



Fort Monroe Authority Board of Trustees Meeting
June 17, 2021
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees meeting was held on June 17, 2021 via zoom.

Governor Ralph Northam declared a state of emergency in Virginia on Thursday, March 12, 2020 in response to COVID-19. Therefore, the FMA chose to use electronic communications in accord with Item 4-0.01.g. of Chapter 1289 (2020 Acts of Assembly). The purpose of the meeting was to discuss or transact the business statutorily required or necessary to continue operation of the FMA and the discharge of its lawful purposes, duties, and responsibilities. Board members participated remotely using a ZOOM platform.

Members of the public were able to register to witness the meeting online via live-streaming and were provided the opportunity to provide public comment at the outset of the meeting using the zoom link provided in the online meeting public notice.

The online internet public notice for the meeting noted that this meeting would be conducted using an electronic process due to the COVID-19 state of emergency and as a precaution to reduce the risk and spread of the novel coronavirus. The online meeting public notice also furnished the Agenda and Board materials as well as information regarding the availability of online live-streaming of the meeting at the noted link.

Online viewers were furnished a telephone number to call to notify staff of any interruption of the live streaming of the meeting in accordance with Item 4-0.01.g. of Chapter 1289 and Section 2.23708.2 of the Code of Virginia; and no interruption of the live streaming was noted during the meeting.

Members Present: The Honorable James P. Moran, Chair
Ms. Mary Bunting, Vice-Chair
Dr. Edward Ayers
Ms. Benita Byas
Mr. Brian Jackson
Mr. Destry Jarvis
Mr. Jay Joseph
Dr. Maureen Elgersman Lee
The Honorable Mamie E. Locke
The Honorable Martha M. Mugler
Mr. John Reynolds
Mr. John Begala, for Secretary of Commerce and Trade

Members Absent: Dr. Rex Ellis

Staff Present: Mr. G. Glenn Oder, Executive Director
Mr. John Hutcheson, Secretary/Treasurer
Ms. Donna Swiney, Assistant Secretary
Ms. Jan Bomar
Dr. Françoise Bonnell
Ms. Rachel Dancy
Ms. Denise Dooley
Ms. Ali Kolleda
Ms. Debbie Koon
Ms. Tammy Mills
Ms. Erika Scott
Mr. David Stroud
Ms. Phyllis Terrell
Mr. Aaron Whittington

Others in Attendance: Mr. Jonathan McBride, City of Hampton
Ms. Katheryn E. Surface Burks, Office of the Attorney General
Mr. Braxton M. Williams, Office of the Attorney General

The Honorable Jim Moran called the meeting to order at 1 p.m. He welcomed the members to the virtual meeting and reminded the members it was a public meeting and should be conducted in the same manner as an in-person meeting. He stated that the in-person meetings will resume in September. He also gave instructions on public comment noting that there were no comments for today.

Ms. Donna Swiney called the roll and determined that a quorum was present.

Public Comment

There was no public comment.

Minutes from April 15, 2021 Meeting

Mr. Moran called for a motion to approve the minutes of the April 15, 2021 meeting.

MOTION: I move that the FMA Board of Trustees approve the minutes of the April 15, 2021 meeting as circulated prior to the meeting (APPENDIX I).

So moved: Mr. Jarvis
Seconded: Dr. Elgersman Lee
Unanimously approved.

Report Action of Executive Committee meeting from May 19, 2021

Mr. Moran reviewed the outcomes of the May 19th Executive Committee meeting and that each of the Executive Committee members expressed that they were pleased for this project and then unanimously approved the Resolution authorizing the FMA to enter into the agreement with Pack Brothers Hospitality. The presentation is posted on the FMA website.

Mr. Moran called for a motion to approve the Executive Committee minutes of the May 19, 2021 meeting.

MOTION: I move that the FMA Executive Committee approve the minutes of the May 19, 2021 meeting as circulated prior to the meeting (APPENDIX II).

So moved: Ms. Bunting
Seconded: Senator Locke
Unanimously approved.

Reports and Briefings

5. Executive Director's Report

Glenn Oder, Executive Director

The Executive Director's Report was provided in the Board package (APPENDIX III). Director Oder thanked the staff for their hard work and moving towards reopening. The Juneteenth program will be held Friday, June 18th with almost 200 guests registered and the Governor will attend as the special guest. The Angolan Ambassador came to Fort Monroe on Wednesday, June 16th and the meeting was a partnership with the City of Hampton and the NPS. The Board of Trustees meeting September 16 at 1 p.m. will be an in-person meeting. The FMA continues work with the artist on finalizing the contract for the African Landing Memorial project with assistance from Katheryn Surface Burks. The FMA and Fort Monroe National Monument will present the African Landing Memorial project at the annual conference of the African American Association of Museums in August, 2021 virtually by Director Oder, Ms. Eola Dance and Mr. Brian Owens. The group was also selected to present at the Association for the Study of African American Life and History 2021 Annual Meeting and Conference in September, 2021. Through these presentations, it will help the FMA and NPS to reach a national audience.

Dr. Elgersman Lee expressed thanks to all of the FMA staff who helped to make these virtual Board meetings and committee meetings seem seamless. She also thanked in advance for those involved in the upcoming presentations.

Chairman Moran shared that this will be Dr. Elgersman Lee's last Board meeting. She added excellent value to the Authority with her insight, observation, and support for what is needed to move forward. She will continue to be a resource to the Authority. Chairman Moran expressed his thanks very much for all that she has done and will be greatly missed. Dr. Elgersman Lee expressed that Fort Monroe has her full support, just not in an official capacity as a Board member.

6. Financial Report

John Hutcheson, Secretary/
Treasurer, Deputy Exec. Director

Year-to-date Financials

Deputy Executive Director John Hutcheson reviewed the Financial Statements as circulated prior to the meeting (APPENDIX IV) and gave an update on the homeless support. Mr. Hutcheson shared that there has been a change in Accounting personnel. Dr. Yolanda Spooney resigned in April. Her lifelong goal is to be an educator and she is pursuing being a professor. Ms. Erika Scott has been promoted as the Accounting Manager. Ms. Scott received her Masters in Accounting while in the Accounts Payable position. She has been with the Authority nine years. Interviews will take place to fill the Accounting position.

The FMA does not expend any funding without any prior commitment from the Foundation. The FMA submits a Funding Commitment Request form before expend any money that expect to be reimbursed from the Foundation.

FY21 Budget

Mr. Hutcheson reviewed the FY22 budget and highlighted cost savings, contract rebids, and changes in staffing and new positions.

Mr. Joseph stated that the Finance Committee reviewed the budget in detail and recommends approval to the full Board.

MOTION: I move that the FMA Board of Trustees approve the FY22 budget as circulated prior to the meeting (APPENDIX V).

So moved: Mr. Joseph

Seconded: Ms. Bunting

Unanimously approved.

Section 4-3.01 Deficit Notification Requirement

Mr. Hutcheson presented the Deficit Notification as circulated prior to the meeting (APPENDIX VI), noting the Executive Director was required to provide each Board member with a notice of the provision and a copy of §4-3.01 of the Appropriation Act which was also included in the Board package (APPENDIX VII).

7. Nominating Committee Report

John Reynolds, Comm. Chair

Mr. Reynolds reported that the Nominating Committee met to discuss the slate of nominations and nominated the following officers:

Chairman: Jim Moran

Vice-Chairman: Rex Ellis

Secretary/Treasurer: John Hutcheson

Assistant Secretary: Donna Swiney

Ms. Mary Bunting did a great job serving as vice-chairman. She would be willing to continue but thought the FMA would benefit from other Trustees as they serve in various leadership areas. Thus, Dr. Rex Ellis was approached to serve as vice-chairman and he has agreed to do so. Ms. Bunting expressed her appreciation to Dr. Ellis for his willingness to serve.

The election will be held at the September meeting.

8. Chairman's Report

The Honorable James P. Moran,
Chairman

Chairman Moran underscored the Juneteenth event at Fort Monroe on Friday, June 18th. Governor Northam will attend this event. All Board members are welcome to attend.

Director Oder shared that a flag that has flown over Fort Monroe on Juneteenth will be given to Dr. Elgersman Lee as an appreciation gift.

9. National Park Service Report

Eola Dance, Acting Superintendent

The National Park Service Report was provided in the Board package (APPENDIX VIII).

10. Fort Monroe Foundation Report

Dr. Edward Ayers, FMF
Development Committee Chair

The Fort Monroe Foundation Report was provided in the Board package (APPENDIX IX). Dr. Ayers shared that the Foundation is moving into a period of capacity building to raise money for the Authority. Ms. Mary Ellen Stumpf is retiring at the end of June and services have been secured from the Monument Group of Richmond.

11. Strategic Action Plan Final Report

Glenn Oder, Executive Director
Jonathan McBride, City of Hampton

The Strategic Action Plan Final Report was provided in the Board package (APPENDIX X). Director Oder shared that the FMA is committed to the Plan and committed to implanting the Plan. He thanked Jonathan McBride, Daniel McCormick and Anna Hammond for almost two years of their time and effort and professional skill as they led the FMA to this point in the midst of a global pandemic.

Mr. McBride reviewed the timeline of the Strategic Action Plan and the final Plan itself. He thanked the FMA and Board of Trustees for allowing him and his team to be a part of this Plan.

Closed Session

12. In accordance with VA Code 2.2-3711

- Acquisition or disposition of real property – 2.2-3711(A)(3)

MOTION: I move the Fort Monroe Authority Board of Trustees convene in closed session to discuss matters pursuant to Section 2.2-3711 of the Code of Virginia pertaining to acquisition or disposition of real property located at Fort Monroe in accordance with Section 2.2-3711(A)(1) of the Code of Virginia.

So moved: Ms. Bunting

Seconded: Mr. Joseph

Unanimously approved.

Reconvene

MOTION: I move that the Fort Monroe Authority Board of Trustees end the closed session to discuss matters pursuant to Section 2.2-3711 of the Code of Virginia and reconvene an open meeting, and (ii) each Board member certify that only those matters lawfully exempted from open meeting requirements under Section 2.2-3711 of the Code of Virginia, and only such public business matters

as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Fort Monroe Authority Board of Trustees in closed session.

So moved: Ms. Bunting
Seconded: Mr. Joseph
Unanimously approved.

Old Business

13. Moving Properties to the Marketplace Jay Joseph, Finance Comm. Chair

The Moving Properties to the Marketplace Report was provided in the Board package (APPENDIX XI).

14. National Center for Freedom Glenn Oder, Executive Director

The National Center for Freedom Report was provided in the Board package (APPENDIX XII) and continues to serve as a platform for expanding programs and reaching new audiences. Discussions will continue on whether The National Center for Freedom is the appropriate name. The archivist continues to find important information that will expand and enrich the stories of Fort Monroe.

15. FM Public Programs Master Plan Glenn Oder, Executive Director

This item was presented at the annual retreat and it has been 10 years since it has been reviewed. The FMA has engaged in significant work in this area. A working group will be launched to continue this work.

New Business

16. St. Mary's Ground Lease John Hutcheson, Secretary/
Treasurer, Deputy Exec. Director

Mr. Hutcheson shared that there is no legal document that governs the Catholic church's occupancy at Fort Monroe. After trying for many years to get a document into place, a ground lease with St. Mary's has been negotiated. This item is brought to the full Board due to no quorum at the Finance Committee at the time of this item.

MOTION: I move that the FMA Board of Trustees approve the St. Mary's ground lease.

So moved: Mr. Joseph
Seconded: Mr. Reynolds
Unanimously approved.

17. Policy Adoption and Updates

One Virginia Plan

Debbie Koon, HR Manager

Director Oder stated that based on the actions of the General Assembly, the FMA, along with other state agencies, is required to produce a plan that

demonstrates how the FMA is embracing diversity, equity, and inclusion in the work place. This was assigned to the HR Manager. The plan will be completed and submitted to Dr. Janice Underwood's office.

Ms. Debbie Koon reviewed the FMA Plan and shared that once the One Virginia plan was drafted, she presented the Plan to the FMA One Virginia Plan committee who made several suggestions. The goal is that these initiatives will showcase FMA as a model agency of inclusive excellence, kindness, and respect. The next step is to formalize the Plan, have the Office of Diversity Equity and Inclusion review the Plan and submit it by July 1.

Revisions to Employee Handbook

John Reynolds

The revisions to the Employee Handbook were provided in the Board package (APPENDIX XIII) and were thoroughly reviewed by Mr. Reynolds beforehand. Mr. Hutcheson reviewed the changes to the handbook.

MOTION: I move that the FMA Board of Trustees approve the changes to the Employee Handbook (APPENDIX XIII).

So moved: Mr. Reynolds

Seconded: Delegate Mugler

Unanimously approved.

18. Delegation of Signature Authority

Glenn Oder, Executive Director

The Delegation of Signature Authority was provided in the Board package (APPENDIX XIV) and was reviewed by Mr. Jackson beforehand. The Office of Attorney General recommends that this document is reviewed annually.

19. Banking Resolution

John Hutcheson, Secretary/
Treasurer, Deputy Exec. Director

Mr. Hutcheson presented the banking resolution adopted in 2018 as circulated prior to the meeting (APPENDIX XV). Mr. Hutcheson noted the FMA does not anticipate using it, but that it is recommended it be reapproved by the Board every several years.

MOTION: I move that the FMA Board of Trustees approve the Delegation of Signature Authority and the Banking Resolution as circulated prior to the meeting (APPENDIX XII and XIII).

So moved: Ms. Bunting

Seconded: Mr. Reynolds

Unanimously approved.

20. Legislative Requests

Glenn Oder, Executive Director

Director Oder stated that the FMA is not aware of any legislative requests at this time.

21. Board of Trustees Open Discussion

Ms. Bunting shared about potential Federal source of funds that will allow us to advance the Birth of American Trail, multi-use trail that will connect the Virginia Capital trail in the Richmond region to the Hampton Roads region. There has been extensive work done to identify segments to include the five-mile loop at Fort Monroe. The City could advance other segments but is interested in the Fort Monroe loop as it has the most impact on visitors. The challenge is that the Hampton Roads Planning District Commission will need to send in the regional grant in the next few weeks. There is no action required, but wanted the Board to be aware. If the grant is awarded, the CIP will need to be revisited.

It was shared that there is a campaign underway nationally to complete the national trail system. It was suggested to have a bill introduced to designate the route as a national historic trail.

Adjournment

Next Meeting is September 16, 2021.

There being no further business to come before the Board of Trustees, the meeting adjourned at 3:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Donna Swiney", is written over a horizontal line.

Donna Swiney, Assistant Secretary

APPENDIX

- APPENDIX I – Minutes from April 15, 2021 Board of Trustees Meeting
- APPENDIX II – Minutes from May 19, 2021 Executive Committee Meeting
- APPENDIX III – Executive Director's Report
- APPENDIX IV – Financial Report
- APPENDIX V – FY22 Budget
- APPENDIX VI – Deficit Notification
- APPENDIX VII - Appropriation Act
- APPENDIX VIII - National Park Service Report
- APPENDIX IX – Fort Monroe Foundation Report
- APPENDIX X – Strategic Action Plan
- APPENDIX XI – Moving Properties to the Marketplace Update
- APPENDIX XII – National Center for Freedom Report
- APPENDIX XIII - Employee Handbook Revisions
- APPENDIX XIV - Delegation of Signature Authority
- APPENDIX XV - Banking Resolution