

## American Revolution 250 Commission Meeting Minutes

### Jamestown-Yorktown Foundation, Presentation Hall – September 9, 2021

- Christy Coleman welcomes everyone to Jamestown-Yorktown Foundation
- Fran Bradford provides a call to order and requests for everyone to do a round of introductions
  - Eric Monday, Tyler Carroll, Jackie, Dan Roberts on the phone
  - Peter Hedlund, Romona Taylor, Sue Gerdleman, Kathy Jordan, Christy Coleman, Fran Bradford, Cliff Fleet, Steven Adkins, Ben Dendy, David Duncan, Jamie Bosket, Gary Sandling
- Christy calls for a vote to approve the minutes
  - Steve moves to approve, Ben seconds.
  - Minutes are approved unanimously
- Romona Taylor provides us a presentation on FOIA. Government has a mission to be accountable to the public, to be transparent to Virginia citizens, and to help people understand the process of deliberations.
  - We are an Advisory Board, so we can have meetings virtually if there are no votes taken.
  - A meeting is where three or more are gathered.
  - The Commission's quorum is 12.
  - Christy Coleman offered to serve as the designated FOIA officer for the Commission.
  - Max of 2 for email exchanges to prevent illegal "electronic" meetings.
- Jamie Bosket presents Executive Committee Slate
  - Proposed Executive Committee includes: Christy Coleman, Scott Stroh, Jamie Bosket, Cliff Fleet, David Duncan, Ben Dendy, Ed Baine, Secretary of Education or representative
  - Asks for questions or comments.
  - Jamie recommended that the Commission vote on the proposed slate, Christy Coleman puts forward the motion, Sue Gerdleman seconds
    - Unanimous approval, no abstentions.
- Christy provides information on Executive Director, 55 applicants for the ED role, JYF HR department ranked all of them and narrowed them down to 8 applicants. The role will be remote. The group reviews job description and two sets of interview questions.
  - For Round 1, Ben Dendy suggests adding a question about fundraising experience. Additionally, suggests adding a question in regard to anything else the candidate would like to share.
  - Sue Gerdleman asks if the candidate would be asked to share about themselves before the interview questions begin. Christy responds no, she has found that targeted questions are more effective.
- Christy transitions to provide an update on their efforts to secure funding in the upcoming Governor's budget through sharing the proposal with our office through an agency budget request. They will use a sub agency code to submit it.

- Budget request is \$15 million for the next 6 fiscal years.
- Christy provides information on the Authorization of the America250 Agreement. This is primarily for alignment in marketing with the national effort, and would provide us \$10,000 of marketing support up front, with additional programming support in the future.
  - Jamie moves that we authorize Christy Coleman to sign documentation, Chief Adkins seconded.
    - Unanimous approval
- Ben Dendy makes a comment that the Commission may consider waiting until the legislators join to elect a chair and vice-chair.
- Fran mentions that the group ought to elect an interim chair and vice chair to preside in the meantime
  - Christy volunteered for interim chair, and Jamie volunteered for interim vice chair
  - Sue Gerdleman moved for a vote, Chief Adkins seconded
  - Unanimous approval
- Fran asked for agenda items for the November meeting. The following topics are suggested.
  - Presentation from the Executive Director when chosen
  - Scott Stroh may present on the Advisory Council in November
  - Update on budget request from Christy Coleman
  - Presentation from America250 on the marketing funding
- Jamie agreed to host the Commission at the Virginia Museum of History & Culture for the November 5<sup>th</sup> meeting.
- Christy asked for a motion to adjourn
  - Ben Dendy moves to adjourn, David Duncan seconds.
  - Unanimous approval