

Minutes  
Board of Trustees Meeting  
Chippokes Plantation Farm Foundation  
Monday, September 13, 2004, 10:30 a.m.  
Chippokes Mansion Conference Room  
Chippokes Plantation State Park  
Surry, Virginia

Board Members Present:

Delegate William K. Barlow  
Senator Harry B. Blevins  
Mrs. Nancy S. Bradshaw  
Mr. J. Carlton Courter, III  
Ms. Shirley Davis  
Mr. E. Henry Doggett, III

Mrs. Judy S. Lyttle  
Mr. Alan V. Monette  
Mrs. Linda D. Morse  
Mr. Frederick M. Quayle

Board Members Absent:

Mr. E. C. Michael Abley  
Mr. William Christopher Doss  
Mr. Tyrone Franklin

Mr. Joseph H. Maroon  
Dr. Peter B. Schultz  
Delegate Mitchell Van Yahres

Staff:

Mrs. Carol Bowman  
Mrs. Danette Poole  
Mrs. Katherine R. Wright

Other:

Mr. John A. Soderberg

Chairman Quayle welcomed everyone, and extended a special welcome to two new Board Members, Mrs. Nancy Bradshaw of Norge, Virginia, and Senator Harry Blevins of Chesapeake. Mr. Tyrone Franklin, also a new member, could not attend the meeting due to injuries from a car accident.

**Public Comment.**

There were no public comments.

**Past Minutes**

The minutes of the past meeting were mailed to everyone. Also, a copy was in each person's folder. There were no changes or corrections to the minutes. Chairman Quayle asked that they be filed as reported.

**Financial Report**

Mrs. Wright presented two financial statements. The first statement was for the Fiscal Year 2003-2004, which ended June 30, 2004. The balance brought forward on July 1, 2003 was \$538,863.65. The revenues received during the fiscal year totaled \$67,690.36, and the expenditures were \$199,809.88. The cash balance on June 30, 2004 was

\$406,743.88. The Endowment Fund total was \$19,269.14 for a grand total of \$426,013.02. This report, which includes the detailed expenditures, is attached.

The second statement was for the current Fiscal Year 2004-05 through August 31, 2004. The beginning balance was \$561,375.27. Revenues to date come to \$6,665.46, and expenditures are \$48,220.18. The balance comes to \$519,820.55. The Endowment Fund amount is \$19,269.14 for a grand total of \$539,089.69.

### **Status of Proposed Merger Plan**

Chairman Quayle reviewed the details of the proposed merger that began in the fall of 2002 and ended with the 2004 General Assembly. (See the attached timeline.) At the December 5, 2003, Board of Trustees Meeting, the Board voted to not recommend proceeding with the proposed merger. Mr. Maroon and Senator Quayle both conveyed the Board's wishes to the Governor. Governor Warner did write Senator Quayle a letter stating that he would take no further action, and the 2004 General Assembly Session did not take any further action.

Although the Foundation and DCR already have a good working relationship, during the required research for the proposed merger, several areas were uncovered where we could work more closely together.

### **Preparing Chippokes for 2007**

Kathy Wright explained that Donna Sharits could not attend today's meeting because of a project that was due Tuesday morning at 9 a.m. for Mr. Maroon. She sends her regrets, but plans to address the fund raising efforts for preparing Chippokes for 2007 at our next Board Meeting.

To refresh our memory, in everyone's folder was a sheet with an excerpt from the December 5, 2004, Board Meeting. Mrs. Wright reviewed the excerpt and the attached capital improvement projects to put a "best face forward" for Chippokes in 2007 (attached).

Mr. Monette asked if Mrs. Sharits had prepared anything on making contacts, and Mrs. Wright replied that she could not answer that. Chairman Quayle suggested that we schedule another meeting very soon. He also asked that Mrs. Wright talk with Mrs. Sharits, and that he would also give her a call.

Mrs. Poole was asked about the status of the campground expansion project. She stated that in her report she would be giving everyone an update on the Bond Projects. However, for the campground, the cost is higher due to our sister agencies charging for services that used to be free. The review by other agencies is required. An example is the Department of General Services charging \$92 an hour to review the project plans.

Two bids were received on the campground project, and the lowest bid was over budget. The project had to be scaled back, so the driveway will not be paved, the camping cabins will not be built and there will not be a camp store.

### **Development Report**

In Mrs. Sharits absence, Mrs. Wright reviewed the Development Report in each person's folder (attached).

The highlights of the report included the interest of the Virginia Electronic Commerce Technology Center (VECTEC) in completing our website design and hosting the site at a greatly discounted price of \$4,950. The contract would begin January 1, 2005. Also, the Transportation Enhancement Program Grant for \$194,300 was declined, but that it will be resubmitted by November 1, 2004. Mrs. Wright explained that Mrs. Sharits learned that only existing projects were funded versus new projects. It was discovered that there are two individuals assigned for each areas of the state who advise on the projects in their areas. Plans are to meet with those individuals to apprise them of the project.

Mr. Monette commented that he thought that a PowerPoint presentation on the expansion project (Agricultural and Forestry Center) was to be accomplished.

### **Foundation / Museum Report**

Mrs. Wright reviewed the activities of the Foundation and Museum as follows:

#### **Board of Trustees**

- *Bruce Wingo* with Norfolk Southern Railroad of Richmond rotated off the board June 30, 2003, and Governor Warner appointed *Tyrone Franklin*, Director of Community Development for Surry County. Because of a glitch at the Secretary of the Commonwealth's office, we did not learn of this appointment until December 2003 when we investigated after our December 5, 2003 meeting.
- *Bob Felts* with R. M Felts Packing Company of Ivor rotated off the Board June 30, 2004, and Governor Warner appointed *Nancy Bradshaw* of Norge.
- *Senator Harry B. Blevins* of Chesapeake was appointed to the Board as the representative from the Senate Committee on Agriculture, Conservation and Natural Resources. This position has been vacant for several years. Formerly, *Senator Tommy Norment* was the representative.

New Board Member Orientation took place on Wednesday, September 8 for Nancy Bradshaw and Senator Harry Blevins. Mr. Tyrone Franklin will receive his orientation when he is available.

Lease Between DCR / CPFF

The 10-year lease between the Department of Conservation and Recreation (DCR) and the Chippokes Plantation Farm Foundation expires this year. Comments from DCR and the Chippokes Foundation to date only involve a few housekeeping changes.

For your information, the Walnut Valley Farm agricultural land will not be included in the Chippokes Plantation agricultural acreage. Funds from the rent of this property will be used for the farm's upkeep.

The 2003 General Assembly accepted the 265-acre Walnut Valley Farm from Mrs. Lucy Reasor. The property is adjacent to Chippokes and is bordered by Highgate Road and the Lower Chippokes Creek Bridge. Part of the old Chipoax Road Trail is located on this new addition.

Mrs. Poole indicated that the current farmer of this property, Mr. Ray Mitchell, has a life-right to farm the property rent-free.

Farmland Contract – Beechland Farms

Mac Berryman of Beechland Farms in Surry is in his second year of a five-year farm contract. Everything is going well. In previous years, rainfall has been measured in tenths of an inch. But for the last two years, measurement has been in inches of rain.

Museum Programs

- New Museum Brochure! Thanks to Donna Sharits for handling this project and for the whole staff for their input. Plans are to subscribe to a museum brochure distribution service.
- Website Development. Thanks to Donna Sharits for developing a website prototype for the Museum. Donna also engaged the Virginia Electronic Commerce Technology Center (VECTEC) at Christopher Newport University in Newport News to complete the design and host the site at a greatly discounted price of \$4,950. This fall, we will be working on the materials to submit to VECTEC. The contract will begin January 1.
- Developed a PowerPoint Program on the Museum. A PowerPoint presentation was developed on the Museum and its programs that can be used for promotional exhibits and outreach programs. It was used in the Museum's booth at the Chesterfield County Fair. (Mr. Monette requested a copy.)

- Calendar of Events. Worked with the Park in developing events for the 2004 calendar year. Designed, printed and mailed the 2004 Calendar of Events that highlights Park and Museum events (Mailing list approximately 3,000). The brochure was mailed in March 2004, and also distributed in the community, around the park, Steam & Gas Engine Show, Pork, Peanut & Pine Festival, and at marketing events such as county fairs.
- SOL Programs. To date, the Museum has offered SOL programs to 573 students from April – July. The most popular program is “A Child’s Life” followed by “Products of Nature”, and “Journey of a Seed”.
- “Products of Nature” SOL & Boy Scout Program. This program was developed in 2003 for the Boy Scouts to earn their Forestry Merit Badge. The program was then adapted to an SOL Program.
- Grant Funds. Received a \$1,500 grant in 2003 from the Chesapeake Bay Restoration Fund, which is funded through the sale of Chesapeake license plates. The grant was for the development of an SOL program on soil erosion for the third grade level. The Museum developed the Program called “Where’s the Dirt?”. Items purchased with the grant funds were a non-point source Enviroscope tabletop display, its accompanying materials, and five different handout educational materials for 500 students. This program is being offered to school groups this fall.
- Virginia Discoveries Exhibit. This exhibit highlights products or events that originated, were invented or were “first” in Virginia. The exhibit is included in the Museum’s admission. Plans are to expand this exhibit as time permits and continue it into 2005.
- Chippokes Steam & Gas Engine Show. The staff and volunteers planned and hosted the 14<sup>th</sup> annual show. The cost of the event was \$12,553.82 and revenues were \$13,795.25 for a profit of \$1,241.43.
- Pork, Peanut & Pine Festival. The Museum’s front yard contained activities for children and adults, with emphasis on children’s activities. The most successful activity was the kid’s pedal tractor obstacle course. The PPP Festival Committee Chairman has approached us to take the children’s activities to the barnyard for 2005.
- Total Museum Attendance to Date:  
3,676
- Special Museum Workshops and Events to Date:

<u>Date</u>	<u>Event</u>	<u>Museum Attendance</u>
April 24	Flowers: Start to Finish	15
June 12-13	Chippokes Steam & Gas Engine Show	2,740
July 17-18	Pork, Peanut & Pine Festival (The total park attendance was 16,196)	1,127
September 4	Products of Nature Boy Scout Forestry Badge Program (Original date: August 14 – canceled because of Tropical Storm Charley and re-scheduled for Sept. 4 and Sept. 18. The Sept. 18 date has 30 reservations to date.)	18
September 11	Sew Goes History	70

- Upcoming Museum Programs for 2004:

<u>Date</u>	<u>Event</u>
Oct. 2 or 9	Peanut Shocking
October 23	Harvest & Halloween Festival
October 29, 30, 31	Plantation Christmas at Chippokes Museum Activity – Drying & Painting Gourds
November 13	Holiday Wreath Workshop
SOL Programs	Will begin receiving phone calls for reservations beginning in September.

Promotional Events

August 27 – Sept. 4	Booth at Chesterfield County Fair
Sept. 17 – 19	Booth at Isle of Wight County Fair
October 9	Booth at Autumn Harvest Jubilee in Richmond

Mrs. Bradshaw mentioned the James City County Fair as another promotional event, which is the second weekend in August.

Volunteers & Volunteer Activities

- Antique Farm Equipment Committee met on February 7, 2004. This committee works with the staff in setting work priorities.
- Volunteers requested a plaque to recognize those volunteers that have passed away. The plaque was unveiled at the Volunteer Recognition Event March 28. The plaque is on display at the Museum Store. The plaque was passed around.
- The Museum adopted the State Park Volunteer Recognition Program January 1, 2001. At the March 28<sup>th</sup> Volunteer Recognition Event, John Soderberg was recognized as the first Museum volunteer to reach the 1,000-hour milestone. A plaque was established with his name as the first recipient, and it is also on display at the Museum Store. John exceeded this milestone in a three-year period of time. The plaque was passed around. A starting point for the new program had to begin somewhere, so volunteer hours prior to 2001 were not included.
- This year, the majority of volunteer hours were devoted to maintenance that includes grass mowing and Hurricane Isabel restoration work.

The Isabel work involved picking up small sticks from areas next to the huge sawmill mulch pile so that a lawn mower or finishing mower could be used. Also, sand was added behind the sawmill and stone to the driveway and sand added behind the museum.

The trams were replaced because of their deteriorated condition. An existing Museum trailer was converted to a hayride tram. (A second tram, owned by volunteer Gary Burkett, was converted by building wooden benches at Gary's own expense.)

- Volunteers earned hours mostly through volunteer workdays and special events. The two largest events to date have been the Chippokes Steam & Gas Engine Show and the Pork, Peanut & Pine Festival. The Men's Detention Center comes every Tuesday, and prior to big events, they come every weekday

Volunteers	3,460.25
Men's Detention Center	<u>1,853.75</u>
Total To Date	5,314.00

- We could not do without our volunteers!

Chippokes State Park Update

Danette Poole reviewed her report that was in everyone's folder (attached). The highlights included the Hurricane Isabel damage update, an update on the General Obligation bond projects, etc.

Regarding Walnut Valley Plantation, the buildings are older than those at Chippokes. The House dates to 1785. There will be a behind the scenes tour of the River House and Walnut Valley on October 9 for volunteers. Mr. Soderberg asked about the long-range goals of Walnut Valley, and Mrs. Pool replied there are none at this time until we update the Master Plan.

Regarding the Chipoax Road Trail, we do have a Gateway grant to research the trail. There has not been an archeological survey yet. There are plans for a dedication ceremony for Walnut Valley with Governor Warner maybe next spring.

Once the new maintenance area is established on Walnut Valley Farm, the barns at Chippokes can be converted to exhibits.

### **Old Business**

Mr. Monette asked about the attendance at Chippokes. Last year, the total attendance was 78,000 and so far this year, the attendance is 58,000. Mr. Monette asked about crime this year, and Mrs. Poole replied that there are only two law enforcement officers at Chippokes. They have not had time to look for crime. If there has been any crime, they are not aware of it.

Chairman Quayle asked about the long-range plans for the Carriage House, and Mrs. Poole replied that there are plans for heating and air conditioning that building. She would like to have the carriages restored.

Mr. Courter asked about the chickens referenced in the financial statement. Mrs. Wright stated that the chickens are very popular at the Park. She explained that Mrs. Poole had restored the old chicken house. Kenneth Gray of the Museum's staff raised chickens at home, and he brought some of his chickens to the Park. Mrs. Wright stated that she did notice the chicken gate open today and the chickens out in the hayfield. She also explained that the chickens did need to have their wings clipped to prevent them from flying out of the chicken yard.

Mrs. Morse asked about involvement with the State Fair. Mrs. Wright explained that several years ago, we had a permanent loan of antique items in the Heritage Village of the State Fair. When the fairgrounds were sold, all items were returned to us. Then for about two years, the State Fair paid us to haul and staff a room at the Heritage Village. For the last couple of years, instead of paying us to bring items, they invite antique dealers in to sell their items and charge them for their space.

Someone asked about the new location of the State Fair. Mr. Courter explained that he is on the State Fair Board. The new location will be in Caroline County, the home of "Secretariat" the Triple Crown winner. The property is about 4-5 miles from Interstate 95, and very close to Kings Dominion. Kings Dominion wants to partner with the Fair and the

Fair is planning for its grounds to be a “stop and learn about Virginia” station, especially for the anticipated crowds in 2007.

Chairman Quayle stated that he sensed frustration around the table about fighting skirmishes regarding the State rules and with the budget not out of the woods. He stated that he is trying to get some short cuts so that we do not have to wade through all the red tape. We are looking at two things:

1. \$2.5 million for improvements before 2007
2. Reasonable steps for the Center

He asked Mrs. Wright to set up another Board meeting soon, and to pass along the sense of the Board to Mrs. Sharits. We need to know what to do. He also stated that he would be talking with Mrs. Sharits.

Mr. Doggett asked about sending letters to all outgoing Board members. Mrs. Wright explained that had already been done.

There being no further business, the meeting adjourned.

Respectfully submitted,

Katherine R. Wright  
Executive Secretary

Attachments:

1. FY 2003-04 Financial Report
2. FY 2004-05 Financial Report
3. Proposed Merger Timeline
4. Preparing Chippokes for 2007
5. Development Report
6. Chippokes Plantation State Park Report