

American Revolution 250 Commission Meeting Minutes
Virginia Museum of History & Culture, Halsey Family Hall
November 19, 2021 at 10:00am

Commission Members in Attendance: Steven Adkins, Jamie Bosket, Leslie Bowman, Gretchen Bulova, Tyler Carroll, Christy Coleman, Ben Dendy, David Duncan, Peter Hedlund, Julie Langan, Eric Monday, Dan Roberts, Jackie Stone, Scott Stroh, Karin Wulf

Also in Attendance: Roma Taylor (Commonwealth of Virginia), Kelsey Millay (America250), Peter Broadbent

- Christy Coleman provided a call to order and acknowledged a physical quorum.
- Christy called for a vote to approve the minutes.
 - Eric Monday made a motion for approval; Steven Adkins seconded the motion.
 - Minutes were approved unanimously.
- Christy Coleman presented a proposed policy for virtual participation of Commission members (see attached).
 - Eric Monday made a motion for approval; Jackie Stone seconded the motion.
 - The policy was approved unanimously.
- Christy Coleman identified two Commission members wishing to participate virtually via the adopted policy.
 - Virtual participation was requested by Leslie Bowman (for personal reasons; located in Charlottesville, VA) and Karin Wulf (for personal reasons; located in Providence, RI).
 - Virtual participation for Bowman and Wulf was unanimously approved.
- Scott Stroh presented on the progress of establishing the Commission's advisory committee and provide suggested participants.
 - Christy Coleman asked that the Executive Committee review this assembled list and present a slate of advisors for approval by the full Commission at the Commission's next meeting.
 - Scot Stroh will plan to host a kick-off meeting of the advisory committee following selections by the Commission (sometime in early 2022).
- Kelsey Millay, Director of State Partnerships for American 250 provided an update on America 250's work. She recognized the Commission for commencing a formal partnership with the national organization.
- Christy Coleman called for a closed session of the Commission to discuss the HR matters in relation to the search of an Executive Director.

- Eric Monday made a motion: I move that the Virginia 250 Commission convene a closed meeting pursuant to §§ 2.2-3711 (A)(1) and 2.2-3711 (A)(8) for discussion of personnel matters and consultation with legal counsel. More specifically, for discussion of the Executive Director position search.
- Jackie Stone seconded the motion.
- With unanimous vote, a closed session was conducted.
- Eric Monday made a motion to return to open session.
- David Duncan seconded the motion.
- Christy Coleman made a motion: Whereas, the members of the Virginia 250 Commission convened in closed meeting on November 19, 2021 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; NOW BE IT RESOLVED, in accordance with Virginia Code § 2.2-3712, that the Virginia 250 Commission hereby certifies that, to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under Virginia law, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Jamie Bosket seconded the motion.
- A roll call was conducted, and all Commissioners positively affirmed the certification.
- Christy Coleman discussed the Commission's state budget request, which will be decided in the upcoming session of the General Assembly.
- Christy Coleman welcomed any public comment.
 - No public comments were made.
- Christy Coleman called for the meeting to be adjourned until its next meeting slated for January 21, 2022.
 - David Duncan made a motion for adjournment; Scott Stroh seconded the motion.
 - The meeting was adjourned.

**PARTICIPATION IN COMMISSION MEETINGS IN EVENT OF EMERGENCY,
PERSONAL MATTER, CERTAIN DISABILITIES; OR DISTANCE FROM MEETING
LOCATION**

PURPOSE

The purpose of this policy is to establish a written policy, in accordance with § 2.2-3708.2 of the Code of Virginia (Virginia Code) to allow for and govern participation of Virginia 250 Commission members in meetings by the means of electronic communication, and to specify the requirements for the remote participation.

AUTHORITY

The membership of the Virginia 250 Commission officially interprets this policy.

POLICY

Pursuant to applicable law and guidance, the Commission shall implement the following practice and procedures for the participation of members of its body which cannot physically attend meetings for which public business will be conducted.

- A. On or before the day of a meeting, a member must (1) notify the Chair or Commission Liaison that he or she is unable to attend the meeting due to (a) a temporary or permanent disability or other medical condition that prevents physical attendance, (b) a family member's medical condition that requires the member to provide care for such family member thereby presenting the member's physical attendance, or (b) a personal matter.
 - (1) in the case of a personal matter, the member must identify with specificity the nature of the personal matter.
 - (2) Participation by a member pursuant to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- B. If participation by a member through electronic communication means is approved, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.
- C. A quorum of the Commission members must be physically assembled at the primary or central meeting location for the Commission to consider the participation of a remote member.
- D. The Chair, or in the Chair's absence, the Vice Chair, shall recommend approval or disapproval of the participation to the Commission member. If the Commission approves the participation by majority vote, it must record in its meeting minutes
 - (1) the fact of the remote participation;
 - (2) the location of the remote participation;
 - (3) whether the remote participation is because of

- (a) a temporary or permanent disability or other medical condition, or
- (b) a personal matter; and

- (4) in the case of a personal matter, the specific nature of personal matter.
- E. This policy must be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- F. The Commission may deny participation for personal matters only if participation would violate this policy. If a member's participation is disapproved, the disapproval and the reason for the disapproval shall be recorded in the minutes with specificity.
- G. The Commission must plan for the voice of the remote participant to be heard by all persons at the primary or central meeting location
- H. Should the requirements of this policy not be met, the Commission member will be allowed to listen into the proceedings through an electronic means, if available.
- I. The Commission may deny participation only if participation would violate this policy.
- J. The Commission will provide the public access and the opportunity to comment during those electronic meetings.

STATE OF EMERGENCY DECLARATIONS

This policy shall be effective during ordinary times during which the Governor has not declared an emergency pursuant to Virginia Code § 44-146.17 or where the locality in which the Museum has declared a local state of emergency pursuant to Virginia Code § 44-146.21.

When an emergency has been declared, other provisions of law or declarations of Governor or the locality may prevail. In such cases, the Commission must affirm that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

In such cases, a physical quorum is not required for the conduct of public business.

In cases of emergency, the Commission will:

- A. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- B. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
- C. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- D. Follow other mandates of this policy and law.

EDUCATION AND COMPLIANCE

Members of the Commission shall be made aware of this and any other Commission policies as part of the new Commission member orientation process. Any changes to this policy shall be communicated to the Commission by the Chair or Commission Liaison no later than the Commission's next scheduled meeting. The Commission Chair shall be responsible for ensuring annual compliance with the provisions of this policy.

REFERENCES

§ 2.2-3708.2. Meetings held through electronic communication means (virginia.gov)

§ 44-146.17. (Effective July 1, 2023) Powers and duties of Governor (virginia.gov)

§ 44-146.21. Declaration of local emergency (virginia.gov)