

Virginia Museum of Fine Arts  
Minutes of the Operations Committee Meeting  
3 December 2014, 8:30am  
Founder's Conference Room

There were present:

John H. Hager, Co-Chair  
Jil Womack Harris  
Susan S. Goode  
Steven A. Markel  
Dr. Paul Monroe  
Stanley J. Olander, Jr.  
Michael J. Schewel

By invitation:

Stephen Bonadies  
Laura Keller  
Beth O'Leary  
Hossein Sadid

Absent:

Thomas F. Farrell II, Co-Chair  
Michael M. Connors  
Richard B. Gilliam  
Marlene A. Malek  
Satya Rangarajan

I. CALL TO ORDER

Co-Chair John Hager called the meeting to order at 8:34am and thanked the committee members for attending.

II. MINUTES APPROVAL

**Motion:** proposed by Mr. Schewel and seconded by Dr. Monroe to approve the minutes of the September 30, 2014 meeting as distributed. Motion passed.

III. INFORMATION TECHNOLOGY/INFRASTRUCTURE

Deputy Director for Collections and Facilities Management Stephen Bonadies discussed progress towards digitizing VMFA collections. Currently, Mr. Bonadies and his staff are reviewing data in TMS and Piction to ensure that images and data are searchable. He stressed the importance of the recently awarded Institute of Museum and Library Services grant for digitizing the collection of works on paper, as only a fraction of the collection can be displayed at any given time. Mr. Bonadies estimated that within two years a majority of the collection will be online. Mr. Markel suggested that VMFA prioritize images on display.

Mr. Bonadies noted that the museum's mobile app is still in development, with interns subject tagging objects in order to facilitate online searching. The app will first be launched on a number of internal devices to allow an appropriate test period before being made available to the public. Mr. Bonadies noted that this content will be integrated into the database, information from which is made available online and through the app. The curators have selected which objects to highlight then have work with the education staff, specifically the newly hired digital interpreter, to provide augmented content beyond that which currently exists in the database

#### IV. REVIEW OF ANNUAL VITA COSTS

Mr. Bonadies summarized the supplies and services provided through VITA. The agency provides the Windows Office Suite of software products (Word, Excel, Access, PowerPoint, and Outlook) and all hardware including computers, network switches, network servers, and networked printers. The museum is responsible for 140 out-of-scope applications including membership database, ticketing and shop transactional systems, as well as the new collections management and digital asset management systems. Grants have helped offset some of the initial start-up costs. He noted that the Foundation reimburses the Museum for VITA costs incurred by Foundation employees and covers expenses for new technology initiatives until they can be brought into VITA.

#### V. ROBINSON HOUSE UPDATE

The museum has begun prequalifying contractors and removing hazardous materials from the Robinson House. After drawings are reviewed and approved, the bidding process for a contractor will begin. Mr. Hager expressed concern regarding the project's short construction timeline and funding. Ms. O'Leary offered a preview of the Robinson House exhibition, which will interpret the history of the grounds.

#### VI. CLOSED SESSION

At 9:53am, the meeting went into closed session with the following motion.

**Motion:** proposed by Mr. Hager, seconded by Mr. Schewel that the meeting go into closed session under Section 2.2-3711(A) (6) of the Freedom of Information Act to discuss the investing of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Museum would be adversely affected. Motion carried.

At 9:59 am by motion proposed, seconded, and carried, the meeting resumed in open session.

**Motion:** proposed by Mr. Hager and seconded by Mr. Schewel, that the Board certify that the closed session just held was conducted in compliance with Virginia State law, as set forth in the Certification Resolution. Motion carried.

#### VII. OTHER BUSINESS/ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 am.

Recorded by Rebecca L. Morrison  
Assistant for Trustee Board Relations and Museum Planning

**MOTION TO GO INTO CLOSED SESSION:**

Motion: That the meeting go into closed session under the Virginia Freedom of Information Act, Section 2.2-3711(A), subsections (6), (8), and (9) of the Code of Virginia

to discuss the investing of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Museum would be adversely affected.

MOTION: Mr. Hager  
SECOND: Mr. Schewel

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Operations Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 (A) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Operations Committee hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Operations Committee.

**VOTE**

AYES: Hager/Harris/Goode/Markel/Monroe/Olander/Schewel  
NAYS: None.

ABSENT DURING VOTE: None.  
ABSENT DURING MEETING: Farrell/Connors/Gilliam/Malek/Rangarajan