

Draft

Minutes
Virginia Outdoors Foundation
Meeting of the Finance and Personnel Committee
Thursday, October 18, 2012
The VOF office at 39 Garrett St, Warrenton VA

Trustees present: Mr. Charles Seilheimer and Mr. Mark Allen

VOF Staff Present: G. Robert Lee, Executive Director; Sara Ensley, HR Manager; Anna G. Chisholm, Finance Manager

Mr. Seilheimer convened the meeting at 10:10 am.

Review of Fiscal Year 2011-2012 Financial Summary

Anna Chisholm presented the FY12 End of Year report (unaudited).

Main Points: the Land Preservation Tax Credit fees received from VLCF amounted to \$1.4M, an improvement over \$72,000 in previous year. Expenses were less than budgeted due to cost saving measures taken during the year when the Transfer fee revenue was not known.

Summary: rather than releasing funds from the Easement Defense Fund (the Fund) for operations, money will be added to the Fund and some long delayed non-continuing spending will be funded.

Priority Spending Proposals

Anna Chisholm presented a list of one-time, non-continuing spending requests totaling roughly \$400,000 which included: staff bonuses, application development and implementation of a new Easement management database, GPS/communication equipment upgrades, field safety equipment, software upgrades, a new vehicle, assistance with Records and Procurement programs, and investments in IT infrastructure in order to move away from VITA (VA Info Technology Agency) managed services.

Personnel Issues

Sara Ensley presented an addition to VOF's HR Policy Manual, the Family Medical Leave Act Policy. She further began initial discussions on the upcoming recruitment of a new Executive Director, presenting a draft timeline and work profile for review.

Committee Assignments

Bob Lee asked the Chairman to consider assignments for the various Trustee Committees including the PTF Committee and a new Ex. Director Recruitment Committee.

No motions were made during the meeting and no formal votes taken although Mr. Allen and Mr. Seilheimer reviewed the information presented and concurred with additional spending in light of the Transfer fee revenue.

Respectfully submitted,

Anna G. Chisholm, Finance Manager