

ROANOKE ISLAND COMMISSION MEETING

Call to Order

The **Roanoke Island Commission** met in the Art Gallery on Friday, **October 22, 2010** at 8:36 AM. Officers present: Rolf Blizzard, Chair; Fountain Odom, Vice-Chair; Angel Khoury, Secretary (via telephone); and Sterling Webster, Treasurer. Members present: Saint Basnight; Valerie Bateman, RIC Counsel (late arrival); Tom Brooks; Betsy Brown; Joe Bryan (late arrival); Moncie “Punk” Daniels; Walter Daniels; Glenn Eure; Malcolm Fearing; Hannon Fry, Town of Manteo designee; Norma Houston; Jerry Jennings, DOT designee; Grayson Kelley, Attorney General designee; Robert Long; Elmer Midgett; Ellen Newbold; and Joanne Williams. Also present: Debbie Gibbs, Friends of *Elizabeth II*, Inc. Operations Director (early departure); Dwight Gregory, Friends of *Elizabeth II*, Inc. Board Treasurer (late arrival); and Mary Mason, Museum Store Manager (early departure). Staff present: Kim Sawyer, Executive Director; Andrea Hanganu, Administrative Assistant; and Amy Hinnant, Operations Manager. Absent: Linda Carlisle, NCDCCR Secretary; Warren Judge, Dare County representative; and John Wilson, Historian.

Welcome

Chairman Rolf Blizzard welcomed all in attendance and Angel Khoury present via telephone.

Ethics Statement Conflict of Interest

Ethics Liaison Ellen Newbold read the ethics statement and inquired of Commission members as to whether they had any known conflict of interest or appearance of conflict with respect to any matters coming before the Commission today. No one responded with conflict or appearance of conflict.

Adoption of Agenda & Approval of Minutes

The agenda was adopted by consensus.

On motion by Fountain Odom and second by Tom Brooks, the minutes of April 23, 2010 were approved by unanimous vote.

Chairman Blizzard reported on procedure advised by RIC Counsel Valerie Bateman for approval of May 8, 2009 closed session minutes, noting any amendments require entry into closed session. Due to the expected absence of RIC Counsel from the present meeting until 9:00 AM, Chairman Blizzard requested assistance from Grayson Kelley and Norma Houston regarding potential questions. Chairman Blizzard noted that the RIC Personnel Committee reviewed the minutes at its meeting the day before (10/21/10) and had no changes at that time. The minutes were then distributed in open session, and members were allowed time to review.

* Joe Bryan and Friends of *Elizabeth II*, Inc. Board Treasurer Dwight Gregory joined the meeting. *

Following time for reading, the closed session minutes were taken up by RIC staff. On motion by Fountain Odom and second by Ellen Newbold, the closed session minutes of May 8, 2009 were approved by unanimous vote. Chairman Blizzard noted that the minutes will hereafter be sealed due to inclusion of personnel matters.

Committee/Staff Reports Executive Director

RIC Executive Director Kim Sawyer provided the Executive Director’s Report as follows:

- Staff to contribute to April 2011 Executive Director’s Report.
- Hiring and beginning tasks of Manager of Education Kathleen McLean; Joanne Williams thanked for work on interview panel.

* RIC Counsel Valerie Bateman joined the meeting. *

- Completion of first year of RIFP Performance Series; committee members thanked; members invited.
- Exhibit A Design Firm agreement terminated; some American Indian Town (AIT) exhibit pieces under warrantee being tweaked; first year of AIT to be reviewed December 2010; review of four proposals and interviews next week in Raleigh for completion of wayfinding, Adventure Museum, and Visitor Center.
- \$4B state deficit: upon OSBM request, DCR was sent scenarios of proposed 5%, 10%, and 15% cuts. DCR

does not manage RIC fund; closer examination by Finance committee of precise cuts in January 2011.

- Upcoming examination of staff productivity and process efficiency.
- Future discussion of potential renaming of Small Auditorium, Film Theatre, and RIFP site.
- Upcoming examination to strengthen school and tour groups.
- Recent *Elizabeth II* sail to New Bern: 3,000+ people visited; sponsored by Friends and New Bern entity.
- First appearance before full Commission as Executive Director; Commission thanked for all its support.

Chairman Blizzard thanked Ms. Sawyer for all her work for RIFP.

Friends of
Elizabeth II, Inc.

Friends of *Elizabeth II*, Inc. Operations Director Debbie Gibbs reported on the current status of the transition of Friends' duties from RIC staff, noting the following:

- 2010 included understanding operations and responsibilities without procedural changes.
- Transfers complete: financial, membership processing, and Museum Store operations.
- Transfer of housing partially complete: RIFP staff continue to provide cleaning and some maintenance; ready for implementation of entire transfer.
- Transfer of Friends data from state server and network incomplete: planned for 2011 Park closing.
- New Museum Store Manager Mary Mason began September 2010.

Mary Mason provided brief comments regarding her new position as Museum Store Manager representing Friends and assisting RIFP. She noted her pleasure to be involved, and invited the Commission to visit the Museum Store.

On behalf of the RIC, Chairman Blizzard thanked the Friends for their work and noted the process was a refining of the partnership rather than a separation. Chairman Blizzard added that the RIC Executive Committee has been tasked with starting the work of the MOA between the RIC and Friends. Sterling Webster welcomed Mary Mason and thanked her for coming on board.

Upon request, Debbie Gibbs agreed to provide current Friends membership forms to the RIC before adjournment (distributed shortly thereafter and filed as an attachment in the official Report Book).

* Debbie Gibbs and Mary Mason left the meeting. *

Education
Committee

Joanne Williams reported from the Education Committee, reiterating that an Education Manager was hired. She added that the committee has an ongoing unresolved issue with the sailing program to be further addressed at its next meeting. That issue is being dealt with at this time.

Roanoke Voyages
Corridor
Committee

Elmer Midgett reported from the October 21, 2010 Roanoke Voyages Corridor Committee meeting, noting the following:

- Cutting of Corridor trees and issues resulting from utility company requests: future cutting requests will include discussion with Carl Vestal (DOT) and Susan Evans (NC Cooperative Extension).
- Spraying of chemicals on Corridor: chair will obtain list of chemicals with lifespan used by DOT and utility companies before January 2011 meeting.
- Potential Corridor priority list would include implementation of underground utility lines.
- RIC members requested to examine Corridor regarding impending issue of utility lines going through trees.
- Wayfinding signage request by Island Farm: sub-committee formed of Fountain Odom (Chair), Malcolm Fearing, Hannon Fry, and Jerry Jennings to determine what can be done.

Angel Khoury initiated discussion regarding the impact of 35-40 Crepe Myrtle trees to be taken out along the Corridor for installation of County water lines. The following was noted:

- Contractor preference of tree replacement over transplanting; subcontractor gets one-year tree guarantee; power and utility companies do not desire to go underground at this time; best option taken (Midgett).
- Whether County is required to obtain a Certificate of Appropriateness (COA) and put up a bond (Houston).
- Bond issues: County exemptions (two); factors impacting amount; length; obligation (County or contractor).
- Potential RIC recourse for numerous dead trees (Houston).

- Differing opinions whether County should be required to put up a bond.
- Reasons survival rate is better from nursery plants versus transplanting (Webster, Basnight, and Midgett).
- DOT encroachment agreement for work within ROW to ensure work is done properly (Jennings).

Elmer Midgett expressed assurance in having a sense of the Commission's position on the tree removal issue for water line installation and will continue work with the Corridor Committee. Mr. Midgett added that he was assured by the County Manager that the County will make right any non-surviving trees.

The Commission agreed it was satisfied for Elmer Midgett to proceed and use his discretion in working through the issue of tree removal for County water line installation; whether a bond is needed and how that will be worked out will be left to Mr. Midgett's discretion.

Visual,
Performing Arts &
Film Committee

Ellen Newbold reported the following from the October 21, 2010 Visual, Performing Arts and Film Committee meeting:

- Performance Series first year reviewed: 8 universities; 8,976 attendance (excluding July 4, 2010); 11,976 with July 4th; 317 student performers.
- Variation in programming supported by visitors and community.
- List of potential performances received yesterday (10/21/10); planned through June 15, 2011.
- Will next review proposals for last six months of 2011.
- Finances appear in upcoming *Summary of Accounts*; acquisition of some needed equipment.

Discussion followed regarding the Visual, Performing Arts and Film Committee Report, with the following being noted:

- Details of new programming approach versus previous summers when NCSA performed (Long).
- Confirmation of 3,000+ for July 4, 2010 attendance (Newbold).
- Reminder that Dare County fireworks were only available to view in Manteo (Sawyer).

Personnel
Committee

Chairman Blizzard reported from the Personnel Committee, noting the following:

- Site-specific personnel plan will be committed to writing and instituted based upon a selected model.
- Kim Sawyer will proceed with an operations review to ensure efficiency of RIFP staff and processes.
- Ms. Sawyer will evaluate proposals from both the School of Government and Office of State Personnel.
- Anticipate policy for review at January 2011 committee meeting; present to RIC for adoption in April 2011.

Facilities and
Land Committee

Saint Basnight reported from the Facilities and Land Committee, noting the following:

- RIFP approved to begin changing its system to geothermal with funds provided by State Maintenance.
 - Results and description of geothermal process.
 - (Chairman Blizzard thanked Saint Basnight for his work on the project along with the assistance of Senator Marc Basnight; \$906K approved for project.)
- Committee agreed it would like to see some working soft-shell crab shadders and a small oyster shack.
 - Partner with Aquarium; programs for children; begin process in spring 2011.
 - (Walter Daniels noted long-time plan to develop Maritime Village concept and current opportunity.)

Finance
Committee
(Approval of
Recommended
Budget)

Malcolm Fearing reported from the Finance Committee, noting the following:

- Explanation of new RIC budget process.
- Timing issues regarding budget approval.
- Review of *RIFP Operating Budget: All Departments, July through August 2010* (previously distributed and filed as an attachment in the official Report Book).
 - State appropriation approximately \$1.8M; \$1.5M of that fixed costs (employee-related expenses); \$200K ticket sales; proposed state cut of 15% = \$520K from budget.
- Potential upcoming hard examination of RIC budget and difficult decisions by committee.
- Kim Sawyer and Amy Hinnant thanked for their work on behalf of committee.

Motion

Malcolm Fearing reported that during the July 23, 2010 meeting, the Finance Committee had voted unanimously upon motion to recommend that the Commission approve the RIFP budget.

Discussion followed with Norma Houston confirming on behalf of herself and Betsy Brown as university employees, that this budget does not directly allocate funding to either UNC Chapel Hill or NC State University, their respective employing entities.

Vote With no further discussion, the motion carried by unanimous vote.

Treasurer Sterling Webster provided the Treasurer's Report by reviewing the *Roanoke Island Commission Summary of Accounts* (previously distributed and filed as an attachment in the official Report Book):

- Operating Fund (as of 08/31/10): Total Income: \$430,440.94; Total Expenses: \$412,343.82; Balance: \$18,097.12; Budget Amendments as of 09/30/10: \$41,931.00.
- Endowment History (as of 08/31/10): Balance: \$2,421,171.73.
- Performing Arts Fund (as of 09/30/10): Total Income: \$606,742.00; Total Expenses: \$233,779.31; Balance: \$372,962.69.
- NC DCR – RIC Trust Account: Roanoke Voyages Corridor Account (as of 09/30/10): Balance: \$16,367.18.
- Repair and Renovation Funds (as of 09/30/10): Income: \$2,000,000.00; Expenses: \$860,586.16; Balance: \$1,139,413.84.
 - Upon request by Ellen Newbold, Sterling Webster agreed to include a footnote on the R&R appropriation for clarification in future reporting which notes the appropriation was specifically to build the American Indian Town, wayfinding, Visitor Center, and Adventure Museum.

Sterling Webster provided the *RIFP Operating Budget: Treasurer Report, July through August 2010* (distributed to members and filed as an attachment in the official Report Book), noting the following:

- Total Income: \$381,782.25; Salaries/Benefits: \$294,791.78; Total Expenses: \$412,343.82; Net Income: -\$23,636.84.
- Explanation of -\$23K Net Income: not indicative of where RIC expects to be.
- Two-month reflection out of a 12-month budget; some funds encumbered.
- Advertising includes prepayments for the year; Materials and Supplies include purchases for the year.
- (Ellen Newbold added that \$40K of advertising budget supplemented by Performance Series funds.)

Ethics Liaison Ellen Newbold reported as Ethics Liaison that all members were currently in compliance. Discussion was held with the following being noted:

- Members falling within the two-year cycle should update by June 2011.
- Email reminder will go out on next round of Statement of Economic Interest (SEI) filings due spring 2011.
- SEI updated in 2010 with additional reporting requirements.

Old Business Angel Khoury initiated discussion regarding the potential need to update the long-range plan.
(Long-Range Plan) Chairman Blizzard reported that the Personnel Committee in its meeting the day before discussed an operations review which would include long-range planning by both the School of Government and OSP. Kim Sawyer agreed that she will be talking with these two organizations and will update the Commission on a long-range plan. Ms. Sawyer noted the need for a business plan as well.

New Business Chairman Blizzard initiated discussion regarding proposed 2011 meeting dates (not included on the agenda), referencing the *2011 Roanoke Island Commission Proposed Meeting Dates* (previously distributed and filed as an attachment in the official Report Book). Chairman Blizzard noted the dates strictly comply with RIC Bylaws with the exception of the April 2011 date being the fifth rather than fourth Friday to avoid meeting on Good Friday.
(2011 Meeting Dates)

Motion/Vote Upon motion by Glenn Eure and second by Norma Houston, the following 2011 meeting dates were approved by unanimous vote:

January 28, 2011 April 28-29, 2011 July 22, 2011 October 27-28, 2011

Notices and Announcements Ellen Newbold recognized Friends of *Elizabeth II*, Inc. Board Treasurer Dwight Gregory. Chairman Blizzard thanked Mr. Gregory for his attendance.

The next meeting of the Roanoke Island Commission will be Friday, April 29, 2011.

Adjournment

With no further business, the meeting was adjourned on motion by Norma Houston and second by Fountain Odom at 10:10 AM.

Minutes submitted by: Andrea Hanganu, Administrative Assistant

Upon a vote by the Roanoke Island Commission, approved by: _____
Angel Khoury, Secretary, Roanoke Island Commission