarily used by Dr. Bassett in the Cultural Heritage Monitoring Lab. In addition to that, the lab has a high-end computer and 3D printer, which is heavily in support of Dr. Prichard’s work on reptile evolution. VMNH is getting a new 3D printer, and the next step is to get a 3D scanner. The lab also has a high-resolution imaging system, to photograph items in the collection. The next step is to upgrade this system from a camera-based system to a microscope to improve images’ resolution. Some of these images have already been used in publications. This lab has also been internally funded.
			* Ms. Carter asked which DNA was the first one sequenced. Dr. Ivanov explained that 96 specimens were sequenced simultaneously, primarily millipedes, ants, and isopods.
		- The Microscopy Lab will provide both researcher and student microscopes and was funded by IMLS. This lab will be used across all researchers, departments, and visiting researchers. All microscopes have WiFi capabilities, allowing researchers/ students to annotate these images. This technology is also essential for providing access for people with disabilities. VMNH can also provide distance training for individuals across the Commonwealth with this lab.
* VMNH is working to renew its AAM reaccreditation, the gold standard for museums. One aspect of this process is the collections policy, including how VMNH handles their collections and what these collections are.
	+ The committee has had lively conversations about it based on supporting documents. Dr. Nancy Moncrief is heading the effort to update the museum policy, which was last updated in 2013. Working with the Attorney General representative, Dr. Moncrief has completed a preliminary update and distributed the revision to all committee members. Committee members can make revisions until January 1, and then comments will be distributed to the committee. The final document will be brought forth in February for approval by the full board.
		- These policies also include the animal care procedures, which VMNH uses for educational (non-research) purposes.
	+ Dr. Evans invites any interested Board members to join this revision process. If interested, please contact Mr. Ben Williams, Science Administrator, and he can include you in the process.
		- Mr. Mark Buss reiterates how important this process is, as it touches all aspects of museum operations/ committees.
* Dr. Evans explained that he often works in the museum, and the WiFi connection is abysmal. He is concerned that the curators are limited in what can do. Mr. Barber explained that there is a hardwired system that curators use to complete their work, and Comcast uses the rest. Curators also use the WiFi, and Dr. Evans wants to make sure the system is functional, strengthen the signal, and dedicate a signal with security passwords for staff/ visiting researchers.
	+ Dr. Keiper will work to resolve this issue. However, he uses Research and Collections to use their WiFi. VMNH installed a fiberoptic cable to bolster their wireless system, and will get to the bottom of this issue.

**Development/Marketing Committee Report**

Mr. Ryan Barber, Deputy Director, presented the advancement report:

* Mr. Barber thanked Dr. DB Poli for attending from the Foundation Board. VMNH has a strong relationship with the Foundation, having her as a liaison helps strengthen it.
* Donations are up significantly and earned revenue has increased by 94% from last year, with visitation increasing as well. A lot of this increase is pandemic driven, but still a good sign of progress.
* Memberships are also showing increased sales. When visitors attend festivals, staff does the math to help promote the financial savings of a membership.
* Dino Festival is the only festival reflected in this report, but Bonez and Booz numbers will be shown in the next quarter. VMNH had a great crowd for Bonez and Booz, a more local audience for an evening event.
	+ VMNH will show a video from Bonez and Booz at the end.
* Heat maps are provided in the Board packets. Zip code data is strong, and VMNH is expanding their reach throughout the state, and in the Greensboro/ Winston-Salem and Shenandoah Valley markets.
	+ Dr. Carole Nash complimented the heat maps, and Mr. Barber explained that they make it easier to make data-based decisions.
* The Bug Festival is upcoming on January 28th. While the event’s not as large as other events, it provides visitors with more time to interact with curators and staff.
	+ Dr. Keiper explains that Bug Festival occurs in the winter because it is small enough to fit inside the museum. Other festivals require the outside space.
* The next special exhibit, about dinosaurs, is opening February 11th, with a reception the week prior. It will be open for one year, and the exhibit for the following year is lined up as well. This lag will also provide the incoming exhibits manager with time to build a new program.
* Mr. Barber also provided historic revenue from festivals in prior years. With just one festival, VMNH is already in the top four best years ever. Next quarter, Bonez and Booz will be added to these numbers.
* Mr. Ben Williams, Science Administrator, explained that VMNH recently purchased a drone for Research and Collections, particularly for the archaeology program and local Cultural Heritage Monitoring Lab work. It will also be used for promotional footage during events and other activities. The purchase of this drone was made possible by the Foundation.
	+ Dr. Carole Nash asked how many staff members had FAA license, and Mr. Williams said he was in the process of earning it.
	+ Mr. Williams played a video taken at Bonez and Booz.

**Facilities (Operations) Committee Report**

Dr. Tom Benzing, Facilities (Operations) Committee Chair, presented the report:

* The committee has held two meetings since the last quarterly Board meeting. Minutes are provided in the Board packets for both meetings, and there are some general updates in the Director’s Report.
* ESCO Project: The solar is now hooked up and VMNH is getting 25% of its energy from solar. There is an online dashboard to see solar updates and are still waiting on some LEDs. The EV charger is functional.
	+ Ms. Lisa Carter asked about the progress of displaying the dashboard for the solar project. Mr. Martin explained it wasn’t budgeted in the project, but VMNH is working toward a physical display. VMNH also saved a solar panel to display. Currently, energy savings information is available online.
* Waynesboro Project: Making strong progress of Detailed Design.
* Douglas Ave.: Encourages all Board members to visit Douglas Ave. following the meeting today. There is a lot of lab equipment, old exhibits, and unused collections items storage there. The roof was also recently updated.
* Pavilion Project: It was expected to go to bid, and the final documents have been submitted to the Department of General Services. Mr. Jonathan Martin explained that additional reviewers have been added to the project.

**Waynesboro Advocacy Committee Report**

Dr. Tom Benzing, Waynesboro Advocacy Committee Chair, presented the report:

* The Waynesboro Advocacy Committee has met monthly since the last quarterly meeting. VMNH has engaged Glavé Holmes for the detailed design phase. They have been very active in engaging staff and hosting community meetings.
* G&HA have drafted several preliminary designs, and then shifted those designs based on staff feedback.
* Dr. Benzing has worked to update the community on these projects, including through the Wayne Theatre Science Talks and a table at the Fall Foliage Festival.
* VMNH was approached by Carter Fundraising with a proposal for fundraising for the project. This company created the campaign plan in 2015 and are familiar with the project. They can help to target the fundraising project outside of the state costs. G&HA are working to finalize the design to have a cost estimate, and assuming that is approved, VMNH will be engaged with raising $2 millions from private sources. This process is a heavy lift for our current team, and will provide staff with the support they need to raise funds for the project.
	+ Carter is proposing to charge $46,200 for their services. VMNH already has funds earmarked for the project. The Waynesboro Advocacy Committee wants to make a recommendation to the full Board that they recommend moving forward with the Carter proposal. The final decision will be made by the VMNH Foundation.
	+ Dr. Carole Nash added that the assistance of Carter is greatly needed, as there are so many new projects being proposed in Waynesboro. The current fundraising goal is beyond our capabilities, and they will fill a key need. Mr. Mark Buss also echoed his support.
	+ Dr. Joe Keiper also said that he checked with Carter’s references and was pleased with what he heard.
* Ms. Anne Burnett asked about the fee structure, including considering a range of a flat fee and targeted goals. Having worked with fundraising consultants in the past, it might encourage raising more money.
	+ Dr. Joe Keiper explained that he can use Mr. Barber’s skillset to look into what the best practices are, as there are ethical concerns of a percentage-based model.
	+ Dr. Benzing reminded that the role of the Board is not to discuss the fee structure, but instead recommend whether or not to use this company.
* Mr. Roberto Quinones asked who exactly the client in this process was, and reminds that the Foundation is ultimately the client, but it is essential for the VMNH BOT to research about the company. He also wants to ensure that Carter will be bringing new donors on to the project, and not just soliciting the same donors VMNH already works with.
	+ Dr. Benzing explained that this geographic population is a primarily untapped source, where few annual donors currently live.
* Dr. Benzing promoted a recent podcast episode about the Waynesboro Project on the VMNHcast, available wherever podcasts are available.

**Strategic Planning Committee Report**

Mr. Roberto Quinones, Strategic Planning Committee chair, shared the report:

* As a general note, due to technical issues, the minutes were recreated. If Board members have anything else you want to incorporate, please reach out.
* Dr. DB Poli met with Mr. Quinones and Dr. Keiper about DEAI strategy, which could shape the museum’s strategy going forward. She has a PowerPoint that can be shared with all Board members. This meeting is part of VMNH’s efforts to expand in DEAI efforts in the strategic plan. Dr. Keiper is also exploring DEAI’s relationship with VMNH’s operations.
	+ Dr. Carole Nash explained that she is the DEAI director for her college at JMU and has a lot of resources. She is more than happy to help sorting this information.
* Mr. Quinones also explored the BOT’s relationship with the Foundation, and wants to ensure they act in lockstep, as the Foundation follows the VMNH strategic plan.

**Education and Public Programs Committee Report**

Ms. Christy Deatherage, Education Manager, presented the report, in place of Mr. Nathan Sanford, Committee Chair:

* Because of scheduling and attendance issues, the most recent committee meeting was cancelled.
* Numbers from Quarter 1 (July-September) show the end of summer camps and school year programs. Our education numbers are increasing from last year, but are still not back at 2019 participation numbers. A lot of the increase is caused from various scholarships VMNH can offer to cover the program fee costs. Because VMNH operates in an economically-disadvantaged area, the scholarship program is essential for participation.
* The Education Department is working to get the microscope lab operational and has multiple test groups who will test out the lab. The school district program will follow next month.

**Executive Session**

Dr. Tom Benzing moved that the Board meet in executive session. Mr. Cord Cothren seconded the motion. With no discussion, a roll call vote was held and the motion unanimously passed.

***Motion to go into closed session pursuant to Code of Virginia pursuant to Virginia Code Section 2.2-3711.A.1 to discuss personnel matters.***

**Conduct roll call vote (Secretary)**

Following an executive session of fifteen minutes, Dr. Art Evans moved that the Board reconvene in open session; Mr. Mark Buss seconded the motion. With no discussion, a roll call vote was held and the motion unanimously passed.

***Motion to end closed session pursuant to Code of Virginia pursuant to Virginia Code Section 2.2-3712 to discuss personnel matters.***

**Conduct roll call vote (Secretary)**

**Announcements**

Dr. Joe Keiper explained that the next meeting will be potentially held in Richmond, in order to tie it with the General Assembly activities. Ms. Carter is working to finalize the details for the meeting.

* Ms. Lauren Woodson asked if the meeting would be before crossover, and Ms. Carter explained that dates are still being finalized.

**Adjournment**

With no further business to come before the Board, Mr. Roberto Quinones adjourned the meeting at 12:11 pm.

Respectfully submitted,

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Nathan Sanford Lisa Carter

Secretary Chair