



Approved Minutes
Quarterly Board of Trustees Meeting
Executive Conference Room
2500 West Broad Street

June 18, 2020
3:00 pm

Present: David Botkins, Missy Neff, David Mills, Patricia Nicoson, Cristina Ramirez, Dr. Richard Groover, Glenn Davidson, Lauren Mathena, Eucharia Jackson, Dr. Denise Walters, Amy Laufer

Staff: Richard Conti, Elizabeth Voelkel, Courtney Moyer, Brandon Smith, Kinsey Peeler, Pat Murphy, Jim Blow

Other Attendees: Cynthia Norwood, Virginia State Attorney General's Office

Welcome and Introductions

Mr. Davidson welcomed everyone and called the meeting to order at 3:05.

Approval of Minutes

Mr. Davidson invited the Trustees to review the minutes from the meeting on and asked for a motion to approve the minutes from the January 23rd, 2020 Board of Trustees meeting, and the April 10th, 2020 COVID update meeting. Ms. Nicoson made the motion, which was seconded by Dr. Groover. Mr. Davidson asked for a vote on the motion, which passed unanimously without objection.

Mr. Davidson then handed the meeting over to Mr. Conti, who delivered an overview of the agenda and presented the Director's Report.

Director's Report

Mr. Conti highlighted the following numbers:

- Full-time employee numbers have been reduced from 100 full-time to 49 through furloughs, temporary work-force reductions, and layoffs.
- Part-time employee numbers have been reduced from 65 to 8
- 70 special events have been cancelled or postponed.
- 313 school groups, amounting to approximately 32,000 students, have been cancelled.

- Estimated lost revenue currently stands at \$1.5M.
- Still a great deal of uncertainty in projecting the FY 21 budget.
- Pre-closure burn of \$30K per day, \$17K in payroll.
- Current burn is \$21K per day, \$14K in payroll.
- Year to date attendance 392K, a strong year prior to closing.

Mr. Conti highlighted the following actions:

- The Museum's digital mission is continuing to expand.
- 50 live science demonstrations have been conducted for 1,150 attendees.
- 4 weekly Facebook Live Astronomy Shows have seen over 6,000 attendees.
- 8 Lunch Break Science lectures for over 900 attendees.
- 10 Maker Mondays for over 1500 attendees.
- Closure projects are ongoing
- The West Red Stairwell is being painted black.
- The West Taxi Hallway is being repainted with a new color scheme.
- Deep-cleaning of the Museum is continuing.
- Inventory and reorganization of the Museum storage areas is underway.
- Restrooms are being modified with touch-free features.
- The Café is being repurposed into a multipurpose space.
- Acrylic shields, directional signage, and other re-opening equipment is being fabricated or has been purchased.
- Contracts for landscaping, janitorial services, elevator maintenance, composting and Green Roof contracts have been terminated or renegotiated.
- *Planet Shark: Predator or Prey* will now be the summer exhibit for 2022.

Mr. Conti delivered an update of the following major projects:

- Gallery updates at the Danville Science Center are still underway.
- Production of the new exhibits is 50% complete.
- The general contractor work on the galleries is 40% complete.
- Installation is complicated due to the new water features.
- New branding is complete.
- Opening of the new space is set for November.
- The Parking Deck construction barricades and general contractor staging is set to begin.
- Estimated completion of the Parking Deck is September 2021.
- Branding work for the Northern Virginia Science Center is ongoing.
- Work on the schematic design for the building is underway.
- The land transfer to the state should be complete by October.
- Design development for Flow and Habitat is underway.
- Cosmos/Helios and Human are in the pre-concept phase.

Mr. Conti added that the Museum now has a neuroscientist on staff. Dr. Catherine Franssen is now under contract as a Scientist-in-Residence and will be assisting with content development.

Mr. Davidson remarked that he was very excited about the natural aspects of the Northern Virginia Science Center's new location adjacent to a wetland and nature preserve on the Kincora site.

Mr. Conti then passed the meeting to Ms. Voelkel for an overview of the Museum's reopening plan.

Reopening Plan

Ms. Voelkel highlighted the following:

- Guests will have a touchless entry experience.
- Tickets will be purchased in advance and limited to specific times to control the number guests in the building at any one time.
- PPE will be provided to guests if required.
- Numerous additional hand sanitizing stations have been installed throughout the building.
- Single-use styluses will be provided for touchscreens.
- Directional signage will control the flow of guests through the exhibits on a prescribed route.
- Additional signage will remind guests to maintain social distancing.
- Guests will be routed through *Speed*, then downstairs to *Boost!* before being routed through *Giant Insects* before exiting through the Dome Lobby doors.
- The second and third floors will remain closed to guests until further notice.
- Enhanced safety protocols will be observed as detailed in the reopening policy.
- High-touch areas will be cleaned frequently, and the Museum will be deep cleaned when the Museum is closed.
- Instructions for visiting the Museum are live on the website for guests to refer to when planning their visit.

Ms Laufer asked if any attention has been given to the ventilation system in the building given that COVID appears to be largely transmitted via aerosols. Ms. Voelkel responded that the Museum has been working closely with Seimens on the air handlers for that reason. Ms. Laufer then asked if the Museum staff would be augmented to assist with cleaning. Ms. Voelkel replied that professional janitorial staff will be used. Ms. Laufer then asked if the Museum had looked into "anti-microbial" films that can be applied to touch screens and other high touch surfaces. Mr. Conti replied that Dr. Hoffman had researched these products and found that their efficacy has not been independently proven. Mr. Conti added that the Museum has been in close consultation with other local museums so that everyone will be using the same protocols.

Dr. Walters asked if guests will be required to wear masks for entry. Ms. Voelkel responded that masks will be required for all guests, and we will continue to offer

digital experiences for guests that do not desire or are unable to wear a mask. Face shields will also be offered as an alternative face covering.

Mr. Davidson then turned the meeting over to Dr. Groover for the Finance Committee Report.

Dr. Groover complimented the Museum on its efficient cost-control measures and analysis of the budget situation before turning the meeting over to Mr. Conti.

Finance Committee Report

Mr. Conti reviewed the following:

- A cut to the General Fund in the new FY21 Fiscal Year is anticipated
- The first half of FY20 was on track, and despite the shutdown, the numbers are still close to projections
- Still balancing some of the severance expenses related to staff cuts
- Expenses through end of May are at \$9m, which leaves \$700k to spend in June
- Transferring more aggressively from the Foundation or from working capital is possible, but is not needed at this time
- There is still a great deal of uncertainty in the earned revenue projections for FY21
- Many special event rentals are rebooked for FY21, but this will make those dates unavailable for other revenue-generating opportunities.
- Lucky to have Foundation with ample resources in restricted funds, plans in place to maximize the resources in the new fiscal year
- The Virginia Film Office is still leasing the Workers Compensation building at \$35k per month.
- Lease revenue continues to come in from the Redskins training site
- One of the federal grants is in, work on the Community Science IMLS Grant is currently underway.
- Two federal grants are pending.
- For FY21, The Museum is accounting for more wage staff expenses than are strictly needed as a buffer
- \$400k-\$450k in personnel severance is accounted for in FY20 budget expense line
- The laid off classified staff are still receiving compensation benefits from The Museum including health benefits and retirement contributions.
- The true impact of the staff layoffs and a drop in the \$5.7M on the expense side of the financial summaries will not be realized for a year.
- The \$8.9M budgeted for Total Revenue for FY 21 allows for a buffer to help withstand some of the uncertainties the next year holds
- There are no plans to take further personnel actions.
- Working Capital has built up to \$1.3M.
- Foundation available assets stand around \$2M-\$2.5M, and is available if needed to assist with expenses

- FY 21 budgeted to pull \$1M from the Foundation, but the actual number may be significantly higher
- The Museum is taking a cautious approach to pulling from reserves, as once depleted they are gone.
- Every expense is now reviewed by Mr. Conti and Ms. Voelkel before any expenditures are made.

Dr. Groover made a motion to approve the FY 21 Budget. Mr. Mills seconded the motion. Mr. Davidson then called for a vote which passed unanimously without objection.

then reviewed Resolution #004-2020: Approval to Adjust Allocations within the Trustee Discretionary Fund as put forward by the Finance Committee and asked for a motion to approve the resolution. Ms. Nicoson made the motion, which was seconded by Mr. Botkins. Mr. Davidson asked for a vote on the motion, which passed unanimously without objection.

Mr. Davidson then passed the meeting to Ms. Peeler for the fundraising update.

Fundraising Update

Ms. Peeler reviewed the following:

- Up & Atom raised \$120K.
- Despite the Illumination Gala being cancelled, many of the donors have allowed the Foundation to retain their payments.
- Bon Secours is very happy with Lunch Break Science and is continuing to provide funding.
- Membership renewal rate is down 84%
- The Foundation is tightly controlling discretionary expenditures.
- Foundation staff has taken a 10% pay cut across the board.

New Business

Mr. Davidson asked for any new business with nothing heard. Mr. Davidson then proposed a meeting in August to update the Trustees on the situation. There was general agreement, and the meeting was set for August 27th, 2020.

Adjournment

There being no new business, Mr. Davidson adjourned the meeting at 4:00 p.m.

The next meeting will be on August 27th, 2020