

Executive Committee of the Board of Trustees Quarterly Meeting
Friday, May 16, 2025
Virginia Museum of Natural History
Executive Director's Conference Room 236 with remote participation option

Present In-person: Dr. Melany Clark (Acting Chair)
Ms. Lauren Coleman (Secretary)
Mr. Ryan Barber (Staff)
Mr. Joe Keiper (Ex Officio)
Ms. Jennifer Whitlow (Staff)
Ms. Lauren Coleman (OAG representative)

Present Remotely: Ms. Lisa Carter (Past President)
Mr. Zach Ryder (Staff)

Absent: Mr. Cord Cothren (Personal Reasons- Work obligations)

Dr. Melany Clark called the meeting to order at 3:35 PM. Dr. Clark welcomed all in attendance and determined that a quorum was not present therefore there would be no votes and no closed session as planned.

NOMINATING COMMITTEE

- Dr. Melany Clark will be nominated at tomorrow's meeting to fill the vacant Chair position and to continue in the role through June 2026.
- The Vice President role is vacant. Dr. Clark will accept nominations from the floor at tomorrow's meeting.
- Dr. Clark reported that Mr. Will Clements volunteered for the Treasurer position.
- Ms. Lauren Hall will continue in the Secretary position.
- The entire slate of officers will be presented for vote at the full Board meeting on Saturday, May 17, 2025.
 - Dr. Melany Clark – Chair
 - Vacant – Vice-Chair
 - Mr. Will Clements – Treasurer
 - Ms. Lauren Hall – Secretary

TREASURER'S REPORT

Dr. Keiper reported the finances of the museum are strong and spending is in line to finish the fiscal year as projected.

- Staff noted the increased spending on the museum's utilities line item. This can be attributed to 1) rate hikes by our provider, the City of Martinsville. 2) inoperable electric usage monitoring equipment. Upon further investigation our monitoring agent, Sieman's had not been adequately monitoring our system due to a modem outage. The modem has now been replaced. Additionally, five variable flow drives were found to be inoperable. All variable flow drives throughout the museum will be replaced to be sure the HVAC system is operating at

peak performance. Mr. Martin is in conversations with Sieman's to determine if the museum can be reimbursed for some of the increase in electric costs due to the inoperative monitoring system.

- Dr. Keiper is reviewing all purchase orders until the end of the year to be sure the museum costs remain within the budget.
- Museum staff recommend that the fee structure for the museum and all auxiliary charges increase to offset potential shortfalls in future state budgets. Fees haven't increased since 2017 and increases appear to be in line with other venues in Martinsville. The *Museums for All* program will continue with corporate support.
- Lower paid workers will receive a raise with the Governor's upcoming budget. All staff will receive a 1% bonus on the June 18th paycheck and will receive a COLA increase in July.

EXECUTIVE DIRECTOR'S REPORT

- We are expecting the AAM site review report within the next month. Staff are considering a small event to celebrate reaccreditation. Perhaps partnering with Piedmont Arts.
- 2025 – 2030 Strategic Plan work continues in committee. The most recent synopsis will be shared at tomorrow's Board meeting. All feedback is encouraged.
- The Waynesboro project is moving forward to complete detailed design using some excess funding from the foundation, Waynesboro account, and museum revenue. This is essential to push the project to the next step.
- The Education department is fully staffed with the addition of Annabelle Sechrist. Collin Van Buren has been hired as a visiting scholar, and Adam Pritchard was promoted to Associate Curator.
- General discussion of strategies to increase Board engagement. How to facilitate strategic thinking rather than reporting.

OLD BUSINESS

- Staff expect a report on the abatement of lead and asbestos in the Douglas Ave. building next week. This report will direct renovation steps.
- Jean S. Adams Pavilion construction is in the final stages. Railings are being added. Once all construction is completed, exhibits will be installed including banners and a life size Pelagornis. Consideration of the pavilion as rental space is forthcoming.

With no further discussion, Dr. Clark adjourned the meeting at 4:21 PM.

The next meeting of the Executive Committee will be Friday, August 8, 2025, at 3:30 PM at the Virginia Museum of Natural History.