



Fort Monroe Authority Board of Trustees  
Finance Committee Meeting  
November 12, 2020 4:00pm  
Meeting Minutes

The Fort Monroe Authority (FMA) Board of Trustees Finance Committee met on November 12, 2020 at 4:00pm at the Fort Monroe Visitor and Education Center, 30 Ingalls Road, Fort Monroe, Virginia 23651.

**Members Present:** Mr. Jay Joseph, Chair  
Delegate Martha Mugler

**Members Absent:** Ms. Mary Bunting  
Mr. Brian Jackson  
Senator Mamie Locke

**Staff Present:** Mr. John Hutcheson  
Mr. G. Glenn Oder  
Ms. Joyce Peskopos  
Ms. Erika Scott  
Ms. Donna Swiney

**Others:** Ms. Katheryn Surface Burks, Office of the Attorney General, via phone  
Ms. Laura Harden, Cherry Bekaert  
Mr. Luke Reynolds, Cherry Bekaert  
Mr. Braxton Williams, Office of the Attorney General, via phone

The Chair, Jay Joseph presided and called the meeting to order at 4:07pm.

Ms. Donna Swiney called the roll and determined that a quorum was not present. Therefore, no action could be taken due to lack of a quorum.

**General Public Comment**

There was no general public comment.

**Reports and Briefings**

**4. FY20 Draft Audit Report from Cherry Bekaert**

Mr. Luke Reynolds and Ms. Laura Harden from Cherry Bekaert reviewed the FY20 audit report (APPENDIX I). It was noted that if a separation of duties were found, it would have been reported. Mr. John Hutcheson stated that the FMA will work with the auditors to reflect ground leases and other provisions of leases may have to be reported.

The Finance Committee receives the Audit Report and will recommend it to the full Board.

Mr. Jay Joseph congratulated the accounting staff, Erika Scott, Joyce Peskopos, and Yolanda Spooney on a great job and thanked them for their efforts in a successful audit.

#### **5. Financial Report**

Mr. Hutcheson stated that the General Assembly has finished their special session and the regular funding remains the same as in the special session. The hiring freeze was lifted, which allowed the FMA to post the Human Resource Manager position.

Mr. Hutcheson reviewed the Financial Report included in the Finance Committee packet (APPENDIX II).

Mr. Hutcheson reviewed the Capital Improvement Plan (CIP) (APPENDIX III) included in the packet. The CIP focuses on the 6-year cost summary. The theatre renovation is not included in the CIP. The FMF has received a \$500,000 challenge grant from the Cabbell Foundation which is strictly construction.

The Finance Committee receives the Capital Improvement Plan and will recommend it to the full Board.

#### **6. Executive Director's Report**

Mr. Oder provided an update on the continued work of the FMA during the COVID-19 public building closure. He highlighted the success of the recent Ghost Walk tours, the SWaM numbers stating the FMA is striving to meet the Governor's numbers, and the first Fort Monroe community meeting.

### **Old Business**

#### **7. 2021 Meeting Calendar**

Mr. Order presented the 2021 meeting calendar. Delegate Mugler noted that the November Finance Committee meeting date needs to be changed due to it scheduled on Veteran's Day.

#### **8. Army Transfer**

Mr. Hutcheson reported that a letter was sent, but a response has not been received. This may need to be added to the legislative agenda.

#### **9.. Moving Properties to the Marketplace**

Mr. Hutcheson reported that the FMA continues to have meetings with the developers.

**Closed Session**


Due to not having a quorum, the committee could not go into closed session.

**11. Next Meeting – February 11, 2021**

**Adjournment**

Chairman Joseph adjourned the meeting at approximately 5:08 pm.

Respectfully submitted,

  
Donna Swiney, Assistant Secretary