**JOURNEY THROUGH HALLOWED GROUND PARTNERSHIP**

**BOARD OF TRUSTEES ANNUAL MEETING**

**HELD AT**

Offices of SunBridge Capital

5425 Wisconsin Avenue

Suite 701

Chevy Chase, MD 20815

301-634-1901

December 6, 2019

10:00 a.m.

**BUSINESS MEETING MINUTES**

Members attending: JTHG Team attending:

Chair Chuck Ledsinger Bill Sellers

Co-Vice Chair Kathleen Kilpatrick (phone) Michelle Burrelli

Treasurer Chris Miller Katherine Wilkins

Secretary Jim Campi Penny Williams

Peter Friedman

Betsy Merritt Other Attendees:

Chris Wall

David Williams Brent Glass

The meeting was called to order at 10:10 a.m.

Chair Ledsinger confirmed the notice of meeting was given, and confirmed there is a quorum present.

**Motion:** To approve the minutes of the October 11, 2019 Board meeting.

MOTION BY: Chris Wall

SECONDED BY: David Williams

NONE BEING OPPOSED, THE MOTION CARRIED

**Nominating and Governance Committee**

**Motion:** To nominate the following slate of officers for 2020:

* Chair: Chuck Ledsinger
* Vice Chair: Kathleen Kilpatrick
* Treasurer: Chris Miller
* Secretary: Jim Campi
	+ Assistant Secretary: Michelle Burrelli

MOTION BY: David Williams

SECONDED BY: Chris Wall

NONE BEING OPPOSED, THE MOTION CARRIED

**Financial Discussion**

Ms. Williams presented the financial documents. There are additional footnotes in the Financial Statement that are new requirements this year. The Auditors will present the Financial Statement at the March board meeting. Mr. Sellers discussed the control procedures while Ms. Burrelli is on family leave. Mr. Miller and Chair Ledsinger will both work with Ms. Williams for signatures during that time.

Ms. Williams discussed the sale of the Tin Shop. Ms. Williams also provided an update on the application to open an account with JP Morgan, and the subsequent application with Morgan Stanley.

**Motion:** To authorize but not require the establishment of a banking relationship and accounts with Morgan Stanley

MOTION BY: Peter Friedman

SECONDED BY: Chris Miller

NONE BEING OPPOSED, THE MOTION CARRIED

Ms. Williams presented the Executive Summary of Financials and Cash Flow document. Mr. Miller asked about the projected tuition income.

Ms. Williams discussed the proposed 2020 budget. Mr. Miller asked if JTHG is keeping the staff the same size for the purposes of this budget, and whether a budget could be drafted with additional staff expenses to be covered by additional grant income.

**Motion:** To approve the presented 2020 budget as a baseline

MOTION BY: Chris Miller

SECONDED BY: David Williams

NONE BEING OPPOSED, THE MOTION CARRIED

**Motion:** To change the address of the registered agent to 321 Gaines Ct. SW, Leesburg, VA 20175

MOTION BY: David Williams

SECONDED BY: Peter Friedman

NONE BEING OPPOSED, THE MOTION CARRIED

Ms. Williams also discussed the changes to the 403(b) plan through Lincoln Financial, which were required by the IRS.

Ms. Burrelli discussed the renewal of insurance coverage in January 2020, including removing the Tin Shop from the General liability policy.

**Fundraising Report**

Dr. Glass discussed the relationship with Mrs. Mars and her commitment to the National History Academy. He also discussed the Chairman’s grant through NEH received last year, and the opportunity for additional funds. NEH has stated that the National History Academy does not fit into their current funding categories, so we are working together to develop a new category.

Dr. Glass provided an update on the relationship with David Rubenstein. Dr. Glass believes the barrier to a financial commitment is with the small number of students impacted annually. Mr. Miller suggested we discuss recruiting students from Baltimore with Mr. Rubenstein.

**Discussion of JTHG Programs**

Ms. Burrelli presented the new [www.HallowedGround.org](http://www.HallowedGround.org) website.

Ms. Wilkins is reaching out to Buckland about planting the Virginia Federation of Garden Clubs trees. Mr. Miller is planning to plant trees at Mt. Zion in the same location and suggested we work together.

Ms. Sellers provided an updated on the Route 15 initiative. Mr. Miller discussed the long-term traffic projections for Route 15 North, and the conservation efforts in the area.

**Discussion of JTHG Strategic Direction and Management Plan Appendix**

Mr. Sellers provided a summary of the current state of the National Park Service and the National Heritage Area program. He also discussed the inequality between older and newer heritage areas. The JTHG National Heritage Area is due for an evaluation in 2020 at a cost of $125,000, but the NPS has not budgeted for the 14 evaluations due in 2020. JTHG NHA sunsets in 2023.

**Motion:** To approve the Management Plan Appendix pending the revisions

MOTION BY: Chris Miller

SECONDED BY: David Williams

NONE BEING OPPOSED, THE MOTION CARRIED

**Adjourn**

**Motion:** To adjourn the meeting.

MOTION BY: Chris Wall

SECONDED BY: Chris Miller

NONE BEING OPPOSED, THE MOTION CARRIED

The meeting adjourned at 2:21 p.m.