

DRAFT

**MINUTES**  
**VIRGINIA OUTDOORS FOUNDATION (VOF)**  
**BOARD OF TRUSTEES MEETING**  
**CHARLOTTESVILLE, VA**  
**JUNE 27, 2013**

**Attendance:**

**Board Members:**

Mr. Charles Seilheimer, Chair  
Mr. Jeff Walker  
Mr. Childs Burden  
Mr. Peter Bance  
Mr. Mark Allen  
Absent: Mrs. Suzanne Lacy and Mr. Ben Chafin

**Staff Members:**

Mr. G. Robert Lee, Executive Director  
Ms. Anna Chisholm, Director of Finance  
Ms. Sara Brooks, Human Resource Manager  
Ms. Bobbie Cabibbo, Executive Assistant

**Other attendees:**

Ms. Brett Glymph, Office of the Attorney General  
Mr. Fred Fisher, Office of the Attorney General

Meeting was called to order 9:10 am

The Board of Trustees recommends that a new VOF position be created that concentrates on building relationships with landowners. Mr. Philip Reed is recommended for this position. He will work with staff, our landowners and legislators. The position title is **Director of Landowner Relationships/Volunteer Program** and a description is attached (See Attachment A). Mr. Seilheimer asked to add that this position **provide, training for volunteers** not just guidance.

Mr. Bance recommends that Mr. Reed, a Trustee and the new Executive Director begin to see legislators now to ask for continued VOF support. The Executive Director will have ownership of this project. In addition, this new position will continue to work with county administrators and local planning commissions to educate and correct misinformation. Ms. Glymph reminded us of our commitment to strengthen our relationship with Agribusiness Council.

**BUDGET AND RESOLUTION**

The Personnel and Finance Committee along with Mr. Lee recommended adoption of the budget as presented. Motion made by Mr. Allen to approve the FY14 budget Resolution; motion seconded by Mr. Bance and passed unanimously. (Attachment B)

Mr. Seilheimer presented Mr. Mark Allen with a commemorative appreciative gift.

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Mr. Seilheimer appointed Mr. Burden to the Personnel and Finance Committee.

Mr. Seilheimer presented a Resolution for Emeritus Recognition for G. Robert Lee. Motion made by Mr. Walker to approve Resolution as presented; motion seconded by Mr. Burden and passed unanimously. (Attachment C)

**CLOSED SESSION FOR DISCUSSION AS PROVIDED FOR IN THE CODE OF VIRGINIA §2.2 - 3711**

Motion made by Mr. Allen to go in to Closed Session in accordance with Code of Virginia §2.2 – 3711(a)(7) and Code of Virginia §2.2 – 3711(a)(1); motion seconded by Mr. Bance and passed unanimously.

Upon return from **Closed Session**, Executive Director, Mr. Lee certified by roll call that the Board of Trustees discussed only matters that convened the closed session and nothing else. Mr. Bance responded yes, Mr. Walker responded yes; Mr. Seilheimer responded yes, Mr. Allen responded yes, Mr. Burden responded yes.

Mr. Seilheimer presented a Resolution offering the position of Executive Director to Brett Glymph. Motion made by Mr. Allen to approve resolution; motion seconded by Mr. Burden and passed unanimously. (Attachment D)

Mr. Seilheimer asked that a press release go out immediately.

Meeting was adjourned at Conclude meeting at 11:50



## **Director of Landowner and Volunteer Relationships**

### **Reporting Relationship:**

This position reports directly to the VOF Executive Director

### **Purpose:**

To cultivate, build and sustain positive relationships with VOF landowners, volunteers, donors and public officials.

### **Duties and Responsibilities:**

**Landowner Relations:** Work closely with the VOF Executive Director, Deputy Directors and staff to cultivate positive and lasting landowner relationships. Offer suggestions for creating positive landowner education and support. Work closely with the VOF easement and stewardship staff to build a program that encourages and fosters landowner commitment and support for voluntary conservation.

**Volunteer Relations:** Work with the Directors, Communications Manager, HR Manager and other VOF staff to increase VOF's volunteer capacity. Assist with volunteer recruitment, management and recognition. Provide guidance and recommendations on effective methods to engage and maintain volunteers.

**Public Relations:** Work closely with the Communications Manager to increase public awareness and appreciation for VOF and its mission. Work with private land trusts to build positive collaborative partnerships. Maintain a strong working relationship with state agencies and other partners in the conservation community.

**Government Relations:** Assist the VOF Executive Director in providing a strong leadership presence during the General Assembly.

**RESOLUTION****A RESOLUTION BY THE VIRGINIA OUTDOORS FOUNDATION (VOF) BOARD OF TRUSTEES TO ADOPT THE VOF FISCAL YEAR (FY) 2014 BUDGET**

WHEREAS, the fiscal year for the Virginia Outdoors Foundation (VOF) is 1 July through 30 June; and

WHEREAS, a fiscal year Budget is developed and adopted to provide planning and program guidance to the VOF Board of Trustees and the VOF Management Team; and

WHEREAS, Budget calculations are developed from the best available information before the commencement of a new fiscal year; and

WHEREAS, line items in the budget are for planning and program allocation purposes and actual expenditures may vary from adopted Budget projections as long as total expenses do not exceed available resources; and

WHEREAS, the Executive Director, in consultation with other members of the VOF Management Team and the Finance and Personnel Committee, has prepared and submitted a Proposed Budget for Fiscal Year 2014; now, therefore, be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 27<sup>th</sup> day of June 2013, That the VOF Budget for Fiscal Year 2014 be, and is hereby, adopted as follows:

**Virginia Outdoors Foundation  
GENERAL OPERATING BUDGET**  
*unaudited*

	Approved Budget for FY13	Estimated End of Year-FY13	% Change:	Proposed Budget for FY14	% Change:
<b>Income</b>					
<b>4100 Unrestricted</b>			-		
<b>Contributions &amp; Grants</b>	95,000	54,000	43%	55,000	2%
<b>4110 General Fund</b>					
<b>Appropriations</b>	1,752,750	1,752,750	0%	1,752,750	0%
<b>4120 Investment</b>					
<b>Earnings</b>	750	1,200	60%	1,500	25%
<b>4200 Recordation Fees</b>	545,000	645,000	18%	650,000	1%
					-
<b>4220 Cost Recoveries</b>	14,500	26,400	82%	7,400	72%
<b>4230 LPC Transfer Fees</b>	600,000	600,000	0%	625,000	4%
<b>Priority Spending</b>					
<b>Approved &amp; Spent</b>		113,100			
<b>Total Income</b>	<b>3,008,000</b>	<b>3,192,450</b>		<b>3,091,650</b>	
<b>Total Income</b>	<b>3,008,000</b>	<b>3,192,450</b>	6.1%	<b>3,091,650</b>	-3%
<b>Expenses</b>					

	Approved Budget for FY13	Estimated End of Year-FY13	% Change:	Proposed Budget for FY14	% Change:
5100 Personal Services	2,431,500	2,463,650	1%	2,473,880	0.4%
5300 Professional Services	75,000	115,400	54%	105,000	-9%
5400 IT Goods and Services	200,000	215,300	8%	182,250	15%
5500 General Services	41,000	31,400	23%	35,450	13%
5520 Telephone	30,000	50,500	68%	53,500	6%
5530 Insurance	4,500	4,300	-4%	4,500	5%
5540 Office Costs	142,000	148,600	5%	147,200	-1%
5550 Travel Expenses	34,000	31,000	-9%	34,700	12%
5560 Training and Development	10,000	12,300	23%	12,500	2%
5570 Outreach/Education	1,500	1,500	0%	1,500	0%
5575 Fundraising/Development	11,000	9,880	10%	10,000	1%
5600 Supplies & Materials	27,500	27,000	-2%	31,170	15%
<b>Total Expenses</b>	<b>3,008,000</b>	<b>3,110,830</b>		<b>3,091,650</b>	<b>-1%</b>
Capital Purchase-Vehicle		<b>23,430</b>			
<b>Net Operating Income</b>	<b>0.00</b>	<b>58,190.00</b>		<b>0.00</b>	

Priority Spending Set  
 Aside- FY13 & FY14  
 less FY13 Spending  
 net

400,000
<u>-54,711</u>
<b>345,289</b>

**Defense Fund Balance: 1,421,645**

ADOPTED by a vote of 5 in favor and 0 against.



ATTEST:  
 G. Robert Lee, Executive Director

**RESOLUTION**  
**VIRGINIA OUTDOORS FOUNDATION (VOF)**  
**A RESOLUTION FOR EMERITUS RECOGNITION FOR G. ROBERT LEE**

WHEREAS, G. Robert 'Bob' Lee was hired as Executive Director of the Virginia Outdoors Foundation at a critical time for the Foundation; and

WHEREAS, Bob's first assignment was to convince his old friends Tayloe Murphy, Virginia Secretary of Natural Resources, and Joe Maroon, Director of the Department of Conservation and Recreation, to withdraw legislation proposed for the Virginia General Assembly that would have converted VOF to the status of a division within DCR, and

WHEREAS, Bob took the staff helm of VOF when the Virginia Land Preservation Tax Credit was placing enormous demand on VOF's limited human resources, and

WHEREAS, a Joint Resolution of Commendation by the Virginia General Assembly as Bob was joining VOF, after thirty years as a Virginia county administrator, provided affirmation of Bob's financial and organizational management skills; and

WHEREAS, Bob's proven management expertise led to the necessary conversion of VOF from a venerated but regionally based conservation consortium to a statewide consolidated instrumentality of the Commonwealth of Virginia that would become the national model for effective and efficient state programs for voluntary land conservation; and

WHEREAS, Bob was able to use his personal and professional affiliations with state officials and legislators to structure funding resources so that the VOF staff could be expanded to address the increasing demand for voluntary land conservation in the Commonwealth ; and

WHEREAS, Bob worked diligently to build constructive synergistic relationships with Virginia local governments, private non-profit land trusts and conservation organizations, as well as state and federal agency partners for protection of Virginia's estimable natural and cultural heritage land resources; and

WHEREAS, Bob advised the VOF Board of Trustees in 2012 that he still hoped to make a positive difference in other areas of human endeavor and that he felt that new executive leadership might keep VOF moving proactively and positively forward; and now, therefore, in recognition of Bob Lee's leadership, dedication, and contributions to the Virginia Outdoors Foundation, be it

RESOLVED, by the Board of Trustees of the Virginia Outdoors Foundation, this 27<sup>th</sup> day of June 2013, That G. Robert 'Bob' Lee be, and is hereby, proclaimed as VOF Honorary Executive Director Emeritus effective 1 September 2013.

Adopted by a vote of 5 in favor and 0 against.

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ATTEST: Charles Seilheimer, Jr.

**RESOLUTION**

**VIRGINIA OUTDOORS FOUNDATION (VOF)  
A RESOLUTION TO OFFER BRETT GLYMPH THE  
POSITION OF EXECUTIVE DIRECTOR AND TO AUTHORIZE THE  
CHAIRMAN TO COMPLETE EMPLOYMENT NEGOTIATIONS**

WHEREAS, Brett Glymph was selected by the Virginia Outdoors Foundation (VOF) Board of Trustees through an open competitive process as the best qualified candidate for the position of Executive Director of the Virginia Outdoors Foundation; and

WHEREAS, pursuant to Code of Virginia §10.1-1801 the Board of Trustees has determined that the Executive Director is an at-will employee and serves at the pleasure of the Board; and

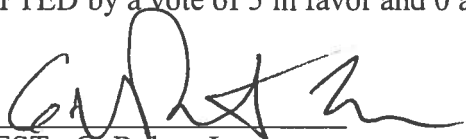
WHEREAS, it is understood that an employment agreement is not a contract and both parties may terminate the agreement at any time; and

WHEREAS, the FY14 approved VOF Budget establishes the appropriate salary, benefits and costs associated with the Executive Director position; and

WHEREAS, no employment negotiations may exceed the approved budgetary costs; now, therefore, be it

RESOLVED, by the Virginia Outdoors Foundation Board of Trustees this 27<sup>th</sup> day of June 2013, That the Board Chairman be, and is hereby, authorized to complete employment negotiations and sign an employment agreement with Brett Glymph for the position of VOF Executive Director.

ADOPTED by a vote of 5 in favor and 0 against

  
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ATTEST: G. Robert Lee