**STRATEGIC PLANNING COMMITTEE**

**VIRGINIA MUSEUM OF NATURAL HISTORY**

**February 1, 2024, by Zoom**

Present: Art Evans, DB Poli, Roberto Quinones, Lisa Carter, Cord Cothren, Barbara Truman, Bill Kirby, Jonathan Martin, Mary Zell Galen

Absent: Sherri Jordan, Mark Buss

1. Welcome

Roberto Quinones:

* Called meeting to order

1. Approval of minutes, October 2023

Roberto Quinones:

* Called for an approval. Lisa Carter moved to approve the minutes, and Art Evans seconded the motion.

1. Topics from last meeting

Roberto Quinones:

* 1. Continued discussion of Douglas Avenue, renovation and reuse

Jonathan Martin:

* A&E firm is hired for a term contract. Collections staff developed goals for the space, and that list was given to A&E firm. The primary goal is for more storage and continued use of the lab space, and will rank other projects in order of priorities.
* Hope to have architectural drawings in July, with a bid going out for construction in fall 2024 and beginning construction in spring 2025.
  1. DEAI follow-up
     1. List of initiatives

Jonathan Martin:

* DEAI is an ongoing conversation at VMNH, based on the list from AAM. Need to steer policies and procedures towards those initiatives. VMNH has a baseline plan developed for the Commonwealth and will work to close gaps over next five years in the strategic plan.
* Roberto Quinones: Asked about expanding diversity with interns. Mary Zell Galen: Last summer, VMNH hosted one student with funding through the Foundation. This year, VMNH has applied for funding through Smithsonian, but will fund the program through the Foundation if VMNH is not awarded the grant.
  + Barbara- Truman: Can interns nationwide apply? Mary Zell Galen: Yes, and housing is the only limitation.
* DB Poli: Dr. Michael Blakey is hosting a talk on science and racism at Roanoke College, and VMNH is a sponsor.
  1. Discussion of recommended board appointees

Mary Zell Galen:

* Anyone who’s interested in suggesting someone for the Board should contact Joe Keiper or myself.
* Lisa Carter: Asked if Makunda Abdul-Mbacke has resigned yet? Mary Zell Galen: She has not officially resigned but recommended a replacement. Staff will reach out to Office of Appointments about it.
* Roberto Quinones: For trustees looking for reappointments, they may want to reach out personally to the Governor’s Office, because past trustees haven’t been reappointed.
  1. Addressing Starling Ave building limitations

Jonathan Martin:

* Large topic over the next 5-10 years, especially looking at the limitations on storage. Increasing square footage at Starling may be a necessity.
  + Art Evans: There’s limited capacity available at Starling Ave., and there’s discussion what that space will be used for beyond collections.
* Do not know what will happen with the YMCA building, but it could potentially be taken on, based on political will.
  1. New Strategic Plan

Jonathan Martin:

* Staff is putting a committee together to develop the new strategic plan. Can hold a planning session with the full Board of Trustees. VMNH wants to have a new plan in-hand by November.
  + Lisa Carter: An hour is not sufficient, and this is kind of project best completed in-person.
  + Art Evans: Timing is critical, but all are mostly available for quarterly meetings. Either meet day before or after the full board meeting. Suggested a retreat-like situation, half-day, and potentially off-campus.
  + Lisa Carter: Supports either May or August board meeting, depending what direction and timeline VMNH has.
  + Bill Kirby: As member of the foundation, they were part of discussion on the last plan. Suggests maybe a committee from the foundation instead of the full foundation.
  + Jonathan Martin: Report out this plan with the board being present, to target the initial effort at the August meeting.
  + Lisa Carter: Might want to look at May meeting to change date based on availability.
    - Art Evans: Suggested taking a poll at the February meeting.
  + Mary Zell Galen: Need someone to report out on this plan at the BOT meeting.
    - Roberto Quinones will lead, with Lisa Carter Art Evans as a back-up.
  1. Resources available to carry out state-wide plan
     1. Corporate support and recognition

Jonathan Martin:

* Everything is going well, with right amount of staff and growing programs. Waynesboro is moving along at the pace of the legislator. City of Waynesboro hired the lobbyist for VMNH, and Tom Benzing should have quite a bit to report out to the BOT.
  + Roberto Quinones: Asked for any news on the budget? Jonathan Martin: Have budget amendments through Sen. Head and Del. Campbell. plan to review all budget on Feb. 18, and the General Assembly will run through them all at once.

1. Open discussion
   1. AAM reaccreditation

Mary Zell Galen:

* Explained the timeline, and the need to update policies and procedures.
* Jonathan Martin: Serves as a good opportunity to check in with everything.
* Lisa Carter: Might want to look at more frequently, as 10 years is a long time.
* Art Evans: Suggests making review of the policies part of the strategic plan. Collections policies also went through thorough review during this process.
* Roberto Quinones: Do not want to overload people all at once, and a more frequent review would make this a lighter review during the AAM reaccreditation process.
  1. Other

Jonathan Martin:

* Want to summarize what to report out a board meeting, including quick poll about May meeting and report out on August meeting on strategic planning process.
* Art Evans: Looking at draft strategic plan, have planks for everything but administration. BOT might want to review this area.
* Mary Zell Galen: Joe apologized for his absence, and is happy to take an individual calls this week.
* Jonathan Martin: Thanked everyone for attending, especially for having a quorum.
* Roberto Quinones: Thanked Foundation representatives for attending and asked for a motion to adjourn.
  + Art Evans motioned to adjourn, and Lisa Carter seconded it.

1. Adjourn