

*Minutes of the Annual Meeting
Board of Regents of Gunston Hall Incorporated (BRGHI)
OPENING SESSION
Saturday, October 5, 2019*

Helen Bragg Cleary, First Regent, called the Meeting to order at 8:37 a.m.

Kit Davis and Jean Grainger led us singing God Bless America.

Mary Millard led us in The Lord's Prayer.

Cissy Loughlin led the Pledge of Allegiance.

Roll Call: Recording Secretary Carol Rush called the roll. The following Regents were present unless noted:

Duff, Anna (Mrs. Steven Wayne Duff), NSCDA President **EXCUSED**
 Reed, Nancy (President, Virginia Society)
 Cleary, Helen Bragg (Mrs. Richard S. Cleary), First Regent
 McAteer, Nancy (Mrs. Thomas Knight McAteer), Vice Regent
 Jenkins, Avery (Miss Winafrid Avery Jenkins), Treasurer
 Perry, Lou (Mrs. Robert H. Perry), Assistant Treasurer
 Rush, Carol (Mrs. John B. Rush), Recording Secretary
 McLeod, Dotsie (Mrs. Alexander C. McLeod), Corresponding Secretary

Barganier, Jane (Mrs. James Irby Barganier)
 Bujosa, Homoiselle (Ms. Homoiselle Fay Sadler Bujosa) **EXCUSED**
 Caylor, Margo (Mrs. Robert C. Caylor, II)
 Cooke, Torrey (Mrs. John P. Cooke)
 Cox, Hannah (Mrs. H. Bartholomew Cox)
 Crockett, Peg (Mrs. Margaret Crockett) **EXCUSED**
 Davis, Kit (Ms. Katherine McCracken Davis)
 Finley, Ginger (Mrs. Edward Smoot Finley)
 Giddens, Harrison (Mrs. Thomas L. Giddens)
 Grainger, Jean (Miss Jean Cameron Grainger)
 Hill, Sara (Mrs. Harry R. Hill, Jr.)
 Hockensmith, Stephanie (Mrs. David Hockensmith)
 Kingston, Libby (Mrs. John Heddens Kingston)
 Linville, Barbara (Mrs. David Linville)
 Loughlin, Cissy (Mrs. David Castello Loughlin)
 Love, Christy (Ms. Mary Christine Love)
 Millard, Mary (Mrs. Charles E. Millard, Jr.)
 Nicholson, Virginia (Mrs. Justin Marshall Nicholson)
 Osborn, Kandi (Harriet Van Kennen Osborn) **EXCUSED**
 Parker, Karen (Mrs. James Landrum Parker)
 Payne, Nell (Miss Penelope Payne) **EXCUSED**
 Peters, Betsy (Mrs. William Anthony Peters, III)
 Postma, Sara Lynn (Mrs. Jan Hendrick Postma) **EXCUSED**

Rea, Ann (Mrs. Edgar Matthew Rea, III)
 Rimmer, Martha (Mrs. Thomas W. Rimmer)
 Robertson, Susan (Mrs. Henry B. Robertson)
 Schaeffer, Ann (Mrs. Ronald Lester Schaeffer)
 Seymour, Emmy (Mrs. Geoffrey Seymour) **EXCUSED**
 Shutkin, Kathie (Mrs. John A. Shutkin)
 Snider, Virginia S. (Mrs. Ronald Albert Snider)
 Solomon, Carol (Mrs. Stephen G. Solomon)
 Trace, Paige (Mrs. Jonathan Trace)
 Van Dyke, Rowena (Mrs. Jacob Van Dyke, Jr.)
 Walter, Dale (Mrs. Henry Walter III)
 Walton, Sis (Mrs. Jonathan T. Walton)
 White, Nancy (Mrs. R. Douglas)
 White, Gina (Mrs. Stephen Hopkins White)
 Williams, Caro, (Mrs. Graham Berkeley Williams)

The required Quorum was established.

Jean Grainger *Moved to accept the minutes of the April 6, 2019 Semi-Annual Meeting as distributed by e-mail.* Jane Barganier seconded the Motion. **MOTION CARRIED.**

Kit Davis *Moved to accept the Summary of the Executive Committee's Actions since the September 2018 Annual Meeting.* Jane Barganier seconded. **MOTION CARRIED.**

First Regent's Report—Helen Bragg reviewed activities since the April meeting and reported the following:

- *Revolutionary Rights* exhibit preview party drew about 100 guests and the exhibit has been very well received.
- Declaration Day was held on June 15, 2019. The DC Society sponsored the Naturalization Ceremony and remarks were made by Nell Payne, welcoming 50 new citizens from 25 countries.
- Betsy Peters has prepared a chronology of Regents meetings from 1932 – 1995.
- On September 8, 2019, about 150 guests attended a lecture by Chip Callaway entitled 'Breathing New Life into Old Gardens'. Proceeds benefit the Garden Restoration Fund.
- The Garden Restoration Fund stands at \$1,456,000 in pledges and donations. We are still looking for 100% participation
- Gunston Hall was awarded a grant of \$244,689 by the Institute of Museum and Library Services (IMLS) for development of programming and interpretation of the kitchen yard and garden. This is an enormous distinction and Helen Bragg congratulated Becky Martin for spearheading this successful, collaborative grant application
- The connection to County water was completed this week. We are now on County water!
- Helen Bragg recognized and thanked the staff, volunteers and docents for their dedicated work in running this *Home of American Rights*.
- Great American Treasures. Gunston Hall has been invited to join the NSDCA's museum consortium known as Great American Treasures. Helen Bragg and Nancy are meeting

with Katherine Cammack, Chair of NSCDA's Museum Alliance Committee, to determine the best way for Gunston Hall to participate.

- Helen Bragg reminded the Regents that our most important job is fundraising. We did not meet our 2019 goal of \$140,000, but when a significant one-time gift was excluded from the goal-setting calculation, our fundraising was in line with the previous year. Compliments on a job well done, ladies!
- Thank you to the nine Regents are retiring after 10 years of service to Gunston Hall:
 - Avery Jenkins (ME)
 - Jane Barganier (AL)
 - Peg Crockett (NV)
 - Sara Hill (At Large)
 - Cissy Loughlin (NC)
 - Mary Millard (RI)
 - Kandi Osbourne (MN)
 - Betsy Peters (WA)
 - Virginia Snider (At Large)

Introduction of Observers: Paige Trace, Chair of the Nominating Committee for Regents, introduced the observers:

- Ann Monfore (AL)
- Sue Tempero (IN)
- Margaret Schutrumpf (ME)
- Diana Madsen (NJ)
- Gray Dixon (NC)
- Bonnie Ward (WA)
- Toody Sullivan (At Large)
- Tibbie Field (At Large)
- Nancy Lindley (MN) EXCUSED

Executive Director's Report—Scott Stroh began his remarks with an exuberant “It’s a Beautiful Day at Gunston Hall!” and welcomed the Regents. He reviewed the past six months:

Accomplishments since the April Semi-Annual Meeting:

- The water line has been installed providing water for both domestic use and fire suppression at the Mansion.
- IT upgrades are completed in the Visitor Center, including the installation of fiberoptic broadband service and WiFi. There is more coming as we extend connectivity to the rest of the site.
- HVAC in the Mansion is complete.
- Visitor Center Renovation is complete. This included mechanical work, creating the new exhibit space (security, climate control, IT connectivity, new windows and doors) and the *Revolutionary Rights* exhibit itself.
- The Garden Restoration project is underway. Scott reported that Athena Construction is a joy to work with and the project is progressing on schedule. Amber Peebles of Athena and Rob Maginnis of Glavé & Holmes will lead tours of the garden construction following this meeting.

Upcoming Projects:

- A new fire suppression system will be installed in the Mansion during January-February 2020. The project is fully funded by the Commonwealth of Virginia (COV.) A local business was the winning bidder and Scott is delighted to be working with a Mason Neck neighbor. The mansion will be closed while this work is done.
- Restoration of stonework, brick and mortar and the Mansion is fully funded by COV. The request for proposals is complete but has not been posted. We will wait until mid-2020 to do this work will not interfere with the garden project. We anticipate a 2020 completion.

Scott noted that by the end of these two projects the mansion will have had a new roof, new gutters and drainage system, new mechanical systems and restoration of the exterior, all in 6 years! “The Mansion is in great shape!” Scott noted that this could not have been accomplished without increased COV support and thanked the Regents, Board of Visitors and local politicians for their advocacy on Gunston Hall’s behalf.

Budget Requests—Capital: Scott is requesting Capital Funds from the COV for the following:

- Phase 1 funding to realign entrance driveway at Gunston Road. This will include widening, straightening out the tight “S” curve and adding lights. This is in the Master Plan.
- Funding for construction of new Archeology and Maintenance buildings. The existing facilities are old and inadequate, and repairs are not recommended. A new Archeology center would include labs, offices, storage space and public programming space. A new maintenance facility would help manage the growing needs of the entire site. Modern maintenance buildings and an Archeology Center are part of the Master Plan.
- Funding to interpret the enslaved community, including the relocation of the Director’s residence which sits on the site of the enslaved community’s housing, necessary archeology and interpretation.

Budget Requests—General Fund: Scott is requesting General Funds for the following:

- Gunston Hall is requesting designation as the lead agency for the VA250 and preliminary funding for the effort. We have had discussions with and intend to partner with the Virginia Museum of History & Culture to spearhead the celebration throughout Virginia.
- Several of Gunston Hall’s staff positions are at a below market pay scale. We are requesting salary enhancements.
- Gunston Hall is allocated 11 full- and part-time positions. Currently only 4 are funded. We are requesting funding for an additional 4 positions.
- Gunston Hall is requesting preliminary funding for the development of a pre-school at Gunston Hall. This is part of the Master Plan.

Revolutionary Rights Exhibit:

Scott recognized and thanked the staff for their extraordinary workover the past year in the development of the exhibit.

IMLS Grant: There were over 500 applications this year and through a peer review process, Gunston Hall was one of about 100 recipients. The two-year grant is entitled ‘Families in Focus.’ The result of the planned research, which involves collaboration with scholars, practitioners and exhibit designers, will be new programming in the under-used and under-interpreted

kitchen yard. The activities, which will be family-focused, will be more interactive, will include the new garden and will provide more activities on site. There will be data tracking and metrics built into the exhibits/activities which can be evaluated internally and be useful for outreach and funding.

Scott concluded his remarks by introducing the staff, and thanking the retiring Regents, and especially Helen Bragg, who is retiring as First Regent. Scott acknowledged that his team has achieved a great deal. There's a great deal of opportunity remaining. Now is the time to build on it, leverage it, capitalize on it. Scott thanked the BRGHI for its leadership.

Proposed Operational Changes: In consultation with the staff team Scott proposed several changes:

- The Mansion will be closed during January and February 2020 while the new fire suppression system is installed. Scott proposes closing the entire site for the month of January. This will allow uninterrupted time for cleaning, repairing and inventorying the collection, tools and materials as necessary and for staff meetings, retreat and development.
- When the site reopens in February, Scott proposes that there be no admission charge during February, but a Pay What You Will policy. The Mansion will still be closed, but *Revolutionary Rights* and the site will be open. Many museums and sites have found that there is no reduction in revenue due to such a policy. This would be a one-month trial.
- The Duty Officer is a decades-old designation for the person in charge during the hours that the site is closed; this person must be on-site and opens and closes the site each day. As modern conveniences, such as cell phones and alarm systems, have been added to the site, the policy has been amended, but remains antiquated and restraining. Scott proposes adding additional staff members to the list of those (now 3) with access to the alarm codes to open and close the Mansion and Visitor Center, to institute a Manager of the Day, and to institute a first one in opens the gate and last one out closes the gate.

Investment Committee Report. Virginia Snider discussed the activities of the Investment Committee.

- BRGHI Investment Account has a balance of \$3,191,171 (8/31/2019), after withdrawals of \$55,700. The fund advisor, Davenport Asset Management, reported that the fund is well positioned for whatever happens during the current market cycle. Because of the fundraising gap of \$500,000 between the amount pledged for the Garden and the amount collected, Davenport was asked to make suggestions for financing this shortfall. (Pledges are to be paid during 2020, but after the cost of the garden needs to be paid.)
- Collections Account has a balance of \$940,010.40 (8/31/2019), after withdrawals for purchases of about \$58,000. Logan Capital manages this fund for BRGHI; the collection is owned by COV, but BRGHI manages the Collections account. The Investment Committee requests that a member of the Collections Committee sit on the Investment Committee to aid communication between the two.

Audit Committee Report. Kit Davis reported that Gunston Hall received a clean audit report and that the Audit Committee accepted the audit report. Kit gave all the credit to Lena McAllister. The BRGHI financial statements are consolidated with the Gunston Hall Foundation. Yet, BRGHI and The Foundation file separate tax returns. Kit recognized Sara Hill's work on

streamlining and modernizing The Foundation and Avery Jenkin's tenacious attention to the operations of Gunston Hall.

Treasurer's Report: Avery explained that the variances from budget in FY2019 were due to a mismatch in the timing of payments versus income. No budget amendments were required.

There are two new projects and a needed repair that were not included in the FY2020 Budget which will require funding.

- **Smokehouse Relocation.** The Smokehouse in the kitchen yard must be moved because it is in the fence line of the new garden. The smokehouse will be relocated near the schoolhouse and will be repurposed as a garden shed. (It is not the correct size and dimensions --8' x 9' x 20'--for a Virginia smokehouse.) We had planned for staff to move it. Samantha Dorsey, Gunston Hall Curator, has discovered that the building was a gift from former First Regent Pamela Copeland. It is an 19th century structure, relocated and reconstructed at Gunston Hall. Because of its historic nature, the staff team has determined that it must be moved with a level of care that exceeds what can be provided in house. Bids for this relocation have been sought through Athena Contractors, our garden contractor, and range from \$23,000 to \$65,000. Ayers House Movers of Spottsville, VA is the low bidder. This will require a change order to the Garden Restoration contract.
- **Well #2.** In May 2019 during the installation of the water line and connection to County water, the staff became aware that Well #2 was in need of repairs. The buildup of sediment in the bottom of the well is affecting its ability to pump. Well #1 was able to provide water to the entire property and Scott elected not to repair Well #2 at that time. The connection to County water is now complete. Well #1 has been closed. It is completely separated from the domestic (County) water and remains functional. The irrigation system for the garden, which is now installed, will be fed by Well #2. Estimated cost is \$10,500.
- **Mansion Plaster Repair.** There is plaster damage in the Mansion as a result of the earthquake about 10 years ago. The staff has proposed to repair the plaster while the mansion is closed during the installation of the fire suppression system in January-February 2020. No bids have been obtained for this work, but Scott estimates it at about \$25,000.

Announcements: Helen Bragg reviewed the schedule for the remainder of the Annual Meeting. We will be hosting the Board of Visitors this evening for dinner.

At 10:05 a.m. Virginia Snider *moved to recess the BRGHI Meeting until Sunday, April 7, 2019 at 2 p.m.* Jean Grainger seconded the motion. **MOTION CARRIED.**

Following the opening session, Glavé and Holmes representative Rob Maginnis and Athena Construction owner Amanda Peebles presented an update on the garden reconstruction and then led tours of the garden.

Respectfully submitted,
Carol Rush, Recording Secretary

Minutes of the Annual Meeting
Board of Regents of Gunston Hall Incorporated (BRGHI)
CLOSING SESSION
Sunday October 6, 2019

Helen Bragg Cleary, First Regent, called the Meeting to order at 2:15 p.m. She thanked the staff for their hard work and long hours to make the Annual Meeting run so smoothly.

Kit Davis and Jean Grainger led us in singing America the Beautiful.
 Stephanie Hockensmith led us in The Lord's Prayer.
 Virginia Nicholson led the Pledge of Allegiance.

Secretary Carol Rush called the roll. The following Regents were present unless noted:

Duff, Anna (Mrs. Steven Wayne Duff), NSCDA President
 Reed, Nancy, President Virginia Society
 Cleary, Helen Bragg (Mrs. Richard S. Cleary), First Regent
 McAteer, Nancy (Mrs. Thomas Knight McAteer), Vice Regent
 Jenkins, Avery (Miss Winafrid Avery Jenkins), Treasurer
 Perry, Lou (Mrs. Robert H. Perry), Assistant Treasurer
 Rush, Carol (Mrs. John B. Rush), Recording Secretary
 McLeod, Dotsie (Mrs. Alexander C. McLeod), Corresponding Secretary

Barganier, Jane (Mrs. James Irby Barganier)
 Bujosa, Homoiselle (Ms. Homoiselle Fay Sadler Bujosa) **EXCUSED**
 Caylor, Margo (Mrs. Robert C. Caylor, II)
 Cooke, Torrey (Mrs. John P. Cooke)
 Cox, Hannah (Mrs. H. Bartholomew Cox)
 Crockett, Peg (Mrs. Margaret Crockett) **EXCUSED**
 Davis, Kit (Ms. Katherine McCracken Davis)
 Finley, Ginger (Mrs. Edward Smoot Finley)
 Giddens, Harrison (Mrs. Thomas L. Giddens)
 Grainger, Jean (Miss Jean Cameron Grainger)
 Hill, Sara (Mrs. Harry R. Hill, Jr.) **EXCUSED**
 Hockensmith, Stephanie (Mrs. David Hockensmith)
 Kingston, Libby (Mrs. John Heddens Kingston)
 Linville, Barbara (Mrs. David Linville)
 Loughlin, Cissy (Mrs. David Castello Loughlin)
 Love, Christy (Ms. Mary Christine Love)
 Millard, Mary (Mrs. Charles E. Millard, Jr.)
 Nicholson, Virginia (Mrs. Justin Marshall Nicholson)
 Osborn, Kandi (Harriet Van Kennen Osborn) **EXCUSED**
 Parker, Karen (Mrs. James Landrum Parker)
 Payne, Nell (Miss Penelope Payne) **EXCUSED**
 Peters, Betsy (Mrs. William Anthony Peters, III)
 Postma, Sara Lynn (Mrs. Jan Hendrick Postma) **EXCUSED**

Rea, Ann (Mrs. Edgar Matthew Rea, III)
 Rimmer, Martha (Mrs. Thomas W. Rimmer)
 Robertson, Susan (Mrs. Henry B. Robertson)
 Schaeffer, Ann (Mrs. Ronald Lester Schaeffer)
 Seymour, Emmy (Mrs. Geoffrey Seymour) **EXCUSED**
 Shutkin, Kathie (Mrs. John A. Shutkin)
 Snider, Virginia S. (Mrs. Ronald Albert Snider)
 Solomon, Carol (Mrs. Stephen G. Solomon)
 Trace, Paige (Mrs. Jonathan Trace)
 Van Dyke, Rowena (Mrs. Jacob Van Dyke, Jr.)
 Walter, Dale (Mrs. Henry Walter III)
 Walton, Sis (Mrs. Jonathan T. Walton)
 White, Nancy (Mrs. R. Douglas)
 White, Gina (Mrs. Stephen Hopkins White)
 Williams, Caro, (Mrs. Graham Berkeley Williams)

The required Quorum was established.

Approval of Actions of the Executive Committee:

Jean Grainger moved **that the BRGHI approve the actions of the Executive Committee since the April 2019 Semi-Annual Meeting, as circulated.** Jane Barganier seconded. **A vote was taken, and the MOTION CARRIED.**

Finance Committee: Avery Jenkins presented the Finance Committee Report. The two proposals presented in the previous session regarding the relocation of the smokehouse and the repairs to Well #2 were unanimously approved.

Audit Committee:

Approval of report.

Investment Committee:

Approval of Report.

New Business— Fundraising Campaign. EC and Finance Committee recommendation. Full Board support.

Old Business—

- Winter 2020 Operational Plan—accepted.
- Duty Officer Role—accepted.

Nominating Committee Report:

Slate of Officers--approved.

At 2:43 p.m., Barbara Linville *moved to adjourn the Semi-Annual Meeting of the BRGHI*. Susan Robertson seconded the motion. **MOTION CARRIED.**

Respectfully submitted,
Carol Rush, Recording Secretary

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