



Approved Minutes  
Science Museum of Virginia  
Finance Committee Meeting  
2500 West Broad Street  
Richmond, VA 23220

April 25<sup>th</sup>, 2019  
11:00 a.m.

Present: Dr. Denise Waters, Patricia Nicoson

Staff Present: Rich Conti, Elizabeth Voelkel, Pat Murphy, Kinsey Peeler, Saa'dia Walker, Reggie Wilson, Frances Barbour, Ada Sue Siler

Other attendees: Cynthia Norwood, Office of the Attorney General

Dr. Groover called the meeting to order at 11:02 a.m.

### **Introduction and Greeting**

Mr. Conti welcomed the committee and staff to the meeting and introduced Frances Barbour, Accounts Payable and April Employee of the Month. Ms. Barbour shared some information about her role in the Finance Department including ensuring payment of invoices, Cardinal management, small purchase charge cards, overseeing coding for funds, and assisting the procurement department.

### **Approval of Minutes**

After giving the committee a moment to review the minutes, Ms. Nicoson called for a vote to approve the minutes. Dr. Walters requested a correction to the January 24<sup>th</sup> 2019 Education Meeting Minutes. The correction is how her name appears, change from Ms. Walters to Dr. Walters. Change was noted. Dr. Walters made the motion to approve the minutes with the mentioned correction, which was seconded by Ms. Nicoson. The motion passed unanimously without objection.

### **Budget Report**

Mr. Wilson provided an overview of the following:

- An audit of FY 2017 Procurement conducted recently
- Mr. Wilson detailed the findings and recommendations provided by the Auditor of Public Accounts: compliance with Prompt Pay Act, scope of contractual work, and tighter control over small purchase charge cards.
- The Museum responded with a corrective action plan, sent to the Auditor

- Ensure compliance with prompt pay act by reviewing and perfecting AP procedures, filling staff vacancies, and ensuring paper and electronic invoice pathways.
- During the large scale building of DGC and Speed, we did have a competitively procured general contractor to complete the capital project, but some other work that was uncovered indicated that we used the wrong administrative tool to facilitate. We are working with DGS to adjust our policy and ensure proper policy is followed in similar situations going forward
- Regarding scope of work, the Museum will ensure accuracy in outlining contract guidelines and policy
- For our small purchase cards, the Museum is enhancing records of reconciliation with a dedicated storage room

Mr. Conti provided a general overview of the following:

- We have moved from 300k guests a year (through most of our history) to more than 500k guests this year
- Attendance is up 18% over our previous record
- “Museums for All” which allows low income families access to affordable visits and memberships is also up.
- Household Memberships and overall attendance have increased.
- Earned revenue is up approximately \$600k over last year
- The Museum continues to receive significant private support from the Foundation
- The Foundation funds help support staffing
  - The Mix is almost entirely Foundation funded/privately supported

Ms. Walker reviewed FY 19 3rd Quarter performance:

- Earned revenue up 31% and admission revenue up 50% for the 3<sup>rd</sup> Qtr.
- Curious George has proven to be popular
- Special event revenue DGS has nearly doubled
- Salaries are up over the Actual, mainly due to some retirements and one time expenses
- The Museum has a 6-year capital budget plan
- Maintenance reserve is at \$1.1m, in FY 20 the Museum will receive an additional \$681k

Ms. Walker reviewed the FY 20 budget notes

- Appropriations haven't changed
- Proposed raise of 2.75% for classified employees and merit of 2.25%
- NFWF grant of \$200k should fall in FY-20
- Conservative earned revenue projections
- Mr. Conti talked about plan for Workers Compensation building
- Mr. Conti shared some before and after photos of Danville's new Crescent Crossing early learner space
- We still have some procurement challenges with other exhibits at Danville that we are working through

- We have \$2.3M for detailed planning for the Northern Virginia Science Center

Ms. Nicoson shared an interaction with a guest and housekeeping staff she overheard regarding a water fountain in the Rotunda. Mr. Conti and Mrs. Voelkel assured that Facilities would investigate and resolve.

Dr. Walters asked about the family restroom on second floor near The Forge and asked if a changing table was available. Mrs. Voelkel said facilities would ensure that a changing table is available for guests.

### **SMV Foundation Overview**

Ms. Murphy discussed the following points:

- Projecting to bring in over \$3M for museum support, \$1M of unrestricted support and \$2M of restricted funds
- Budgeted \$2.3M and have far exceeded it
- Annual Fund is unrestricted, pushing for more donors to contribute
- The Illumination gala had 500 in attendance
- Membership is projected to net \$600k
- Endowment is currently at \$15.5M in investments
- Cash assets are at \$2.9M

Ms. Peeler discussed the Illumination Gala and Up and Atom Breakfast

- More people attended the Gala but we brought in less net revenue
- Many more individual couples than usual corporate attendees
- Dates are set for next year's fundraisers

Dr. Walters requested that a representative from the Foundation attend the upcoming American Chemical Society Earth Day event

### **New Business**

Dr. Walters asked for any new business

Ms. Nicoson asked about upcoming programs scheduled for the museum. Mr. Conti said that schedule of upcoming events and programming will be discussed in full board meeting later today.

Dr. Walters asked about how the SOT Planeteers event went. Attendance was lower than expected which could have been due to the Easter holiday, the theme, or other factors. The program is currently being evaluated. Those that did attend reported a very quality experience. This event is a deeper dive into the Museum mission and less focused on numbers.

### **Adjournment**

With no further business, Dr. Walters asked for a motion to adjourn. Ms. Nicoson made the motion and Dr. Walters seconded. The vote passed unanimously without objection and the meeting was adjourned at 11:46am.