

Minutes
Manassas Historic Resources Board
February 6, 2018 – 7:00 p.m.
Regular Meeting
Manassas Museum – Multi-Purpose Room

Call to Order:

The meeting was called to order by Rob Fisher at 7:00 p.m.

Determination of a Quorum:

A majority of the board is present.

Board Members in Attendance: Dave Button, Lyshawn Dean, Rob Fisher, Connie Gilman, Joseph Hanlin, Robert Keller, Jill Pascale, Don Wilson

Honorary Board Members in Attendance: None

Board Members Absent: Mark Olsen

City Council Member Liaison: Ken Elston, Council Member – Present

Museum Staff in Attendance: Jean Griffith, Administrative Associate

Others in Attendance:

Community Development Staff: Elizabeth Via-Gossman, Director of Community Development

Approval of Minutes of December 5, 2017:

Connie Gilman moved to approve the minutes as written, and Dave Button seconded the motion. The chairman opened the floor for discussion. There was no further discussion. The motion carried unanimously.

Chair's Comments:

Rob Fisher welcomed everyone and discussed construction of the Immersive Room, and the successful African American genealogy program that was recently held in the gallery. He reported that Doug Horhota will offer a second tour of the historic properties in March, and on February 24 the staff will be hosting a volunteer orientation.

Council Comments: Ken Elston reported that the city has hired its own attorney. Staff and Council are considering a possible renovation of the museum with a small library on site, as a library partnership with Prince William County is questionable at this time.

Director's Report: Elizabeth Via-Gossman

Ms. Via-Gossman reported that the Parks and Recreation Committee was appointed by City Council and had their first meeting in January. The committee will meet on the second Wednesday of the month, and Bob Keller also serves on that board.

Ms. Via-Grossman reviewed the Annual Report that was presented to the City Council. She reported that the City Manager will present the budget on March 12, and updated the board on the creation of an Annaburg Manor Historic Overlay District.

Old Business:

Virginia Special License Plate - Bob Keller

Mr. Keller gave a short update on the current progress of the new Immersive Room in the center of the gallery.

Mr. Keller presented information on the Virginia special license plates project, expressing his goal to obtain advertisement for the plate and also to build a revenue source for the city that could be directed to the museum.

Rob Fisher moved to proceed forward with the Virginia Special License Plate project, and Joe Hanlin seconded the motion. The chairman opened the floor for discussion. There was no further discussion. The motion carried unanimously.

Quarterly Reports Discussion

Ms. Via-Gossman reviewed the final fee study and the annual report for discussion. When reviewing quarterly reports, she asked members to consider what information should be reported to the board and what goals should be targeted. She discussed plans to enhance the now-vacant Revenue Manager position by focusing more on revenue development, and to enable the Visitor Services Aides to take a more active role in management of the store.

New Business:


None

Close of Business:

No further business was brought forward. The next meeting is scheduled for March 6 at 7:00 p.m.

Adjournment:

Bob Keller moved to adjourn the meeting and Dave Button seconded the motion. The motion carried unanimously to adjourn the meeting. The meeting ended at 8:10 p.m.



Rob Fisher, Chairman



Date