



Minutes

Board of Trustees Meeting
October 10, 2024
600 E. Main Street, Richmond
Department of Conservation and Recreation (DCR)

Attendees

Board of Trustees

Sissy Crowther, Chair
Elizabeth Copeland
Anne Pittman
Jim Rich
Tack Richardson
Absent: Elsie Delva and Ali Alfonja

Other Attendees

Wesley Morgan, Office of the Attorney General
Richard Mahevich, Office of the Attorney General
Ellen Shepard, VaULT
Charlie Marston, DCR
Lora Callahan, DCR
Joe Underwood, FOIA Council

Staff Present

Brett Glymph, Executive Director
Brad Baskette, Regional Director
Bobbie Cabibbo, Executive Assistant
Kathy Combs, Finance Manager
Leslie Grayson, Deputy Director
Martha Little, Deputy Director
Dave Morton, IT Director
Emily White, Grants Director

Sissy Crowther opened the meeting at 12:10 p.m., welcomed and introduced two new board members James (Jim) Rich and Anne Pittman, she read their bios which are on file with the permanent record of this meeting.

Approval of The Order of Business

Motion made by Jim Rich to move the Stewardship Presentation before the Conservation Projects Presentation; motion seconded by Elizabeth Copeland and passed unanimously.

Public Comments

No public comments were brought forth.

Freedom of Information Act (FOIA) and Conflicts of Interest Presentation

A presentation was narrated by Joe Underwood from the FOIA Council. The presentation is on file with the permanent record of this meeting.

Rich Mahevich, Attorney, from the Office of the Attorney General, spoke about the importance of the Conflicts of Interest statute. Trustees recommended that staff proceed with an Electronic Meeting Policy.

Approval of Minutes

Motion was made by Elizabeth to approve minutes as presented for June 12, 2024, Board of Trustees Meeting, June 13, 2024 Finance Audit and Compliance Committee Meeting and the June 13, 2024 Board of Trustees Meeting; motion seconded by Tack Richardson and passed unanimously.

Director's Report

Brett Glymph asked Martha Little to give a briefing about her attendance at the Land Trust Alliance's RALLY conference in Rhode Island. At the conference, former trustee Viola Baskerville, did a presentation on Heirs Property.

Martha then gave an update on HB206 Small Renewable Energy Projects Impact on Natural Resources. The regulations will require mitigation in the form of conservation easements for substantial impacts to prime soils and forested lands. Jim requested that the draft regs be emailed to him.

Brett reported that the transmission line that was planned to go through western Loudoun County is going to use the existing right of way. Martha worked with the planners and influenced that decision.

Brett congratulated Leslie Grayson's 37 years at VOF.

Brett passed out a Roanoke Times article on the Calfee school which was visited by the trustees in June and a flyer on Bull Run Mountains Natural Area Preserve's Descendant's Day both items are on file with the permanent record of this meeting.

Owned Lands

Leslie highlighted portions of the Owned Lands Report, which is part of the meeting materials.

Stewardship Presentation

Brad Baskette narrated a presentation entitled "Stewarding Nearly a Million Acres". The presentation is on file with the permanent record of this meeting.

As one of the most common tasks of stewardship is answering potential buyers' questions, it was suggested that Realtor Training might reduce the number of inquiries.

Land Conservation Presentation

Emily White narrated a presentation on facts, figures and some projects on the day's agenda. The presentation is part of the permanent record of this meeting.

Conservation Projects

Applicant	Funding Type	Funding Approved	Locality	Protected Acres
City of Virginia Beach	PTF	\$200,000	Virginia Beach	.57
Friends of Dragon Run	PTF	\$75,000	Middlesex County	495
Northumberland Public Library	PTF	\$134,228	Northumberland County	.97
Southampton County	PTF	\$200,000	Southampton County	146.6
R. Peel Dillard	N/A	N/A	Essex County	131.1
Rappahannock Tribe	PTF	\$250,000	Richmond County	934.24
Walters, Stephen & Susan Butler	PTF E/A	\$5,000	Essex County	75.556
City of Newport News	PTF	\$363,750	City of Newport News	36 +/-
Marshfield, LLC	N/A	N/A	Essex County	192.2

Applicant	Funding Type	Funding approved	Locality	Protected Acres
Fulton, Benjamin and Susan	N/A	N/A	Caroline County	53.4
Jennie Sue Dodd, Trustee, for the Jennie Sue Dodd Revocable Trust	N/A	N/A	Caroline County	169.3
Joseph McGuire Edward	PTF	\$200,000	Southampton County	261
Patawomeck Tribe, Inc.	PTF	Prior approval for both projects \$333,000 *	Caroline and Spotsylvania Counties	713
Patawomeck Tribe, Inc. II	PTF	*See above	Caroline and Spotsylvania Counties	166 +/-
Nancy Snidow	N/A	N/A	Southampton County	205 +/-
Town of Victoria	PTF	\$240,000	Lunenburg County	55.66
Nathan S & Jennifer M.K. Mammen	N/A	N/A	Madison County	366.68
Howell LTD Taylor	N/A	N/A	Orange County	428.582
William K. Franklin	PTF E/A	\$14,500	Halifax County	212.936 +/-
William P. Harris, Trustee of William P. Harris Amended and Restated Revocable Trust & Elizabeth F. Harris	N/A	N/A	Bedford County	269.958
Freddie and Rhonda Ware Family, LLC	PTF E/A	\$15,000	Nottoway County	303.17
Glennedale Farm, LLC	Survey Fund	\$2,000	Prince Edward	234.8 +/-
Mary P. Ryan, Trustee of the Rotherwood Trust	PTF	\$250,000	Prince Edward County	396.199 +/-
Beaver Dam Legacy, LLC	N/A	N/A	Loudoun County	138.32
Mark S. and Jill Haller	N/A	N/A	Fauquier County	131.1
Josphat S. and Alice T. Musapatike	N/A	N/A	Mecklenburg	353.56
Pathfinders for Greenways, Inc.	PTF	\$200,000	Botetourt County	15.65
NDPonics	PTF	\$200,000	Rockbridge County	786.78
Garry Tolley	PTF E/A	\$12,000	Wythe County	202.359
Daniel T. and Kristina Wade	N/A	N/A	Rockbridge County	143.006
Robert R. and Laura A. Horstmann	N/A	N/A	Smyth County	200 +/-

Motion made by Tack to approve the projects in the meeting materials as presented and the funding as recommended; motion seconded by Elizabeth and passed unanimously.

Resolution To Set Dates for CY2025

Motion made to move the June 2025 meeting to June 12th and approve the other meeting dates as listed on the resolution; motion seconded by Tack and passed unanimously. See Attachment A

New Business

Brett presented a request by Department of Conservation and Recreation (DCR) to assist in maintaining their grant from the American Rescue Plan Act (ARPA) for three projects. Motion made by Jim to accept and hold the grant from DCR subject to an agreement reviewed by a representative from the Attorney General's office; motion seconded by Anne Pittman and passed unanimously.

Closed Session

Motion to go into THE CLOSED SESSION for Discussion as provided for in the Code of Virginia §2.23711(A)(1) AND (7)

"Madame Chair, I move that the Board go into a closed meeting pursuant to Section 2.2-3711.A.1 and A.7 for:

1. consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiation or litigating posture of the public body, and consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel: concerning Caroline County – Project 4803
2. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of specific public officers, appointees, or employees of any public body; concerning a personnel matter and the performance of the director as it pertains to employee resignation.

This closed meeting will be attended only by members of the Board. However, pursuant to Section 2.2- 3712 (F), the Board requests the VOF's Assistant Attorney General, the Executive Director, the Deputy Directors, Executive Assistant, the Regional Director and the Finance Manager as it believes their presence will reasonably aid the committee in its consideration of topics that are the subject of the meeting. "

Elizabeth moved the motion as read by Bobbie Cabibbo; motion seconded by Jim and passed unanimously.

WHEREAS, The Board of Trustees conducted a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712.D of the Code requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Elizabeth Copeland so certified; Sissy Crowther so certified; Tack Richardson so certified; Anne Pittman so certified and Jim Rich so certified.

Jim asked for a template and Conserve Virginia discussion.

Motion made by Elizabeth to adjourn the meeting; motion seconded by Tack and passed unanimously.

Meeting adjourned at 16:08.



RESOLUTION

**VIRGINIA OUTDOORS FOUNDATION (VOF)
BOARD OF TRUSTEES**

RESOLUTION TO SET VOF MEETING DATES FOR CALENDAR YEAR 2025

WHEREAS, The Virginia Outdoors Foundation (VOF) Board of Trustees typically meets several times a year to consider easement proposals and matters of land conservation policy;

WHEREAS, as there may be compelling reasons to adjust the schedule which may be done at the discretion of the Chair in consultation with the trustees; now therefore be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees, this 10th day of October 2024, That the following dates are hereby adopted for VOF Board of Trustee meetings, in the calendar year 2025.

Meeting	Date
Finance, Audit and Compliance Committee	2/13/2025 Fredericksburg
Board of Trustees	3/13/2025 Charlottesville
Finance, Audit and Compliance Committee	5/8/2025 Fredericksburg
Board of Trustees	6/12/2025 Richmond
Board of Trustees	10/16/2025 TBD

Adopted by a vote of 5 for and 0 against

ATTEST: Brett C. Glymph, Executive Director

Minutes
Virginia Outdoors Foundation
Finance, Audit and Compliance Committee
Rappahannock Regional Library, Fredericksburg
February 13, 2025

Attendees:

Trustees:

Tack Richardson, Chair
Sissy Crowther
Absent: Elizabeth Copeland

Staff:

Brett Glymph, Executive Director
Bobbie Cabibbo, Executive Assistant
Kathy Combs, Finance Manager, Virtually

Guests:

Corbin Stone, Consulting Accountant, Robinson,
Farmer and Cox, (RFC) Virtually

Meeting was brought to order by the chair at 12:02 p.m.

ORDER OF BUSINESS

A motion was made by Sissy Crowther to approve the order of business; motion was seconded by Tack Richardson and passed unanimously.

PUBLIC COMMENTS

There were no public comments.

FY23 AUDIT

Corbin Stone of RFC reviewed the FY23 Audit. A copy of the FY23 Audit is included with the permanent record of this meeting.

FY24 AUDIT

FY24 Audit is in production. The FY24 Financials provided in the meeting materials were reviewed by the trustees.

Mid-year REVIEW OF FY25 Budget

Each line item was reviewed, and the budget is on track to finish as planned.

Proposed Agenda for May FAC meeting :

- Review of current technology services compared to services available under state contract with Virginia Information Technology Agency
- Review of Fee Schedule for possible adjustment based on costs and market comparisons
- Review with RFC current investment vehicles
- Proposed FY26 Budget

ADJOURNMENT

A motion was made by Sissy to adjourn the meeting; motion seconded by Tack and passed unanimously. Meeting was adjourned at 1:39 p.m.