

**Virginia Museum of Natural History  
Board of Trustees Executive Committee Meeting  
AGENDA & MINUTES**

**August 20, 2021 – 4:00 – 5:00 pm  
At VMNH**

Welcome and Call Meeting to Order	Jennifer Burnett
Approval of Minutes (Action)	Jennifer Burnett
Chairman's Report	Jennifer Burnett
Treasurer's Report	Roberto Quinones
Executive Director's Report	Joe Keiper
Executive Director Evaluation (closed session)	Jennifer Burnett
Old Business	
1. Initial conversation, Richmond meeting and GA 2022	
Announcements	
Adjournment	

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

In attendance: Jennifer Burnett (chair), Tom Benzing (immediate past chair), Roberto Quinones (treasurer), Joe Keiper (*ex officio*)  
Joining by phone: Lisa Carter (vice chair), Nathan Sanford (secretary), Audrey Burges (Assistant Attorney General)

Ms. Burnett brought the meeting to order and welcomed everyone at 4:00PM.

Ms. Burnett asked for a motion to approve the minutes of the May 2021 meeting, and Dr. Benzing made the motion with a second from Ms. Moerner. The minutes were approved by unanimous vote.

Chair's report

- VMNH open full time to the public Tuesday-Sunday.
- A letter was produced for the Secretary of Education in support of continued use of electronic methods of meeting for Board members.
- The Thomas Jefferson Awards will be held in Martinsville, spring 2022.

- The General Assembly will begin its session in January. Discussion ensued that it would be a good idea to possibly meet in Richmond for the February 2022 Board meeting.
- It will be a year for a biennium budget.
- A number of capital projects are progressing
  - VMNH-Waynesboro – we are waiting for DPB to release Detailed Design funds; Dr. Benzing noted a RFP is prepared but cannot be submitted until funding is free.
  - The energy efficiency project (ESCO) will be in need of a quorum of the Board to vote to move forward. There will be a brief presentation of the scope of the project for the full board.

#### Treasurer's report

- Mr. Quinones noted that last FY ended well and that there were no irregularities.
- The revenues were higher than anticipated overall, considering the museum was not open full time for most of the FY.

#### Executive Director's report

- Dr. Keiper noted the beginning of the current FY has been pretty good with attendance, with increased spending per visitor compared to previous years.
- The Foundation has been doing good work to support VMNH projects, and did very well raising funds for projects even during the pandemic.
- Dragon Festival will be 15-16 October 2021, assuming viral activity does not curtail gatherings.

#### Executive Director's Evaluation

- The Executive Committee went into closed session, then returned.

#### Old Business and Announcements

- Ms. Burnett asked Ms. Burges to give a brief overview of FOIA topics for the full board. Ms. Burges noted our need was to update the board policy on exemptions.
- Dr. Benzing reviewed a board survey, which was returned by 6 Trustees.
  - Overall, attendance at meetings including committees was up

With no further business the meeting was adjourned at 5:00PM.