



Old State Capitol
and Public Square

Thomas D. Clark
Kentucky History Center

Kentucky Military
History Museum

**KHS Governing Board Meeting
Minutes
Friday, April 16, 2021
Via Zoom Video Conference**

GOVERNING BOARD MEMBERS PRESENT: Anthony Apro; Melinda Barfield; Jennifer Brown, First Vice President; Tressa Brown-*ex officio*, KMHM; Dr. Brian Clardy-*ex officio*, KOHC; William Alan Denny; Mary Hammond; Alissa Keller; Dr. David Lee; Terry Manuel-State Libraries, Archives and Records Commission; Wayne Onkst, Third Vice President; Geneva Parris; Kevin Smith; Lora Suttles; Cynthia Torp, Second Vice President; and Tommy Turner, Jr., President.

KHS STAFF PRESENT: Scott Alvey, Executive Director; Jodi Lewis, Director of Learning; Linda Redmon, Fiscal Officer; Stuart Sanders, Director of Research and Collections; Jessica Stavros, Deputy Director; and Teresa Stivers, Director's Office Manager.

KHS FOUNDATION: Doug High, Director.

TOURISM, ARTS & HERITAGE CABINET GUESTS: Yvonne Board, Chief of Staff; Evan Jones, General Counsel.

Call to Order:

President Turner called the meeting to order and declared a quorum present.

Approval of Prior Meeting Minutes:

Minutes of the January 15, 2021, Governing Board Meeting were presented to the board via electronic copy before the meeting. President Turner called for corrections or additions. There were none.

Motion by Dr. Brian Clardy, second by Geneva Parris, that the January 15, 2021, Governing Board Meeting Minutes be approved. Motion carried.

Call for Short Recess of Board Meeting:

President Turner called the board meeting in a short recess for board members to attend workgroup breakout rooms for governance, finance, museums and education, and research and collections. No KHS business was being conducted during these workgroup sessions.

Call for Return of Board Meeting:

President Turner called the board meeting back into session following the 30-minute workgroup recess.



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BUSINESS SESSION:

The following items of business were brought before the full board:

Old Business:

1. *Bylaw Revisions* – Scott Alvey reported that he and Evan Jones had continued the proposed KHS bylaw revision discussions. Attorney Jones advised that the Cabinet would make suggestions for the revised/rewritten bylaws along with possible revisions to Kentucky Revised Statute 171.311 pertaining to a new voting member (the past KHS President), membership fees, etc. A report will be provided to the Governing Board before the next quarterly meeting on July 16, 2021.
2. *KHS Executive Director's Performance Review* – President Turner advised the board that surveys will be provided to them and KHS senior leadership staff for this purpose. This survey will be a secure, anonymous collection of responses that will be shared first with the governance workgroup and then with the full board and Scott Alvey. No emails or computer I.P. addresses will be collected from respondents.
President Turner also advised that a separate survey will be sent to all KHS staff later in the year for a review of overall performance for programs, activities, and management but not as an individual personnel review.
3. *Board Member Vacancy* – There was a two-year term vacancy on the Governing Board due to the unexpected passing of board member Emmanuel Caulk.
President Turner placed into nomination Ben Chandler, Lexington, Kentucky, to fill this unexpired two-year term. Jennifer Brown seconded this nomination. The board voted unanimously to approve this nomination and to elect Mr. Chandler to the Governing Board for the 2022 Term Class.
4. *KMHM Committee Nominations* – The Governing Board is responsible for the administration of the Kentucky Military History Museum Committee. The Governing Board as well as the Department of Military Affairs will each nominate four (4) members to this committee. The KHS nominated members do not need to be current Governing Board members. Executive Director Alvey requested that members of the Governing Board notify him of any potential nominees they would recommend for this committee.

New Business:

1. *KHS FY2022-2028 Capital Plan Submission* – This submission is for the long-term capital improvement plans for KHS. The KHS staff have proposed a plan that will be more than improvements to KHS current exhibits areas but will be an overall campus revitalization with the use of technology and other media that is inclusive of all the history and cultures of Kentucky as well as emphasizes social studies and civic engagement to provide critical Kentucky history education and literacy. KHS will use this revitalized campus as part of its US 250 sesstercentennial celebration in 2026 with the promotion of and dialogue about Kentucky's history in the United States of America from 250 years ago to current times.



2. *FY2022 KHS Operating Budget* – As a part of its duties, the Governing Board is required to approve the operating budget for KHS. Executive Director Alvey presented the proposed Fiscal Year 2022 (July 1, 2021, through June 30, 2021) KHS operating budget to the Governing Board. The FY2022 budget has projected revenues of \$6,463,500 in state general funds, \$170,000 in federal grant funds, \$248,000 in earned revenues (program fees, facility rental fees, merchandise sales, etc.), and \$300,000 in private/KHSF funds. This totals \$7,181,500 in budgeted total revenues for FY2022. FY2022 budgeted expenses include personnel costs, including benefits, professional and non-professional contracts, and salaries of \$4,922,000. Budgeted operating expenses of rent, utilities, maintenance and repairs, computer services, supplies, commodities, travel, etc. total \$2,216,500. Budgeted FY2022 grant expenses total \$43,000. The total budgeted expenses for FY2022 is \$7,181,500, leaving a net zero balance of funds from budgeted revenues.

Motion by Cynthia Torp, second by Anthony Apro, that the proposed Fiscal Year 2022 KHS Operating Budget be approved as presented. Motion carried.

3. *Campus naming* – KHS Deputy Director Jessica Stavros, in her role as KHS marketing director, asked for board volunteers to be a part of a workgroup to discuss what the Society's physical assets (the Thomas D. Clark Center for Kentucky History, the Old State Capitol, the Kentucky Military History Museum, etc.) should be called for marketing and brand awareness. The following board members volunteered to be a part of this workgroup: Cynthia Torp, Geneva Parris, Kevin Smith, and Mary Hammond.

INFORMATIONAL SESSION:

The following informational reports were presented to the board:

KHS Operational Reports:

1. *The fiscal Year 2021 Third Quarter Financial Report* – The third quarter operations financial report showed KHS staff has grown revenues despite the issues caused during the pandemic but has also held expenses during this fiscal year too. Third-quarter revenues included \$531,134 in state general funds and \$14,230 in earned revenues from program fees, merchandise sales, etc., for a revenue total of \$545,364. Expenses during this quarter totaled \$321,396. This includes \$289,578 for personnel costs (wages, benefits, etc.), and \$31,817 in operating expenses. This leaves a net balance of \$223,968 for the quarter with a net balance year-to-date of \$1,273,889.20. Executive Director Alvey stated that a large portion of KHS expenses will be expended in the fourth and final quarter of FY2021 but that KHS should still come out in the black for the year.
2. *KHS Executive Director's Report* – Executive Director Alvey presented his director's report which highlighted various programs and services provided by KHS. These included the virtual Girl Scout workshops with attendees from Kentucky and other states as well as from Germany and virtual teacher workshops that allowed a large attendance due to not needing to travel to Frankfort to attend. KHS has also undertaken a historical marker review project and has determined that 80-plus historical markers are being earmarked for repair, refurbishment, or replacement over the next few months.



3. *KHS Foundation* – Foundation Director Doug High reported that he was working with KHS staff to establish a point-of-sale (POS) system for better capture of information regarding the museum and program visitors. The Foundation has also helped with the production and local television station airing of five episodes across the state of the Kentucky Ancestors Town Hall program. Other projects the Foundation is working on for KHS's benefit include a major gifts initiative, a capital campaign for facility improvements, and a research endowment.
4. *KHS Personnel* – Executive Director Alvey provided an update on KHS personnel for the first quarter of 2021. This included the search for the Director of Finance and Support Services which position posting had just closed and interviews would be forthcoming with several viable candidates.

Additional Reports:

1. *Tourism, Arts, and Heritage Cabinet* – TAHC Chief of Staff Yvonne Board stated that the Cabinet is turning its attention to the budgets for all its agencies as well as the six-year capital plan. Eighty-two (82) capital projects were submitted by the agencies with an over \$300 million cost. Two (2) of the top 15 proposals are for KHS. The Cabinet is also working with KHS on replenishing its staff as well as the staff needed in the other Cabinet agencies.
2. *Kentucky Oral History Commission* – Dr. Brian Clardy, Commission Chair, reported that the grants panel met earlier this same day. Grant requests had come in from across the Commonwealth. Recommendations will be made to the full commission at its regularly scheduled May 7, 2021, biennial meeting to fund the grants.
3. *Kentucky Museum and Heritage Alliance* – Tressa Brown, President, stated that KMHA has presented a two-part series on racial equity in museums in partnership with the Ali Center. In June, the Alliance will have a one-day conference and is planning a couple of virtual meetings later in the year. The Alliance is hopeful for an in-person conference in 2022.
4. *Passing of Al Smith in March 2021* – Vice President Jennifer Brown reflected on former KHS Governing Board and Foundation Board member Al Smith and the loss to KHS and the commonwealth as a whole.

MEETING CLOSURE:

President Turner called for announcements and adjournment:

Announcements:

1. The regular Governing Board meetings for the remainder of the year are July 16, 2021, and October 15, 2021.
2. The KHS Annual meeting is scheduled for Friday, November 5, 2021.



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Adjournment:

There being no further business to come before the board, President Turner called for a motion to adjourn.

**Motion by William Alan Denny, second by Lora Suttles, that the April 16, 2021
Governing Board Meeting be adjourned. Motion carried.**

Respectfully submitted,

C. Scott Alvey, KHS Executive Director
Teresa S. Stivers, KHS Director's Office Manager, Recorder