

FMA Board Meeting Agenda – December 15, 2011  
Building #75  
110 Pratt Street, Fort Monroe

PUBLIC MEETING: PLEASE POST

- 1:00 PM Call to Order and Opening Comments – Terrie Suit, Chairman
- 1:05 PM Roll Call – Jessica Turner, Assistant Secretary
- 1:10 PM Approval of Minutes from October 21, 2011 Meeting – Terrie Suit, Chairman
- 1:15 PM Reports and Briefings
- (20 min) Executive Director’s Report – Glenn Oder, Executive Director
  - Introduce Claire Samuelson, Director of the Casemate Museum
  - Overview of FMA Activities
- (15 min) Operations Report – John Hutcheson, Deputy Executive Director
  - Year to Date Financials
  - Leasehold Feasibility Working Group Report
- (10 min) Real Estate Report – Jerry Moore, Director of Real Estate
- (10 min) Historic Preservation Report – Josh Gillespie, Interim Director of Heritage Assets & Historic Preservation
- (10 min) Public Programs Report – Shawn Halifax, Director of Public Programs
- (10 min) Marketing Report – Phyllis Terrell, Director of Marketing
- (5 min) Chairman’s Report – Terrie Suit, Chairman
- (5 min) Legal Update – Steve Owens, Senior Assistant Attorney General
- (5 min) Fort Monroe Foundation Report – Carrie Cantrell, Committee Chairman
- (5 min) City of Hampton Report – Mary Bunting, Hampton City Manager
- (5 min) National Monument Report – Kirsten Talken-Spaulding, Superintendent
- 2:55 PM Public Comment
- 3:00 PM Old Business
- 3:05 PM Executive Session – in accordance with VA statute 2.2-3711(a)(1)(3)(4)(5)(6)(7) and (29)

- 3:35 PM Reconvene
- 3:40 PM New Business
- (20 min) Department of Environmental Quality briefing – David Paylor, Director, DEQ
- 4:00 PM Next Meeting Date – TBD
- 4:05 PM Adjournment

<b>Leasing Inventory Status (as of 12/8/2011)</b>	
Units available for Lease	196
Vacant Units	119
Percentage Leased	42.3%