

**The Archives of the Episcopal Church
Board of Archives Executive Committee
Teleconference Meeting
April 21, 2016**

In attendance:

Ms. Pan Adams-McCaslin, *Chair*
The Rev. Jennifer Baskerville-Burrows, *Vice-Chair*
The Rev. Dr. Brian Wilbert, *Secretary*
The Rt. Rev. R. William Franklin, *Member-at-Large*
Mr. Mark J. Duffy, *Canonical Archivist*

The Chair called the meeting to order. The Committee reviewed the proposed resolution and Archives Building Project Operations Budget that were approved in a draft version at the April 1 meeting.

The Archivist shared that further input and conversations regarding the Archives Project Operations budget helped inform the creation of the proposed budget. The listed expenses are separate from any capitalized expenses (e.g., architects' fees, alley vacation) and deal with operational preparations. Duffy noted that this late in the planning, items that we may have overlooked will have to come forward to Council as a future amended request.

The original resolution made reference to developing a *triennial* project budget, which all agreed is not a helpful way to frame the funding requirement for Executive Council. The Council will want to know the projected operational expenses for the Project as a whole and will then decide how the funds will be sourced and allocated. Duffy reported that Council's Executive Committee referred to the existing line of credit for these project expenses, and McCaslin reported that the CFO also iterated the availability of this source. Duffy reminded the group that the current debt from the line of credit will be paid down by the sale of the lot and that a surplus will also be available from the developer's initial payment of \$10.5 M.

The Committee turned to the refined resolution. Wilbert moved and Baskerville-Burrows seconded approval of the resolution with the adjusted amount of \$3,082,000.00. A voice vote approved the Resolution as amended by unanimous consent as follows:

Resolved, that the Board of Archives authorizes the Canonical Archivist to develop an operational budget for the Archives Building Project, and present to the Council's Executive Committee a request to authorize funds totaling approximately \$3,082,000.00 to be made available for the duration of the Project (2016-2019). These funds will cover costs identified for the capital campaign implementation, collection preparation, physical move, regular and consulting staffing, and other operational expenses of the Project. The Board requests that the Executive Committee recommend to Executive Council an allocation of these monies from available funding sources to ensure the successful launch of the Project.

Explanation

The Archives Building Project is slated to commence in 2016 as we enter into a contract with a selected commercial developer. The final result will be a building estimated to realize a total value of approximately \$30 million including a repayment of our 2009 purchase cost of \$9.5 million. With the signing of a contract, the Archives must begin work on the building design, overall project management, holdings preparation and inventory tracking, and the physical move to meet a projected move-in date of 2019. It also includes funds to supplement the Development Office's efforts to raise funds for interior build out and equipment and endowment for future

operational expenses to support the building maintenance as authorized by GAM-005. The Archives Board submits this budget request for the period 2016-2019 as its best cost estimates in consultation with informed sources (see attached Projected Budget). [*See note below.]

The Chair proposed including reference at the end of the explanation to previous Executive Council resolutions allocating a reserve of \$2.45 million for similar project costs (AF040-11/2007 and AF064-06/2008). The Board agreed that this information would be an effective point of education for the new members of Council. The Committee asked Duffy to perfect the language at the end of the Explanation section and circulate the final text for approval before forwarding the resolution and budget to Secretary Barlowe.

The Board discussed several questions. Regarding the “regular salary” line in the projected budget, the Archivist explained that a full-time staff person would be hired at a curatorial level to coordinate the move of the collection, and that position might remain longer, while the other slots would be more flexible in terms of consultants and part-time help.

Regarding the parking lot revenue, Duffy reported that we can anticipate approximately 9 months of revenue if the contract is signed soon, and will depend entirely on when the developer requires that the lot be cleared and prepared for ground breaking.

Duffy shared that he had a good meeting earlier in the day with Tara Holly, the DFMS Development Officer. Efforts are moving forward to develop a plan for Council and to visit a couple of potential major donors in the next several months.

A brief discussion covered the topic of the selection process for the architect.

The meeting adjourned at 3:30.

***Note:** In subsequent email circulation, the Committee accepted the addition of this sentence to the end of the Explanation section of the Resolution: “This request reaffirms and updates funding reserved by Executive Council in AF064 in the amount of \$2,450,000 for the Archives Building Project. The reserve was not extended in the last budget iteration due to the project being placed on hold.”