

***Minutes of the Opening Session of the Annual Meeting
Board of Regents of Gunston Hall Incorporated (BRGHI)
Saturday, September 30, 2023 at 9:00am EDT
At Gunston Hall***

Call to Order—Virginia Nicholson, First Regent, called the meeting to order at 9:05am EDT

God Bless America—Led by Kit Davis

The Lord's Prayer—Led by Barbara Linville,

The Pledge of Allegiance—Led by Gina White

Roll Call— Carol Rush (in the absence of Recording Secretary Carol Howell) called the roll. Regents not attending in person (a requirement for voting) are noted as excused.

Katherine Cammack (*President, National Society*)--EXCUSED

Liza Sackson (*President, Virginia Society*)—EXCUSED

Virginia Nicholson (*First Regent*)

Nell Payne (*Vice Regent*)

Lou Perry (*Treasurer*)--EXCUSED

Carol Howell (*Recording Secretary*)--EXCUSED

Mason Bavin (*Corresponding Secretary*)--EXCUSED

Katie Barney

Homoiselle Bujosa

Margo Caylor

Kit Davis

Gray Dixon -- EXCUSED

Tibbie Field

Ginger Finley

Jeanne Goodwin

Harrison Giddens

Stephanie Hockensmith

Mim Hundley

Nancy Lavelly

Barbara Linville

Christy Love -- EXCUSED

Diana Madsen

Nancy McAteer--EXCUSED

Dotsie McLeod

Anne Monfore

Karen Parker

Kathy Ray

MK Reckis--EXCUSED

Carol Rush

Ann Schaeffer

Margaret Schutrumpf

Kathie Shutkin

Carol Stephenson
Catherine Strauch
Toody Sullivan
Sue Tempero
Paige Trace--EXCUSED
Rowena Van Dyke
Dale Walter
Bonnie Ward -- EXCUSED
Gina White
Nancy White

NSCDA National President Remarks—Katherine spoke about the NSCDA priorities: Mission, Membership and Financial Sustainability.

- **Mission**

- “American Treasures” is the working title of the book highlighting the GAT historic properties and the NSDCA’s role in preserving them. There will be a book tour in April 2025.
- Rachel Corma, Director of Education and Programs at the Pennsylvania Society’s Stenton Mansion was the NSCDA Addingham Scholar in 2023. All GAT properties are eligible to nominate their museum staff members for a scholarship to attend the Addingham Summer School. This international study course provides those who work in the museum sector the ability to engage with houses, palaces, gardens and collections through focused, on-site study. The unique courses also provide unparalleled opportunities to develop professional relationships around the world. NSCDA is proud to develop our staff expertise in this way.
- The Congressional Essay Contest brought 30 young people to Washington, DC for its weeklong Washington Workshop.
- We are currently funding 15 American Indian nursing students in this program which has run continuously since 1927.
- NSCDA has been publicly acknowledged as the largest contributor to the Library of Congress’ veteran oral history project.
- Food For Thought is the newest program focusing on the many aspects of the food industry which have shaped our history and our nation.

- **Membership**

- To increase membership, cash awards are being given to the State Societies with the largest percentage increase in new members and the largest number of new members.
- 500 new members have joined the NSCDA over the last year. While this is great news, it equals the number of deaths and resignations, keeping us even.
- Founding Females is the initiative to add 250 women ancestors to the Roll of Ancestors by the 250th. This program has wide interest. Eighty women have been added with more in the pipeline.
- The website will be completely revamped and is scheduled to debut in 2024.

- **Financial Sustainability**

- We must increase all sources of income to sustain our mission as History’s Keeper.

First Regent’s Report—Virginia’s report was posted on the Regent Portal. She highlighted some of the accomplishments of the past year and issued some challenges for the upcoming year.

Accomplishments:

- **Garden Opening September 28, 2023.** Huzzah! And thank you to Scott and the staff and to Gina White for a festive evening in the garden! All who attended were in awe of the garden layout, the terraces and the plantings.
- **New Committee Structure.** We have operated under the new committee structure for one year. Refinements are needed, but overall, the structure is working as envisioned.
- **Regent Newsletter.** Virginia started a Regent Newsletter. At the request of Regents, she has added the actions taken by the Executive Committee and a report from Scott. The mailing list has been expanded to include Former Regents.
- **Dames Appeal.** The Dames Appeal raised \$275,295 from 1,424 Dames, an increase of 11%. Keep up the good work, ladies!
- **Comprehensive Campaign.** The Campaign Leadership Team of Scott and CarrieAnn, Nell, Nancy (McAteer), Barbara and Virginia, has been busy all summer. They have contacted every Regent and have received pledges from 100% of Regents! The total pledged is \$425,000 and brings the total raised during this silent phase to 50% of the goal.
- **Strategic Plan.** The Strategic Plan has been circulated to all Regents. Darren Macfee is with us today to present the completed plan with the anticipation that the BRGHI will vote during the closing session on its approval. Thank you to Scott, Darren and the staff team who have put so much time and thought into this plan to move us forward through 2027.
- **Declaration Day.** As part of Declaration Day in June we held a Naturalization ceremony, welcoming 50 new citizens from 39 countries, including 19 young people serving in the US military. The Governor of Virginia, Glenn Youngkin, gave the keynote address. While we were disappointed that he did not stay to tour the mansion, he did spend all of his allotted time talking with the new citizens.

Looking Ahead:

- **Committee Work.** The Governance Committee has worked tirelessly to ensure that we all know the vision for enlivening committee work for the governing body. All Regents will have an assignment. Committee chairs will be meeting on Sunday for an overview of committee roles and responsibilities. The Committees and Chairs are:

BRGHI COMMITTEE CHAIRS FOR 2023-24	
Committee	Chair
Governance	Kathie Shutkin
Finance & Investment	Carol Rush
Audit	Kit Davis
Nominating for BRGHI Officers	Tibbie Field
Development	Nancy Lavelly
Museum	Stephanie Hockensmith
Public Engagement	Diana Madsen
Regent Arrangements & Orientation	Nancy White

- **Establish Regent Support Committee.** It has become apparent that a new committee combining the Regent support functions of both the Regent Arrangements and Development Committees and the orientation function of the Regent Arrangements Committee will be beneficial. Virginia will ask the Governance Committee to propose the necessary Bylaws and Policies & Procedures changes.

- **Attendance.** Regents need to meet their legal obligation to attend meetings. This is vital for the success of the BRGHI. One cannot absorb the flavor and excitement of membership through Zoom meetings. A benefit of attendance is the lifelong friendships Regents develop while on site.

- **Scott's 10th Anniversary as Executive Director.** Scott has completed 10 years with us. The changes in Gunston Hall's public image and reach have been tremendous under his leadership. Congratulations, Scott! You continue to inspire us.

Introduction of Observers—Barbara Linville, a member of the NSCDA Nominating Committee for Gunston Hall Regents, introduced the Observers and those Regents beginning their second 5-year terms.

BOARD OF REGENTS OF GUNSTON HALL INC. 2023 ANNUAL MEETING		
OBSERVERS		
State Society	Name	Attending
Florida	Ashley Merrill	Yes
Illinois	Claudia Lane	Yes
Massachusetts	Nancy Lamb	Yes
Missouri	Susan Aselage	Yes
West Virginia	Anne Silbernagle	Excused
REGENTS BEGINNING THEIR SECOND 5-YEAR TERM		
State Society	Name	Attending
Georgia	Virginia Nicholson	Yes
North Carolina	Ginger Finley	Yes
Tennessee	Nancy White	
Virginia	Ann Schaeffer	Yes

Treasurer's Report—Scott presented the report in Lou's absence. It will be available on the Regent Portal.

Fiscal Year 2023. We ended the year with a deficit, despite tight expense control overall. The results of the compensation study resulted in raises for many employees that were not included in the FY23 budget. More importantly, we did not meet the fundraising goal.

Fiscal Year 2024 through August.

The statements show a loss YTD. This is typical for the first quarter because it is a slow time for visitation and rentals due to the weather. Also, many of the COV fees for VITA, insurance and personnel-related services are due in full at the beginning of the fiscal year.

- We continue to have a strong cash position:
 - \$320,000 Operating checking account
 - \$166,000 Museum account (after transferring out \$100,000 previously approved)
 - \$855,000 Maintenance Reserve
 - \$ 77,000 Campaign account
- The Operating Appropriation from the Commonwealth is \$743,000 (annual). Scott explained that about 90% of the appropriation is for fixed costs for VITA, insurance, fees and personnel (4 full-time and 2 part-time employees.)

- We have Capital appropriations from COV of:
 - \$2,700,000 East Yard Project
 - \$3,700,000 Archeology and Maintenance Buildings
 - \$ 375,000 Mansion Exterior
- And the investments are doing well despite the decline in the markets:
 - \$2,300,000 BRGHI Investment Portfolio
 - \$6,100,000 Foundation Portfolio
 - \$ 950,000 Collections Account (Restricted)

Our investment advisor, Davenport, was a sponsor of the Garden Opening party.

Audit Committee Report—Kit reported that the Executive, Audit and Finance & Investment Committees of the BRGHI and the Gunston Hall Foundation Board met jointly with our auditor, Councilor, Buchanan & Mitchell (CBM) on September 29, 2023, at Gunston Hall. The audit is not complete because Gunston Hall was late in submitting all the information CBM requested. The firm has received all requested material and is working on the audit and both the Federal 990 return and the audit will be completed prior to the IRS deadlines. Kit reported that there is nothing alarming in the results of our operations and CBM anticipates a clean audit.

Executive Director's Report—Scott's report will be posted on the portal. He highlighted the following items:

- Many thanks to the Regents for their inspiring support of the Riverside Garden. The opening on September 28, 2023, was a magical night in the restored garden. The public opening will be a day-long event on October 7, 2023.
- The painting of the Mansion porches, overseen by Tony, was completed in time for the Garden Opening.
- There is an RFP out for the gutter installation. It is necessary to alleviate the moisture in the brick and mortar before the planned repairs are made to the brick and stone elements.
- The extensive calendar of events is available at the website, gunstonhall.org. Thanks to all the staff for making these programs and events so successful.
- Work continues to tell the story of the Indigenous people who lived on the property. There are many archeological sites on our 550-acre site just waiting to be researched. Using the grant from the Virginia Museum of History & Culture we have developed content for four interpretive signs identifying locations and activities tied to Indigenous peoples. They will be installed in the Spring 2024.
- The Families in Focus project, funded by the Institute for Museum and Library Services (IMLS) is nearing completion. The result will be an interpretive plan of activities and programming in the Mansion and historic core. We have COV funding for the implementation of the plan.
- Sandra is working with Mount Vernon to bring the original Fairfax Resolves document from the Library of Congress to the Washington Presidential Library for the 250th anniversary of its signing, July 18, 2024.
- The Visitor Center Concept Study has been completed and approved by the Executive Committee. This forms the basis for our Capital request to the COV for \$50 million. When completed, the additional square footage could require an increase our annual Operating Fund allocation of 45%.
- Pohick Church will celebrate its 250th anniversary in its current building in 2024. Both Gunston Hall and Mount Vernon will be collaborating on events and programming. Reverend Lynne Rinaldi will be a guest at the Regent dinner this evening.

- The *Forever Revolutionary!* campaign has reached 50% of the goal of \$7.4 million. Thanks to all the Regents for their generosity. Every Regent is supporting the campaign, and this sets a high standard. The Campaign Leadership team is now meeting with top prospects who include former Regents, Dames and non-Dames. As a reminder, the four planks of the campaign are:

- Being the Home of American Rights (Education)
- Developing the East Yard
- Environmental Stewardship (Clean air and clean water is an inherent right.)
- Expanding programming for our youngest citizens

- Katherine Cammack, Regent and NSCDA President requests the State Society President be notified prior to the solicitation of her members.

- Scott introduced the staff team.

Mansion Preservation & Maintenance Plan—Scott acknowledged that the Regents have set a high standard for preservation and maintenance since 1952. Over the past ten years Gunston Hall has addressed major issues, including:

- Replacing the Mansion roof
- Converting from onsite well water to municipal water
- Installing a new fire suppression system in the Mansion
- Installing a new security system in the Mansion

We engaged Glavé & Holmes to prepare a 10-year maintenance plan for the Mansion. Their study is extensive and includes all changes, upgrades and installations in the Mansion since at least 1952. Based on their extensive research they have set out the maintenance and preservation needs of the Mansion, prioritized them, and provided costs (as of mid-year 2023.) Having a documented, prioritized “To Do List” will demonstrate to the COV the BRGHI’s care for and stewardship of the Mansion as we submit our funding requests for this work.

Scott introduced Tony Perucci, Deputy Director of Operations, who presented the plan. Tony thanked the Regents for their foresight in requesting this study and resultant plan. He emphasized that this is both a prioritized list of preservation projects and an annual maintenance plan and will be extremely helpful from an operations perspective. He then presented the plan, reiterating that there are no structural issues. The mansion is in good condition.

1. Basement

Water Infiltration--The biggest problem is water infiltration, which has been a problem since the 18th century. Hopefully the solution is to add gutters to the building, which should be completed this fall. We will then monitor moisture levels in the brick for a year to determine if the gutters are controlling the moisture. Tony noted that as part of the garden project the ground was graded to slope away from the Mansion.

Lally Columns--There are Lally column supports in the basement, which although a temporary support system, have been in place for years. Glavé & Holmes suggests hiring a structural engineer to evaluate if this additional support is needed and if so to propose a permanent solution.

2. Building Envelope

Brick Repair--There is brick repair required throughout the structure. This cannot be addressed until the moisture problem is solved.

Windows—Many windows need repair. This deferred maintenance is the most visually obvious problem. Many windows have had film applied to them to minimize damage to the collection inside the Mansion and this film is failing and unsightly. However, until the moisture problem is resolved, it makes no sense to install new wood casements against wet brick nor to paint the existing deteriorated windows.

3. Interior Finishes

Basement—The parging on the basement walls is spalling. This is a water-related issue and will be addressed once the moisture level in the foundation walls is reduced.

First and Second Floors—There are cracks in the plaster throughout the mansion. The annual maintenance plan will address these areas. A plaster study will be needed. We know that there have been a series of plaster repairs and that there are different types of plaster throughout the Mansion. Tony noted that the plaster under the wallpaper on the first floor is not exhibiting any cracking or pulling away from the lathe.

The cost of these projects is \$1,315,000. Tony cautioned that this number is not a quote, nor is it adjusted for inflation. We can expect these costs to be at least 25% higher next year and probably increasing substantially as we move through the 10-year plan. Accomplishing this task list is entirely dependent on COV funding.

Scarf Update—Ginger Finley reported that the Scarf Committee chose Margaret Goldman to design the scarf. She is a Virginia Dame and a Mason descendant. The design incorporates the mansion façade and architectural motifs, trees and roots, a quotation from George Mason, the Mason family crest, and plants from the garden. The colors are black and gold on a creamy-white background. The design is out to bid with two manufacturers and their choice and recommendation of fabric will determine if the design will be printed on one side or two. The scarf will be 27” by 72” and is envisioned to be in a very lightweight “tissue cashmere.” The initial order will be for 200 and the price has not yet been determined.

Adjournment. There being no further business, Virginia called for a motion to adjourn. *Nell made a motion for adjournment of the Opening Session. Kit seconded. The meeting was adjourned at 10:32am EDT.*

The following presentations were made:

Report from the President of the Gunston Hall Foundation Board—Chris Riddick presented the annual report from the Foundation. Although not part of the BRGHI, the Foundation has duties which affect the operation and finances of the BRGHI.

Strategic Plan—Darren Macfee reviewed the draft of the Strategic Plan which had been circulated to all Regents and answered questions. He explained that the duration of the plan extends from Fall 2023 through Fall 2027, concluding with the 2027 Annual Meeting. This time horizon guides the organization through the 250th anniversary of the Declaration of Independence in 2026 and through the transition to a new Governor’s administration and first budget cycle.

***Minutes of the Closing Session of the Annual Meeting
Board of Regents of Gunston Hall Incorporated (BRGHI)
Sunday, October 1, 2023 at 2:45pm EDT
at Gunston Hall***

Call to Order—Virginia Nicholson, First Regent, called the meeting to order at 2:45pm EDT

America the Beautiful—Led by Kit Davis

George Washington’s Prayer, 1783—Led by Harrison Giddens

The Pledge of Allegiance—Led by Rowena Van Dyke

Roll Call— Carol Rush (in the absence of Recording Secretary Carol Howell) called the roll. Regents not attending in person (a requirement for voting) are noted as excused.

Katherine Cammack (*President, National Society*)--EXCUSED

Liza Sackson (*President, Virginia Society*)—EXCUSED

Virginia Nicholson (*First Regent*)

Nell Payne (*Vice Regent*)

Lou Perry (*Treasurer*)--EXCUSED

Carol Howell (*Recording Secretary*)--EXCUSED

Mason Bavin (*Corresponding Secretary*)--EXCUSED

Katie Barney

Homoiselle Bujosa

Margo Caylor

Kit Davis

Gray Dixon -- EXCUSED

Tibbie Field--EXCUSED

Ginger Finley

Jeanne Goodwin

Harrison Giddens

Stephanie Hockensmith

Mim Hundley

Nancy Lavelly

Mrs. David G. Linville

Christy Love -- EXCUSED

Diana Madsen

Nancy McAteer--EXCUSED

Dotsie McLeod

Anne Monfore--EXCUSED

Karen Parker

Kathy Ray

MK Reckis--EXCUSED

Carol Rush

Ann Schaeffer

Margaret Schutrumpf--EXCUSED

Kathie Shutkin

Carol Stephenson
 Catherine Strauch
 Toody Sullivan
 Sue Tempero
 Paige Trace--EXCUSED
 Rowena Van Dyke
 Dale Walter
 Bonnie Ward -- EXCUSED
 Gina White
 Nancy White

Vote to Accept Consent Agenda—Virginia called for a motion to accept the Consent Agenda. *There being no discussion, Barbara made a motion to accept the Consent Agenda. Dale Walter seconded. A vote was taken, and the motion carried.*

Vote to Approve Preservation & Annual Maintenance Plan—*Carol Rush, Chair of the Governance Committee made a motion to approve the Preservation & Maintenance Plan prepared by Glavé & Holmes. There being no discussion, a vote was taken, and the motion was carried unanimously.*

Vote to Approve the Strategic Plan-- *Carol Rush, Chair of the Governance Committee made a motion to approve the Strategic Plan as presented. There being no discussion, a vote was taken, and the motion carried unanimously.*

Nominating for Officers Report. Stephanie, Chair of the Nominating Committee for Officers, thanked her committee and presented the Slate of Officers for 2023-24. As there had been no additional nominations in the 15 days prior to the meeting, Virginia called for acceptance of the slate as presented. A vote was taken, and the slate was approved.

SLATE OF OFFICERS OF THE BRGHI, 2023-24		
Office	Name	Term
First Regent	Virginia Nicholson	2 nd year of 1 st 2-year term
Vice Regent	Mim Hundley	1 st year of 1 st 2-year term
Corresponding Secretary	Mason Bavin	2 nd year of 1 st 2-year term
Recording Secretary	Carol Howell	2 nd year of 1 st 2-year term
Treasurer	Carol Rush	1 st year of 1 st 2-year term
POSITIONS APPOINTED BY FIRST REGENT		
Regent at Large Executive Committee	Nell Payne	1 year
Member Nominating Committee	Karen Parker	1 st year of 3-year term

Recognition of Outgoing Officers and Committee Chairs. Virginia recognized the outgoing officers and committee chairs and thanked them for their contributions to the BRGHI. She presented each with a certificate and token of appreciation. Virginia then introduced the incoming officers and committee chairs.

BRGHI OFFICERS AND COMMITTEE CHAIRS 2023-23 AND 2023-24-		
Office	2022-23	2023-24
Vice Regent	Nell Payne	Mim Hundley
Treasurer	Lou Perry	Carol Rush
Chair of Development	Barbara Linville	Nancy Lavelly
Chair of Public Engagement	Harrison Giddens	Diana Madsen
Chair of Nominating for Officers	Stephanie Hockensmith	Tibbie Field
Chair of Governance	Carol Rush	Kathie Shutkin
Chair of Museum	Paige Trace	Stephanie Hockensmith

Retiring Regents—Virginia noted that the retiring Regents, Harrison Giddens, Barbara Linville, Dotsie McLeod, Rowena Van Dyke, Dale Walter, and Gina White will be celebrated at dinner this evening. While it is sad to see them go and we will miss their enthusiasm and commitment to Gunston Hall, we know they will continue that enthusiasm and commitment in their new status as Former Regents. We look forward to welcoming the Observers as new Regents at the Semi-Annual meeting.

Dates for Semi-Annual Meeting—The next meeting of the BRGHI will be April 12-15, 2024, at Gunston Hall.

Adjournment—Virginia thanked the staff for all their work behind the scenes preparing for this Annual Meeting. She called for a motion to adjourn. *Margo made a motion to adjourn. Rowena seconded.* The meeting was adjourned at 3:10pm EDT.

Respectfully submitted,
Carol Rush, acting Recording Secretary