

## ROANOKE ISLAND COMMISSION MEETING

- Call to Order** The **Roanoke Island Commission** met in the Art Gallery on Thursday, **October 13, 2011** at 11:01 AM. Officers present: Sterling Webster, Chair; Fountain Odom, Vice-Chair; and Angel Khoury, Secretary. Members present: Saint Basnight; Eddy Browning; Joe Bryan (via telephone; early departure); Libba Evans (via telephone; early departure); Malcolm Fearing (via telephone; late arrival; early departure); Warren Judge, Dare County representative; Robert Long (via telephone; early departure); Elmer Midgett; Ellen Newbold; Dale Petty; Bob Quinn; John Robbins; Perry White; and Earl Willis. Also present: Glenna Shelton Browning, Plymouth, NC resident; Tod Clissold, Friends of *Elizabeth II*, Inc. Board Chair; Debbie Gibbs, Friends of *Elizabeth II*, Inc. Operations Director; Dwight Gregory, Friends of *Elizabeth II*, Inc. Board Treasurer (late arrival); and John Wilson, RIC Historian. Staff present: Kim Sawyer, Executive Director; Andrea Hanganu, Administrative Assistant; and Amy Hinnant, Operations Manager. Absent: Betsy Brown; Jamie Daniels, Mayor, Town of Manteo (unseated RIC appointee); Grayson Kelley, Attorney General designee; Linda Carlisle, NCDCCR Secretary; Jerry Jennings, DOT designee; and Joanne Williams.
- Welcome** Chairman Sterling Webster welcomed all in attendance, noting an orientation with new members would follow the meeting.
- Ethics Statement** Ethics Liaison Ellen Newbold inquired of Commission members as to whether they had any known  
**Conflict of Interest** conflict of interest or appearance of conflict with respect to any matters coming before the Commission today. Angel Khoury stated that she is on the Board of the non-profit Friends of *Elizabeth II*.
- Telephone participants noted their inability to hear the proceedings.
- Chairman Webster had everyone present introduce themselves.
- \* Malcolm Fearing joined the meeting by telephone at 11:07 AM. \*
- Chairman Webster congratulated RIC member Warren Judge and his wife Tess Judge who were being recognized as Citizen of the Year by the Chamber of Commerce later that evening.
- Adoption of Agenda** The agenda was adopted by consensus.
- Old Business** No *Old Business* was presented.
- New Business** Chairman Webster reviewed action taken at the July 22, 2011 RIC Finance Committee meeting and  
2011/2012 Budget purpose of the present meeting. He noted the budget presented (previously distributed and filed as an  
Review and attachment in the official Report Book) is the budget that staff, with his assistance, recommends  
Approval following the Finance Committee charge to close the \$211K gap without using the Friends contribution or operating carryover.
- Elmer Midgett presented a point of order and initiated discussion by noting the budget being proposed today is nothing that the Finance Committee voted on. The following was noted:
- Finance Committee approved the exact budget on the left-hand column subject to staff bringing back and closing the \$211K gap; option to reconvene Finance Committee (Webster).
  - Confirmation of existence of a Finance Committee quorum (Midgett).
- \* Malcolm Fearing left the meeting at 11:14 AM, noting he could not hear the discussion by phone. \*
- Motion** Warren Judge made a motion, that due to a potential conflict where the budget should have been run through the RIC Finance Committee first, to recess the Roanoke Island Commission and to immediately convene the Finance Committee to review the budget. Perry White seconded the motion. With no further discussion, the motion carried by unanimous vote.
- Vote**

RIC Recessed/  
Finance Committee  
Convened

Sterling Webster, as current RIC Finance Committee Chair, brought to order the Finance Committee at 11:18 AM. He noted that his comments will be made to the Finance Committee for all members to listen. Chairman Webster reviewed the budget line by line, with the following discussion included:

- State Appropriation: same as July 22, 2011 (Webster).
- Donations/Gifts: ideas of fundraisers and donations of about \$10K included since July 2011 (Webster).
- *Silver Chalice* rental by film company: not included in July 22, 2011 budget.
- Facility Rentals: potential for over \$20K; sub-committee is addressing facility rental/space use/fees (Webster).
- Outer Banks History Center (OBHC) Rental: good chance to recover annual expenses (Webster).
- Misc. Revenue (6 new programs): Education programs – Boy Scouts and Girl Scouts (Webster).
- Admissions (Tickets): July 22, 2011 amount of \$245K; 8% increase from \$225K the previous year; \$267K is 75% of the total; other 25% goes into the Endowment (Webster).
- Performing Arts Admission: will charge \$10.00 (adults) and \$5.00 (kids); reduced admissions by 25% because of charging for the first time (Webster).
  - Concern if RIC increases admission prices and does not exclude small children (Odom).
  - Verification that Performing Arts admissions goes into the RIC general fund (Sawyer and Webster).
  - Verification that RIC must charge a ticket to fund performances when Performing Arts appropriation ends (Sawyer).
  - Suggestion for a revolving fund, potentially for another year (Newbold).

\* Libba Evans left the meeting by telephone at 11:37 AM. \*

- Upon request by Dale Petty, agreement to obtain information on the Aquarium's yearly revenue generation year-to-date versus last year for their three sites (Sawyer).
  - RIC staff charged to review other sites and develop a policy where RIFP is equal to or slightly more benevolent (Webster).
  - Need to charge when visitors cross the bridge (Judge); RIC charged to review and determine how to close that gap or better maximize what has been done in the past and respond to Mr. Judge on the issue (Webster).
- Personnel Expenses: four salaried positions not being re-filled (Webster).
  - Tweaking and re-hiring the Program Manager position for more emphasis on facility rental and income (Sawyer).
  - Whether a current staff member could pick up Program Manager responsibilities to permanently reduce (Judge).
- Potential areas being reduced through decrease in temporary hours (Odom).
  - Volunteer program necessary to help fill temporary hours (Sawyer); program takes time to implement (Odom).
  - Interpreters and Guest Services are the worse places to cuts (Odom).
  - Friends Store employees could easily sell tickets to allow staff restructuring (Clissold).
  - Whether the state appropriation is still being used to re-do the Arrival Center and the need for consideration of impact of potentially selling tickets in the Museum Store (Khoury).
- Guarantee that RIFP will be at the OBX Wedding Expo January 6, 2012 with final lease arrangement/fees, if it must be him personally (Webster).
- Whether personnel budget can be cut heavier since state has cut entire RIC budget 25% (Khoury).

\* Friends of *Elizabeth II*, Inc. Board Treasurer Dwight Gregory joined the meeting at 12:02 PM. \*

- Operating Expenses: same basic marketing budget as prior year (Webster).
- Reserve: \$8,932.00: commit to making numbers as real as possible and have \$211K for big issues (Webster).

*Motion*

Ellen Newbold made a motion that the Finance Committee approve the proposed budget and send it to the Commission. Kim Sawyer noted that committee members still present also included Warren Judge, but Libba Evans and Joe Bryan may no longer be on the phone. Chairman Sterling Webster seconded the motion. Discussion was held as follows:

- July 2011 the Finance Committee approved the budget but not unanimously; RIC needs to examine four years out with zero funding; \$600K more than the appropriation in personnel next FY; must meet with Friends to understand/report available funds; go to Friends for volunteers (Judge).
- Concern whether RIC is cutting enough this year with the 25% cuts (Khoury).
  - \$1.6M RIC personnel costs the previous year (Hinnant).
- RIC can potentially make budget amendments at each Finance Committee and Commission meeting (White).

*Vote*

With no further discussion, the motion carried with two (2) ayes (Newbold and Webster) and one (1) nay (Judge).

(During the October 28, 2011 full RIC meeting, Malcolm Fearing noted that after leaving the October 13, 2011 meeting earlier at 11:14 AM he had later unsuccessfully attempted to call in two times in order to vote nay on the actions of the Finance Committee.)

**Finance Committee Adjourned/RIC Reconvened** As Finance Committee Chairman, Sterling Webster adjourned the Finance Committee, and as RIC Chairman he reconvened the Roanoke Island Commission at 12:15 PM.

**New Business** Chairman Webster reported that the RIC Finance Committee has approved the budget previously provided to members. Perry White made a motion that the Commission adopt the budget sent to it by the Finance Committee. Fountain Odom seconded the motion. Discussion was held, with the following noted:

2011/2012 Budget Review and Approval Motion

- Concerns going forward (Odom).
- Need for RIC to examine its mission and re-organize (Newbold).
- Suggestion to attain a van and take ten members to Raleigh when the legislature next addresses the budget (White).
  - Agreed to personally pay for a van to take members to Raleigh so it does not come out of the RIC budget (Webster).

**Vote** With no further discussion, the motion carried with eleven (11) yeas (Basnight, Browning, Midgett, Newbold, Odom, Petty, Quinn, Robbins, Webster, White, and Willis); and two (2) nays (Judge and Khoury). Chairman Webster requested the two members in opposition later express their nays to him.

**Notices and Announcements** Fountain Odom requested to take up donations for a new telephone system for members to attend by the October 28, 2011 RIC meeting. Friends Board Chair Tod Clissold stated that the Friends will purchase the phone and necessary equipment. Members agreed to replace the phone.

Dwight Gregory thanked the RIC for making possible the *Elizabeth II* training sail October 22-24, 2011.

The next meeting of the Roanoke Island Commission will be Friday, October 28, 2011 at 9:00 AM; RIC Committees will meet on Thursday, October 27, 2011 beginning at 8:30 AM.

**Adjournment** With no further business, the meeting was adjourned on motion by Fountain Odom and second by Earl Willis at 12:25 PM.

Minutes submitted by: Andrea Hanganu, Administrative Assistant

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