



## **Virginia American Revolution 250 Commission (VA250) Full Commission Minutes**

Wednesday, September 21, 2022, 11:00 am  
Virginia Museum of History & Culture

**Members in Attendance:** Senator Mamie Locke (Vice Chair), Chief Steve Adkins, Rita McClenny, Jamie Bosket, Gretchen Bulova, Christy Coleman, Kathy Jordan, Julie Langan, Delegate Kenneth Plum, Jackie Stone, H. Benson Dendy III, Delegate Hyland (Buddy) Fowler, Sue Gerdelman, Secretary Aimee Guidera, Peter Hedlund, Eric Monday, Scott Stroh III

**Via Zoom:** Mark Hofer, Leslie Greene Bowman, David Duncan, and Ann Marie Stock

**Staff in Attendance:** Cheryl Wilson (Executive Director), Elizabeth Mancano (Deputy Director), Trevor Grimm (Marketing Director), April Chatmon (Executive Assistant)

**Attorney General Representative in Attendance:** Ramona Taylor

### **Call to Order and Approval of Minutes**

Senator Mamie Locke, Vice Chair, presiding in the absence of Chairman Austin, called to the meeting to order and Ms. Wilson called roll call. A quorum was physically present.

A motion was made by Mr. Bosket and seconded by Ms. Coleman to accept the attendance of members participating on Zoom as full participants with voting privileges. A vote was taken and passed unanimously.

A motion was made by Ms. Gerdelman and seconded by Delegate Plum to approve the minutes of the July 6, 2022, full commission meeting. A vote was taken and passed unanimously.

### **Virtual Meeting Policy Change**

Ms. Taylor reviewed a general policy, applicable to all state institutions of higher education and museum boards in Virginia, to allow all-virtual meetings and electronic participation in commission meetings. As the language of the policy was not available at the meeting, a motion was made by Chief Adkins and seconded by Ms. Gerdelman to adopt the policy in concept, with language to be sent to members following the meeting (see Appendix A for full text, p. 6-11). A vote was taken and passed unanimously.

## **Staff Updates**

### **Local 250<sup>th</sup> Committees**

Ms. Wilson announced that nearly 60 localities have formed Local 250<sup>th</sup> Committees, some with resolutions of support from the local governing body. Ms. Chatmon displayed a map of local committees. Staff will hold Zoom and in-person information sessions with localities in the next month and attend committee meetings and functions when possible. On behalf of the Commission, Ms. Mancano will accept a resolution of support from Henrico County in the coming week.

Grants will be available to support local events through the Virginia Tourism Corporation (VTC) and Virginia Humanities (VH). In developing the list of eligible and ineligible expenses, Ms. Wilson requested guidance from the Commission on whether battle reenactments should be eligible for grants. After discussion, a distinction was drawn between living history interpretation, including weapons demonstrations and period dress, which should be eligible expenses, and battle reenactments, which should be ineligible. Ms. Wilson noted that VTC grants are reimbursable expenses, meaning that receipts and measures of success are required before funds are released.

### **America 250**

On behalf of the Commission, Ms. Wilson participated in virtual meetings with America 250, including the Southern Campaigns regional meeting and an all-states call. Several neighboring states are joining Virginia in creating a unique state logo and taking a watchful, cautious approach to the events unfolding at the federal level.

Representatives from South Carolina, North Carolina, West Virginia, and Tennessee are interested in creating a multi-state trail of Revolutionary War sites, and consensus is to use the Road to Revolution trail system, which is managed by the successful Civil War Trails program. Drew Gruber, Executive Director of Civil War Trails, Inc. will join the group in a subsequent call.

### **Logo and Trademark**

Ms. Wilson reported that the Attorney General's office will trademark the Commission's logo and staff will develop a Logo Use Policy for localities and partners to ensure uniformity.

Discussion ensued about whether the logo captures the patriotic sentiment of the commemoration, particularly conveying the important role of Virginia in the formation of the nation. Secretary Guidera asked if a flag could be incorporated into the logo.

Staff will work with graphic designers to ensure that the logo, whether by redesign or placing into context with a flag background, appropriately captures the sentiment discussed.

### **Grant Policy**

As required by the 2022 Appropriations Act, the Jamestown-Yorktown Foundation Board of Trustees Executive Committee approved the VA250 Commission's Grant Policy and Procedures on September 1, 2022 (see Appendix B for full text, p. 12-14). Approval for Partner Program grants and Signature Program grants (those supported by the Commission) will require a 2/3 vote of approval. A Memorandum of Understanding (MOU) will be developed before any funds are transferred outlining deliverables and reporting.

A motion was made by Chief Adkins to adopt the Grant Policy and Procedures. The motion was seconded by Ms. Coleman and passed with one nay vote.

### ***For 2026 Conference (October 28-30, 2022)***

Representing William & Mary and the Omohundro Institute for Early American History & Culture, Ann Marie Stock, Presidential Liaison for Strategic Cultural Partnerships and Mark Hofer, Educational Partnerships Coordinator presented an agenda for the first conference in a five-year series, "*For 2026: Revolutionary Legacies.*" The conference will be held at William & Mary on Friday, October 28 and Saturday, October 29 and aims to spotlight emerging research, connect a diverse public to scholars and research, and convene significant conversations about how and why understanding the early American past is especially meaningful today. Senator Norment and Ms. Coleman will be participating in the keynote panel, "The Test of Time: How We Commemorate Historical Monuments." A pre-conference workshop for teachers and K-12 teacher trainers will be held on Thursday, October 27.

The VA250 Commission was requested to sponsor the first conference in the amount of \$25,000, providing for simulcasting, recording, and archiving, to extend the reach of the program statewide. Grant funds also support the teacher workshop, which includes discussion of multi-partner teacher institutes during the commemoration.

A motion was made by Mr. Monday to approve a grant to the Omohundro Institute for \$25,000 as a Signature Partner Program. The motion was seconded by Ms. Stone and passed unanimously (2/3 vote required).

### **VMHC/JYF Museum Exhibition**

Ms. Coleman and Mr. Bosket presented a prospectus on an exhibition partnership to create a major exhibition and related elements to commemorate America's 250<sup>th</sup> anniversary in Virginia. Deliverables will be (i) a primary exhibition of approximately 5,000 square feet to be on display at the VMHC from March 2025 through January 2026, then on display at JYF from April 2026

through January 2027; and (ii) a traveling panel version of the exhibition that will be deployed by the Commission for display across the state from March 2025 through at least December 2027. The estimated budget follows:

1. Exhibit Budget:
  - i. Exhibit Direct Expenses (design, fabrication, loans, permissions & rights, travel, etc. (not including JYF & VMHC staff support) = \$1,400,000
  - ii. Exhibit Funding:
    1. Virginia 250th Commission Requested Support = \$900,000
    2. JYF contribution (via Exhibit rental from VMHC) = \$250,000
    3. VMHC contribution = \$250,000
2. Panel Exhibit Budget:
  - i. Panel Exhibit Expenses (design, fabrication, travel, etc.) = \$100,000
  - ii. Panel Exhibit Funding:
    1. Virginia 250th Commission Requested Support = \$100,000
3. Other Expenses Outside of MOA:
  - i. Marketing & promotion by JYF & VMHC = approximately \$250,000
  - ii. Programming by JYF & VMHC = approximately \$250,000

JYF & VMHC to fundraise to cover these additional costs as well as their contributions to the Exhibit Direct Expenses (approximately \$1,000,000 in total/\$500,000 for each institution).

The Commission will be the presenting sponsor of the exhibitions, and it will be a Signature Program of the commemoration. Mr. Bosket explained that staff has begun the planning process, seeking a commitment of eventual funding of \$1 million in support of the exhibition in order to determine the scope of the exhibition, develop storyline, secure exhibit design and fabrication, and design the exhibition.

Discussion ensued related to lack of detail on the scope of the exhibition in the proposal and need for Commission oversight of the desired message and outcomes. Mr. Bosket noted that at this time, a commitment of funding was sought. Mr. Dendy noted that seed money may be needed to begin development of the exhibition. Secretary Guidera stressed that the exhibition should have appropriate inspirational and patriotic elements, including the impact of founding fathers and Virginia's key role in the nation's independence, and asked Ms. Coleman and Mr. Bosket to specify in the proposal the exhibition's takeaway message for a 5-year old, 15-year old, and 55-year old.

A motion to adopt the proposal was not seconded. Ms. Coleman and Mr. Bosket were asked to develop a more detailed prospectus to present to the Executive Committee at its next meeting.

### **VA250 Kickoff Event:**

Plans for the multi-state kickoff event that will be held in Williamsburg on March 10-12, 2023 to mark the 250<sup>th</sup> anniversary of Virginia's Committee of Correspondence are well underway. Representatives from 14 other states have indicated that they will attend, along with local leaders across Virginia. The budget for the event was initially estimated at \$64,000 but will need to be increased, depending on fundraising offsets.

### **Advisory Council:**

Discussion of the makeup of the Advisory Council, including the number of members, continued. While a final decision was not reached, a group to include the Chair, Vice-Chair, and staff were asked to refine the list of nominees and determine the way the Advisory Council would operate.

### **Marketing**

In the interest of time, Ms. Wilson gave the marketing update quickly, noting that the website, VA250.org, is live and Facebook social media postings are underway. Members were invited to submit comments or suggestions and to either send content to Mr. Grimm for posting or use the hashtag #va250 in social media.

### **Next Meeting:**

The next full commission meeting will be Friday, January 6, 2023, in Richmond. Ms. Wilson suggested that a meeting of the Executive Committee be held in the interim to refine issues discussed today.

### **Adjournment:**

There was no public comment. There being no further business, the meeting adjourned at 12:45 pm.

**ALL VIRTUAL COMMISSION MEETINGS AND  
ELECTRONIC PARTICIPATION IN COMMISSION MEETINGS  
GENERAL POLICY<sup>1</sup>**

**I. PURPOSE**

The purpose of this policy is to establish a written policy, in accordance with §§ 2.2-3708.2 and 3708.3 of the Code of Virginia (Virginia Code) to allow for and govern participation of **American Revolution 250 Commission (Commission)** membership meetings by the means of electronic communication, including, all virtual meetings, and to specify the requirements for remote participation by members.

**II. AUTHORITY**

The Commission membership interprets this policy and this policy applies to the full Commission, its designated subcommittees, and ad hoc committees.

This policy must be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

**III. POLICY**

**A. Member Electronic Participation**

Pursuant to applicable law and guidance, the Commission adopts the following practice and procedures for the participation of members of its body who cannot physically attend meetings for which public business will be conducted.

1. Prior to a scheduled Commission meeting, a member must (1) notify the Chair or Commission Liaison that he or she is unable to attend the meeting due to (a) a temporary

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<sup>1</sup> This Policy was revised and updated August 2022 due to change in the law regarding all virtual meetings.

or permanent disability or other medical condition that prevents physical attendance, (b) a family member's medical condition that requires the member to provide care for such family member thereby presenting the member's physical attendance, or (b) a personal matter.

- a. in the case of a personal matter, the member must identify with specificity the nature of the personal matter.
  - b. Participation by a member pursuant to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
2. A quorum of the Commission members must be physically assembled at the primary or central meeting location for the Commission to consider the participation of a remote member.
3. The Chair, or in the Chair's absence, the Vice Chair, shall recommend approval or disapproval of the participation to the Commission member. If the Commission approves the participation by majority vote, it must record in its meeting minutes
  - a. the fact of the remote participation;
  - b. the location of the remote participation (and the remote location need not be open to the public);
  - c. whether the remote participation is because of
  - d. a temporary or permanent disability or other medical condition, or
  - e. a personal matter; and
  - f. in the case of a personal matter, the specific nature of personal matter.
4. This policy must be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
5. The Commission may deny participation for personal matters only if participation would violate this policy. If a member's participation is disapproved, the disapproval and the reason for the disapproval shall be recorded in the minutes with specificity.
6. The Commission must plan for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

7. Should the requirements of this policy not be met, the Commission member will be allowed to listen into the proceedings through an electronic means, if available.
8. The Commission will provide the public access to observe any meeting at which a member is permitted to participate by remote means. The Commission will state in the notice for the meeting whether public comment will be taken at the meeting and will provide a means for submitting written comments.

*In the event that multiple members opt to participate electronically impacting the ability to obtain a physical quorum, the Commission members should consider compliance with the all virtual meeting requirements pursuant to the Commission's policy as subscribed in Section III.B.*

## **B. All Virtual Meetings**

Pursuant to applicable law and guidance, the Commission adopts the following practice and procedures for participation of members of its body when the intent is that all members participate electronically and for such time public business will be conducted.

1. Upon the decision by the Chair or Majority of the Commission membership that a Commission meeting will be held in an all-virtual format, the public body will issue a required meeting notice and include a statement notifying the public that the all-virtual meeting format will be used.
  - a. This notice should include a statement that should the meeting format change, that subsequent notice will be issued and in accordance with Virginia Code 2.2-3707.
2. The public body will provide for the general public to observe the all virtual meeting via electronic communications which allow the public to hear the Commission members' deliberations, other than for any portion of the meeting that is closed pursuant to Virginia Code § 2.2-3711.
  - a. If audio-visual technology is used, the electronic communication means should allow the public to also see the public body.
  - b. The Commission will provide the public access to observe all-virtual meetings. The Commission will state in the notice for the meeting whether public comment will be taken at the meeting or provide a means for submitting written comments.
3. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to the members of the public body for a meeting shall be made available to the



public in electronic format at the same time that the materials are provide to the members of the public body.

4. No more than two members of the public body can be together or present in any one of the remote locations used during the all-virtual meeting unless that remote location is open to the public and physically accessible to the public.
5. The Commission is limited in convening meetings in the all-virtual format to two meetings or 25 percent of the meetings held each calendar year rounded up to the next whole number, whichever is greater.
6. The public body is prohibited from holding meetings in the all-virtual format consecutively with another all-virtual public meeting.
7. The public body will provide a phone number or other live contact information so the public can alert the public body of the audio or video transmission issues that interfere with their access, participation or viewing of the public bodies meeting.
  - a. The public body will monitor such designated means of communication during the meeting.
  - b. Should access fail, the public body shall take a recess until public access is restored (subject to reasonable time limitations).
8. In the event the public body convenes a closed session during the all-virtual public meeting, transmission of the meeting to the public must resume before the public body votes to certify the closed meeting as required by subsection D of Virginia Code § [2.2-3712](#).
9. Minutes of all-virtual public meetings held by electronic communication means are taken as required by Virginia Code § [2.2-3707](#) and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

## **STATE OF EMERGENCY DECLARATIONS**

This policy shall be effective during ordinary times during which the Governor has not declared an emergency pursuant to Virginia Code § 44-146.17 or where the locality in which the body is located has declared a local state of emergency pursuant to Virginia Code § 44-146.21.

When an emergency has been declared, other provisions of law or declarations of Governor or the locality may prevail. In such cases, the Commission must affirm that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

In such cases, a physical quorum is not required for the conduct of public business.

In cases of emergency, the Commission will:

- A. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- B. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
- C. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- D. Follow other mandates of this policy and law.

## **EDUCATION AND COMPLIANCE**

Members of the Commission shall be made aware of this and any other Commission policies as part of the new Commission member orientation process. Any changes to this policy shall be communicated to the Commission by the Chair or Commission Liaison no later than the Commission's next scheduled meeting. The Commission Chair shall be responsible for ensuring annual compliance with the provisions of this policy.

## **REFERENCES**

[§ 2.2-3708.2. Meetings held through electronic communication means \(virginia.gov\)](#)

[§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared emergency\(virginia.gov\)](#)

[FOIA Electronic Meetings Guide \(2022\)](#)

§ 44-146.17. (Effective July 1, 2023) Powers and duties of Governor ([virginia.gov](http://virginia.gov))

§ 44-146.21. Declaration of local emergency ([virginia.gov](http://virginia.gov))

## APPENDIX B

Approved by JYF Board of Trustees Executive Committee September 1, 2022

Adopted by VA250 Commission September 21, 2022

# Virginia American Revolution 250 Commission (VA250) Grant Policy and Procedure

## Authority

Pursuant to Item 237 (F) of the 2022 Appropriation Act (2022 Special Session I, c. 2):

F. The Board of Trustees of the Jamestown-Yorktown Foundation shall establish guidelines, procedures, and objective criteria for the award and distribution of grants from the appropriation to state agencies, localities and non-government organizations. Activities eligible for grants from the appropriation shall be focused on high-impact, collaborative projects that focus on the ideals of the American Revolution. The Jamestown-Yorktown Commemorations shall advertise the availability of grant funds and shall solicit, receive, and review grant applications as defined by adopted guidelines. The decisions regarding who receives the grant awards shall be the responsibility of the Jamestown-Yorktown Commemorations.

In accordance with such authority, the Jamestown-Yorktown Foundation Board of Trustees delegates to the Virginia American Revolution 250 Commission the authority to award grant-funding opportunities to on programs and events that focus on the history and ideals of the American Revolution as follows:

## Competitive Grants

**VA250 Partner Program/Event Grant** – A VA250 Partner Program or Event is developed by a Local VA250 Committee or partner organization and involves (i) use of the Commission’s logo; (ii) placement of event on the VA250 Statewide Calendar of Events; and (iii) amplification of the event at Commission-sponsored programs/events, and on social media, websites, etc.

In addition, local committees and partners can apply for competitive VA250-specific grants of up to \$10,000 each, through a grant fund established in partnership with the Virginia Tourism Corporation (VTC) and/or Virginia Humanities (VH), as follows:

- a. Grants offered by the Virginia Tourism Corporation support **marketing** for 250<sup>th</sup> related events and activities, including the placement of Road to Revolution and similar interpretive markers.
- b. Grants offered by Virginia Humanities support **content development** for 250<sup>th</sup> related events and activities

Grant criteria will follow the proven criteria established by VTC and VH. Such criteria will be approved by the Commission by a **2/3 vote** of those attending the meeting, and includes:

- Requiring a match from recipients
- Preference will be given to local committees which have (i) endorsement or a resolution of support from the local governing body, (ii) robust partnerships, and (iii) lasting legacy component that demonstrates support of the Commission's strategic goals and themes
- In all instances, grant recipients will use the VA250 logo and branding identification
- Grant recipients will file a final report detailing outcomes, number of participants, and an evaluation the program's reach and success.

A Memorandum of Understanding (MOU) will be executed between the VA250 Commission and VTC/VH prior to the initial transfer of funds.

VA250 staff will join VTC and VH staff in evaluating grant applications and prepare a list of recommendations (Award/Not Award) for approval by the Commission and/or its Executive Committee. Grant applications that are recommended by staff for approval must be approved by the Commission by a **2/3 vote** of those attending the meeting.

Any moneys remaining in the VA250 grant fund established at VTC and/or VH at the end of the commemoration period shall be retained by that agency and used to support activities that support the American Revolution and/or Jamestown-Yorktown Foundation.

## Identification Grants

In some instances, the Commission may identify programs to fund as a key partner/sponsor, or may seek partners to develop programs, as follows:

- I. **VA250 Signature Partner Program/Event** - A program or event primarily developed by a partner organization(s) that involves funding of up to \$25,000 by the Commission to expand a singular program to achieve a broader statewide reach. The Commission will enter into an MOU with the primary planning partner(s); develop the statewide reach of the program; and staff, support, and promote the program as one of its own.

### Criteria:

- i. The program must offer a statewide reach and involve at least three partner organizations
- ii. There must be a lasting legacy or digitally archived component
- iii. The program is not eligible for a VA250 grant administered by VH or VTC, but has been identified as being of significant import and lasting value to the commemoration
- iv. The recipient must be a state agency or nonprofit entity

Upon execution of the MOU and transfer of funds, the Commission will be identified as a primary planning partner and its branding and logo will be used throughout event promotion. Grant recipients will file a final report detailing outcomes, number of participants, and an evaluation of the program's reach and success. (Example: "For 2026" Conference partnership with Omohundro Institute, William and Mary, and Colonial Williamsburg)

**II. VA250 Signature Program/Event** – A major program, exhibition, or event with statewide reach that is either (i) planned, developed, funded, and promoted by the Commission or (ii) developed by a partner organization in full cooperation with the Commission and promoted as one of its Signature Programs/Events.

- The program or event is approved by the Commission as a Signature Program or Event, and developed in close collaboration with VA250 staff
- The program must offer a statewide reach and beyond
- There must be a lasting legacy or digitally archived component
- The program is not eligible for a VA250 grant administered by VH or VTC, but has been identified as being of significant import and lasting value to the commemoration
- The recipient must be a state agency or nonprofit entity

Upon execution of the MOU and transfer of funds, the program will be identified as a VA250 Signature Program and the Commission will be identified as the primary partner, with its branding and logo used throughout event promotion. Grant recipients will file a final report detailing outcomes, number of participants, and an evaluation of the program's reach and success.