

SUFFOLK COUNTY VANDERBILT MUSEUM

BOARD OF TRUSTEES

MINUTES

A regular meeting of the Suffolk County Vanderbilt Museum Board of Trustees was held on April 15, 2009, in the Planetarium Lobby, Centerport, New York.

The following were in attendance:

Dr. Steven Gittelman - President
Gretchen Oldrin Mones - Secretary
Michael B. DeLuise - Treasurer
Daniel Olivieri - Trustee
Thomas D. Glascock - Trustee
Arthur M. Sillman, Jr. - Trustee
Noel Gish - Trustee
Lynn Dwyer - Trustee
Ronald Beattie - Trustee
Dr. William Rogers - Trustee
Carol Ghiorso-Hart - Executive Director
Terry Pearsall - Aide to Legislator Lindsay
Barbara Oster - Staff
Lorraine Vernola - Staff
Peter Newman - Staff
Randy Long - Staff
Stephanie Gress - Staff
Lance Reinheimer - Budget Review Office
Jill Moss - Budget Review Office
Lora Gellerstein - Aide to Legislator Cooper
Ann Marie Pastore - Stenographer

Absent:

Matthew Swinson - 2nd Vice President
Dr. Anthony Pecorale - Trustee
Sarah Anker - Trustee

(Dr. Gittelman called the meeting to order at 7:15 P.M.)

DR. GITTELMAN:

We will begin the meeting of the Suffolk County Vanderbilt Museum Board of Trustees. Do we have a list of guests in attendance?

MS. PASTORE:

Yes.

DR. GITTELMAN:

Thank you. Can I have a motion to approve the minutes of the prior meeting?

MS. OLDRIN MONES:

Motion.

MR. GISH:

Second.

DR. GITTELMAN:

Any discussion? All in favor? Opposed? **It passes. (Vote: 9/0/0/6 Not Present: Mr. Glascock. Absent: Mr. Swinson, Ms. Anker & Dr. Pecorale. Two vacant positions.)**

We have a presentation from Lance from the Budget Review Office. They said to me when I spoke in Stockholm that if I went over 20 minutes, the moderator would kiss me.

MR. REINHEIMER:

You drive a hard bargain.

DR. GITTELMAN:

So when I got up there, she was a movie star. She was a tall, beautiful blond. I'm not a tall, beautiful blond. I'm still waiting for my kiss.

MR. REINHEIMER:

Thank you very much. I think all of you have a copy of the presentation. I really just want to take 15 or 20 minutes of your time. There is a lot of information here. A lot of you have various degrees of experience with the County, some of it good. It's an overview of the relationship between the Legislature, the County Executive, the Vanderbilt Museum, the Board, the Oversight Committee, and Budget Review. I will go through this quickly.

This is a picture of the website on the Suffolk County Legislature's home page. There is a lot of information in here. There is a lot of information for you, as Board Members, that you can access. Here are some on-line documents. You can find resolutions there. You can find minutes from various meetings. The Parks Committee meetings are on there. Also the Board of Trustees of the Vanderbilt are on there, as well as the Oversight Committee. There is a lot of information here. This is the home page. Up here gives you the different selections. Budget Review Reports are on here. You will see that in other slides.

As you know, there are 18 members of the Legislature, and they serve for two years. They have the fiduciary responsibility and control of the endowment trust fund and the property of the museum, along with Suffolk County.

The legislative process, everything that the Legislature does officially is done by resolution. There are several types of resolutions. All of you were appointed by resolution, an appointing resolution. That's how the Legislature conducts its business.

How a bill becomes a law – back in Civics, this is how it is done. But the important thing to know is that it's a long, drawn out process. Bills have to be introduced. They have to be laid on the table. They are assigned an I.R. number. When you go back to the Legislature's home page, if you know the I.R. number of a resolution, you can search and get that resolution. It's important to know that resolutions, when they are introduced, are given a number. When they are adopted, they are given a resolution number. On-line you can search either by the I.R. number or the Resolution number.

How a bill becomes a law – going through the committee process with the Legislature it has to be voted on by the Committee. It has to be approved by the committee in order to go before the General Meeting or it can be tabled or it can fail. Of course, at the General Meeting it can be tabled or adopted or voted down.

Most of the business for the Vanderbilt is conducted by the Parks Committee of the Suffolk County Legislature. There are 11 committees on the Legislature. Once in a while things could come before Public Works concerning the Vanderbilt Museum, but most of the business for the museum is done under Parks and Recreation. Those minutes are on the website. Here is a second view of the Legislature's home page. If you went to on-line documents and pressed this tab here, this is the view that would come up. If you go

to introductory resolutions, 2009, it will prompt you to put in the Resolution number and you can search and get the body of that resolution.

MS. MOSS:

You can also search by subject. You can put in Vanderbilt –

MR. REINHEIMER:

That's true. There are other prompts. You can search by key word or Resolution number in addition.

Committee meetings, if you go here, various committees will come up. If you look under Vanderbilt, it will go into a second page. It will give you the minutes for the Vanderbilt Museum.

A question came up at the last meeting regarding how to speak before the Legislature. Anybody can come and speak before the Legislature. Trustees, public, anybody. You get three minutes to speak at any public meeting of the committees or the General Meetings. Also, if there is a public hearing on a particular local law, you get five minutes to speak. Speaker cards are given out in the auditorium. It's first come, first serve. If you get there early, you will get to speak sooner. If you get there late, you are at the end of the list. It's best to get there and fill out your card. They keep them in order in which they are filled in.

All resolutions that are adopted by the Legislature are considered by the Legislature in committee have financial impact statements that are either prepared by the Suffolk County Budget Review Office or by the County Executive, depending on who introduces the resolution. Sometimes for major policy decisions there are also reports that could be done by the Budget Review Office. That could be on a resolution that is introduced by the County Executive or the Legislature.

This is basically what we do when we're not working on the Vanderbilt. We review all legislation considered by Suffolk County. We also do regular reports on the Operating Budgets for the College, the County Operating Budget, and the Capital Program. We do special reports, and we do other things as requested by the Legislature.

Again, going back to the home page of the Legislature, if you go into this tab, and you press BRO Reports various years will come up. If you press 2008, these are the reports that we did in 2008. In here is the review of the Vanderbilt endowment trust fund. That's on-line.

You can get that. That is last year's report. You can get that on-line today. We're still working on this year's report, which should be coming out in the next few weeks.

Questions concerning the Oversight Committee came up. The philosophy of the Oversight Committee really is communication. It's a body that is represented by various offices in the County. We have members from the Oversight Committee coming to the Vanderbilt meetings. It's to open up a dialogue with the museum to hear what you're considering, the ideas you're considering, and also for you to have a dialogue with the County on input from the County and help from the County. I know we just helped Carol in getting a print job done at the print shop. We have talked about it for years. We talked, and that job was done. It helps communication between the Legislature, Executive, and the museum.

Who is the cast of characters on that committee? The County Executive or his representative, Chairperson of the Parks Committee, Presiding Officer, Minority Leader, the Director of the Budget Review Office, and the Director of the County Executive's Budget Office or their designees.

This is the view of the minutes. Again, this is the Suffolk County Legislature's home page. You see committees. If you scroll down, here are the Oversight Committee meetings and at the top you have the Board of Trustees. Your minutes are on here. The previous meetings that you have had this year and the Oversight Committee are on here.

Capital Program and Budget – the Capital Budget just came out today. It's a long, drawn out process. It's a five-year program. It's really to plan on major Capital expenditures, buildings, renovations, purchase of Star projectors. It's a long process.

Having a project appear in this document is a plan. It is not an appropriation. It has no legal authority. A lot of times departments and people that aren't that familiar with the Capital Program feel that once it's in this document, they are golden. It requires a separate resolution to be adopted by the Legislature and approved by the County Executive to appropriate the funds. The first hurdle is getting it in here. The second hurdle is to have a resolution adopted. The third hurdle is to get Department of Public Works, which generally oversees most of the projects in the Vanderbilt because they are building projects, to move on the projects. It's a long process, as you know.

MS. DWYER:

How long?

MR. REINHEIMER:

It can be years.

DR. OLIVIERI:

Decades.

MR. REINHEIMER:

There is no average.

MS. DWYER:

Median.

MR. REINHEIMER:

There is no median. It depends on each project. It really does. Each project has a life of its own. Each project progresses – really it's priorities is what it is. You are a part of the County. It's the priority of the Public Works Department, a priority of the County Executive, a priority of the Legislature to progress projects as they can.

MS. MOSS:

At least for the Vanderbilt, though, you guys have a liaison with DPW. Many other departments do not have that.

MS. DWYER:

How reflective is that document regarding the current expectations around the federal stimulus money?

MR. REINHEIMER:

They wrapped a lot in here. We just got this an hour before we left the office. They are working on that.

MS. DWYER:

Is that clearly stated or is it just a list of projects not necessarily priorities but a list of projects?

MR. REINHEIMER:

Yes, they have specific projects that they are moving forward with stimulus funds, but that's getting off the topic.

MR. OLIVIERI:

She asks a very important question, and I'm sorry to interrupt you.

MR. REINHEIMER:

No, that's okay.

MR. OLIVIERI:

This is the first time I'm hearing about it. I don't fully understand it. What we're saying here is that there is some money that might be available from the Federal Stimulus Program for the museum?

MR. REINHEIMER:

For capital projects. We haven't investigated specifically for the museum. The County Executive was very aggressive from our understanding on identifying stimulus funds and matching them up with projects that the County Executive has in the Capital Program. There are a lot of road projects. Things are shovel ready. There are a lot of road projects and sewer projects. That's what he's really emphasizing at this point with the Stimulus Funds.

MS. MOSS:

There are three projects in here for the Vanderbilt.

MR. REINHEIMER:

Yes, there are three projects in here –

MS. DWYER:

But this is an Executive agency document. It is not a Legislative document.

MR. REINHEIMER:

At this point, right.

MS. DWYER:

Just like the President's budget.

MR. REINHEIMER:

Budget Review will be going through this document. We will be issuing a report in mid May. It comes out probably around May 18. There will be committee meetings to discuss the Capital Program. The Trustees for the Vanderbilt can come before the Parks and Recreation Committee or sometimes they have joint meetings of committees. So it will probably be Public Works and a couple of committees combined into one for review of Capital Programs. You can come before the appropriate committee and give testimony in favor or tell them whatever your thoughts are on projects.

MS. DWYER:

Is there a calendar associated with that relative to legislative consideration, just as it is at the federal level? When the President puts out his budget, there are levels of review at different points in time. Staffing usually does it.

MR. REINHEIMER:

That's what we're doing now. Budget Review reviews it. Our review comes out. The Legislature has committee meetings to discuss the report and the individual projects. After that, they put together resolutions to amend or change this program. It goes through the whole legislative process and then they adopt a resolution. The County Executive has the authority to veto it. The Legislature can override the veto.

MS. DWYER:

It would be very helpful for us to have a more specific calendar of staff actions and then legislative action and executive actions as it fits within that –

MR. REINHEIMER:

I think there are some calendars in here. The Capital Program comes out on the 15th. I don't know how specific we are on the dates at this point.

MR. PEARSALL:

We will be issuing a calendar very soon.

MR. REINHEIMER:

Yes. The Presiding Officer does that.

MS. MOSS:

Part of the presentation is going over the Capital Budget.

MS. DWYER:

Okay, so we can be responsive to your timing.

MR. REINHEIMER:

And we have communication with the Director. We will let the Director know what committee will be considering Vanderbilt projects and what the date of that legislative committee is.

MR. OLIVIERI:

Can I ask a question? I'll keep it simple. There were three projects that were mentioned. What are they?

MR. REINHEIMER:

The facades, Normandy Manor and the bridge. There is \$350,000 in there for the façade, which I assume is for the bell tower.

MR. OLIVIERI:

So it doesn't collapse.

MR. REINHEIMER:

There's \$1 million, I think, for the bridge in 2012. I think there is some money in there for Normandy Manor, which I don't recall what it was.

MR. OLIVIERI:

That's okay. That's good.

MS. MOSS:

There's \$450,000 in 2009 for Normandy Manor.

MR. REINHEIMER:

In the County Executive's proposed program he has a description of the project, the status of the project, and the scope of the project. Our review will review the proposed projects. We'll give our evaluation on a project-by-project basis.

MR. OLIVIERI:

I'm going to ask this because this is the first time I'm hearing this but-

MR. REINHEIMER:

The Capital Program is extremely difficult to understand because it's long. It's drawn out. As I said, people think that once it's in the book, that they are golden. Also when the money is appropriated it could be years before the project actually progresses. You have seen that with the Star projector. It just takes time for things to progress.

MR. OLIVIERI:

Even the new furnaces for the buildings here.

MR. REINHEIMER:

The Capital Program can be amended during the year. So there can be resolutions that as priorities or emergencies arise the budget can

be changed and modified, but you need an offsetting appropriation. What that means is that you have to take funds that are scheduled for another capital project and apply them to the project that you want to progress. Generally the Vanderbilt projects are not aided so it requires an offset.

Getting into the Operating Budget is going into the fall. The Vanderbilt's Operating Budget does appear in the County Operating Budget. It's Fund 708. It's in the back of the book. It includes expenditures for the previous year, present year, estimated budget, and it's a line-item budget that has personnel, equipment, utilities and revenues. It pretty much mirrors what the Board here adopts, is what appears in the County Operating Budget. Here is a picture of the status of funds for 708, the Vanderbilt Museum. This is the recommended budget. We don't have printed adopted 2009 budgets yet. This is what they estimated your fund deficit to be at the beginning of 2009, your revenues, expenditures, and it's got to be balanced, so that would be revenues minus expenditures.

This pretty much changed in practical purposes from what you're doing now because the endowment isn't able to provide the funds that this budget included. The 2009 adopted budget included \$1.2 million from the endowment, which is not going to be.

This is just more detail on the actual page from the County Operating Budget pertaining to the Vanderbilt. These are your revenues. There is the endowment trust, \$1.2 million for 2009. Basically the budget is a plan. It includes your operating costs and operating revenues.

Just like the Capital Program, the timeline and the Operating Budget is usually put together starting in June with the departments. It goes through the County Executive. The County Executive spends the summer putting the recommended budget together. The recommended budget comes out the third Friday in September. Our review is done from that point in time. Our review of the Operating Budget comes out mid October, around the 18th. We review all the departments, including the Vanderbilt and have a pretty detailed report for each department. Again, our report is on-line. You can get the piece concerning the Vanderbilt. It's on-line for 2009 Operating Budget. This is the timeline again. May and June budget requests, August the County Executive puts his budget together and has to have two public hearings. The third Friday the County Executive submits his budget to the Legislature.

In mid October, as I said before, we issue our report. Like the Capital Program during the Operating Budget process, the Legislature has committee meetings to discuss the Budget Review report, to discuss the budget for different departments. You are able to come in and give testimony before each of the committees concerning the Vanderbilt Museum. Again, they usually have joint committees for this too.

By the end of October or the first week in November, resolutions are made public and are out for a vote before the Legislature which is usually the first week in November. Again, the County Executive has the authority to veto those resolutions and the Legislature gets at the end of November the chance to override those vetoes. Again, this is the exact timeline on the dates that the budgets are submitted and when action has to be taken and this is the veto process.

This is really the Operating Budget in terms of the County Operating Budget, not really pertaining to the Vanderbilt, but the Legislature can amend the County Operating Budget four times a year. The County Executive can amend the Operating Budget at any time during the year. You have to work within the total appropriations of the budget. The budget has to be balanced, so you can't create additional appropriations or you usually shift appropriations from one section of the budget to the other as your priorities change.

This is really, I think, important. This is the Memorandum of Understanding that we signed with the Vanderbilt between the County and the Vanderbilt Museum. There are some important timelines in here and deadlines. I just want to spend a little bit more time on this so that everyone understands what this document is doing.

MS. DWYER:

Can I ask a question before you start? That's been signed already?

MR. REINHEIMER:

Yes, the document governs monthly distribution of funds --

MS. DWYER:

We weren't given a significant amount of time to do an in-depth review of that Memorandum of Understanding. Since as a Board, like the County staff, we have fiduciary and legal responsibilities associated with our role as Board Members. It would have been helpful to have more time to consider the elements of that MOU, since the whereas section seemed to provide us with a lot of responsibility.

DR. GITTELMAN:

Lance is not responsible for when we received that. It's not Lance's fault.

MR. REINHEIMER:

I can tell you from our side that it's not just the Vanderbilt Museum. It's not just the Legislature. It's the Executive, the Legislature and Vanderbilt working together to come to an agreement. There are certain needs that the County wanted satisfied in order to remit funds from the General Fund. This is ground breaking. This has never been done before in the County. This was an extremely long, difficult process. It started in October of last year with discussions within the Legislature on how to support the museum. Given the time and the cash needs of the museum, this was put together quickly. The Board did not have a lot of time. You are correct. But there was a lot of dialogue between the Legislature, Executive and Legal Counsel to put this document together. Budget Review had a lot of input. I think what we did was try to put together a document that is fair for all sides that is not unreasonable also.

The inter-fund transfers within the County, which is moving money from the General Fund to another fund, is seamless because we have all the accounting and records and information needed so that the Comptroller has certain comfort levels knowing that when funds are distributed from the General Fund to another fund, that the funds are going for what they are intended to go for. That's a process we're still working out, even though the MOU is signed. To make distributions from the General Fund, we need from the museum documentation that the funds are going for what they are intended for, and it's not a case that nobody trusts them. It's the case that the Comptroller has responsibility to make sure that if funds are going to the museum for operating, that that's what they are going for.

These are things that have been discussed. I don't think they are totally surprising that they are in here. Maybe some of the dates are, but as Steve said, I'm just the messenger.

MS. DWYER:

I appreciate that, and I appreciate the fact that there were time constraints, that there were some standards and protocols that needed to be established in order to have an orderly and efficient transfer of money associated with the County processes, but my experience with Boards has been that we generally have a little bit more time to review any kind of significant MOU or receive at least a cover memo laying

out pros, cons, associated risks, whatever you would like to describe it as associated with such documentation. In the future, I would recommend where we're not necessarily in such a time pressured situation. We would certainly appreciate the support of the County that we as a Board have more time to consider such a significant document.

MR. REINHEIMER:

This summarizes parts of the agreement. Basically funds cannot exceed \$100,000 per month. The County Operating Budget includes a total of \$800,000 in a transfer to the museum, which does not necessarily mean that we are going to transfer all \$800,000 to the museum. It's on a as-needed basis. Funds must be used for the Operating Budget. This is what I was talking about with documentation. We want a projection of what you need on a month-by-month basis. Part of that is a business plan that needs to go before the Parks and Recreation Committee by June 30.

Quarterly reports is the part for documenting actual expenditures and revenue per quarter showing where the funds have gone. The MOU was signed on March 27. We need a timeline for the installation of the star projector. The museum is pursuing and going forward with their RFP for the catering. That should be released and out by May 31 for the final decision by December 31.

DR. GITTELMAN:

For informational purposes, Lance, I'm not sure if you're the right person to ask this question. I'm not so sure that we control the timeline for the installation of the new star projector.

MR. REINHEIMER:

I don't think you do either. I don't think at this point there is a control, but given what we know at this point in time, what the timeline will be, you can only give information based on what you know at any point in time. I think it's again communication. The Oversight Committee and as timelines change, as information is received concerning the star projector, a timeline is a plan. Plans can be modified. I think what they're looking for, and this is really something that was important to the County Executive's Office, that it's progressing and we know when it's coming in because when you do have it installed, you're going to have revenue interruption. How long is the planetarium going to be out of commission? How long is it going to take to install the star projector and have it up and running and generating revenue again. I think that's the thought behind that.

MS. DWYER:

The MOU didn't have any components for resolution if we do get out of compliance either in timing or actions that need to be taken. It just was that the flow of money would be cut off. Usually there is some kind of compliance allowance or measures spelled out in timing or specific actions that need to be taken to get back into compliance. So that would have been something very helpful if we do need to track it relative to whether we're meeting your budget and operating expectations. That would be a very useful component to know to be informed when we're out of compliance, what the needed steps were, how long we had to take to get back into compliance so we can meet your expectations.

MR. REINHEIMER:

This is just a very quick part of the Legislature's home page, the Laws of Suffolk County, which you can search. If you search the Laws of Suffolk County and you go and put in the search "Vanderbilt Museum" the County Charter and the Laws of Suffolk County pertaining the museum will come up and you can read those laws. The next page has the listing of the chapters pertaining to the museum. These are all the areas that came up when you do a search on the Vanderbilt.

MR. OLIVIERI:

Does that have the Vanderbilt will in it?

MR. REINHEIMER:

No.

MR. OLIVIERI:

What about the Vanderbilt bylaws?

MR. REINHEIMER:

No, these are just the Laws of Suffolk County. The will is a separate document.

DR. GITTELMAN:

So are the bylaws.

MR. REINHEIMER:

Then the other section, Section 793, also has information on the Vanderbilt. Those are the chapters that contain the Vanderbilt. This is just, again, the home page with the minutes, the Board Meetings of the Vanderbilt Trustees. There are your minutes listed on line. You can get those minutes. I think now we're starting to put the

attachments with the minutes. So not only will you have the minutes but any attachments or anything that was presented at the meeting will be put in there as a PDF file. This is just more information about the duties of the Trustees. These are the expectations of the Trustees.

MS. DWYER:

I think it's important to note one element of the expectations of the Board of Trustees because there seems to be some confusion on this point. This is a volunteer activity for the members of this Board.

MR. REINHEIMER:

Correct. That really concludes the presentation.

MS. DWYER:

I have a question concerning a word that you used associated with the Operating Budget. Operating Budgets have different components, both programmatic – it's very difficult sometimes to delineate between a programmatic and an operating budget. Sometime operations need to be placed in a certain order to support programmatic activities and vice versa. You mentioned that the operating budget on a monthly basis was going to be determined by us. What types of activities do you – the cash flow needs. Do you specify categories that you were considering that fit into – you used the wordy "need."

MR. REINHEIMER:

The cash flow analysis pertains to the distributions from the General Fund to show the projected cash needs for the Vanderbilt in order to meet its current Operating Budget obligations. The purpose of that is so that –

MS. MOSS:

The categories come from the museum.

MR. REINHEIMER:

Right, the categories are the Operating Budget of the museum.

MS. DWYER:

So standard ops things –

MR. REINHEIMER:

Your budget is in –

MS. DWYER:

There are lot of different kinds of budgets and lots of different line items that occur in the budget. If you could be a little more specific.

MR. REINHEIMER:

Well you have a budget. It's the museum's budget. I'm sure you can get a copy of it. That's what we're talking about. It's the Operating Budget. It would be salaries, supplies, utilities –

MS. MOSS:

Outside professionals.

MR. REINHEIMER:

Maintenance, general maintenance, security. The purpose of that is so that the County – you're groundbreaking territory here having the County General Fund support the museum. It was very difficult for the County to come to this decision. This is a first. There was a certain comfort that the County wanted to make sure of – and I'm using the County in general – not anyone in particular. The thought was if we're going to supply cash on an as-needed basis, the point is that we don't want the museum to amass a lot of cash balances in their accounts if the County is supporting them. What we're looking at is current obligations for the museum to meet on a monthly basis to project forward to find out what cash you need in order to meet those obligations going forward on a month-by-month basis.

MS. DWYER:

I thought one of our goals was sustainability. Sustainability in an ops budget and requires expenditures in areas that might not be considered core elements of an ops budget. They might be things like hiring staffing to do more development work.

MR. REINHEIMER:

I think the staffing part is covered in the MOU, if I recall. This is a transition here. We're looking for a dialogue between the museum and the County. That's why we have the Oversight Committee.

MS. DWYER:

And that's why I'm asking my questions.

MR. REINHEIMER:

And that's why I'm here.

MS. DWYER:

And that's why it's working.

MR. REINHEIMER:

It's working tonight. Going forward, if you have other operating expenditures that are not part of your normal budget and are impacting your cash flow, you go before the Oversight Committee and say, "This is what we're thinking of doing." The Oversight Committee, in the beginning, and I went through this really fast because Steve threatened me with a kiss, the Oversight Committee is there to listen to your ideas on revenue enhancements and new initiatives and with those, if there are costs, what are the costs. There is a dialogue and there is a mechanism for that. I think a lot of your questions have been covered conceptually. There is a mechanism for most of the questions you're asking to deal with those.

MS. DWYER:

We'd like to start making it real for you and then a more in-depth understanding since the Board is trying to become more reengaged as per your requests. The better understanding we have of it, the more – beyond the conceptual, then we can make it real in terms of implementing actions. There are things like calendars, what you mean by certain terminology, where we have a range of motion, where we can add into the process and when we should be adding into the process given your calendar and your expectations will allow us to take action in a meaningful way. Hence, the questions.

MR. REINHEIMER:

Questions are good. I think the biggest calendar you have is December 31. That's why there is sort of a rush on a lot of things that in normal times would take more deliberation and more discussion with the Board. I would like to think that Budget Review is objective and is trying to do the best for the museum as a part of the County – we're not against – you're part of the County.

MS. DWYER:

It's not our feeling at all -- like with the Congressional Budget Office and the staff of different committees do all the time.

MR. REINHEIMER:

Even though it appears that things were done quickly, and they were, the clock is ticking. Here we are the end of April. December is coming fast.

MS. DWYER:

We understand the message. To get to what you're expectations are, we are already thinking in a structural fashion. The more we understand the better.

MR. REINHEIMER:

And not to cut this short, but we're here. I have a phone. Jill has a phone. Certainly Noel has talked to us extensively. We are in contact with Carol and Steve all the time. The point is, we will provide you with as much information, and we will answer as many questions as you have. We are here to work with you. The Oversight Committee, with Terry as the Chairman, same thing. That's the purpose of the Oversight Committee. It's communication. It's dialogue. It's questions. How can we do this? This is what we want to do. How can the County help us get there? We're all in the same boat. If we're lucky, we're all rolling in the same direction. Thank you.

DR. GITTELMAN:

Are there any other questions that we as a Board want to discuss regarding the signing of the MOU or anything at all?

MR. OLIVIERI:

What was that, Steve?

DR. GITTELMAN:

What I said was if there is any discussion that needs to be discussed regarding my signing of the MOU, I would be glad to entertain it. It might be a good time, even though it's not on the agenda. If Terry wouldn't object, can we ask questions of the Oversight Committee? Is that okay?

MR. PEARSALL:

I'll try to answer them.

DR. GITTELMAN:

Is there anyone that has any questions for Terry? It's not that Lance didn't give perfectly adequate answers. I'm just not so sure that he is always in the proper position to respond. Is there anyone that has any questions that they would like to ask Terry?

MR. BEATTIE:

I don't have as much a question as I have a statement. It comes back to the MOU. I think the only thing that got back to us that I think ruffled some of our feathers was that we being ungrateful as a Board,

and we weren't. We were just trying to do our job. We just wanted time to look at it. If that was the feeling from the Legislature or if it was communicated poorly to us that we were ungrateful in any way, that was not what we were trying to do. We were just trying to do our job.

MR. PEARSALL:

Ron, I don't know where that comment came from. It didn't come from, to my knowledge, anyone on the Oversight Committee.

DR. GITTELMAN:

I certainly didn't hear that at any time.

MR. BEATTIE:

I think a bunch of us did.

MS. DWYER:

Yes, we did.

MR. OLIVIERI:

Wasn't there a question posed that the Trustees here were given stipends?

DR. GITTELMAN:

That came up.

MR. OLIVIERI:

I didn't ask you that. I asked the Oversight Committee.

DR. GITTELMAN:

But wait a second. Dan, I want to entertain that question, but I think that we're on another question.

MR. BEATTIE:

I think I got my answer.

MR. PEARSALL:

This is the first I'm hearing about a stipend because you're all volunteers. The Board Members were interviewed when you first came to the Legislature and were told you don't get any stipend or paid.

MR. OLIVIERI:

I may be mistaken, but I could have sworn that I heard that somebody asked about whether we got stipends or not from the Oversight Committee during one of the meetings.

MR. PEARSALL:

No –

MR. GISH:

Comments were made about cutting costs and that if the Trustees might consider cutting their – I don't think the word was stipends – but their compensation or whatever it happened to be. I think someone on the Oversight Committee in sort of a side discussion advised them that the Trustees were not paid, and that we were volunteers. It was a misunderstanding.

MR. OLIVIERI:

We don't ever take any – as a matter of fact, we take money out of our pockets for this museum.

MS. DWYER:

It caused quite a bit of ruffled feelings.

MR. PEARSALL:

I will go back and read the minutes because they are verbatim.

MR. GISH:

No, it was sort of a side bar after the Oversight Committee was over. There was an indication that –

MR. PEARSALL:

Noel, I was not part of that side bar.

MR. GISH:

No, you weren't. It was a misunderstanding. I thought that that was a glaring one. When that type of information is relayed, you get sort of undone. You kind of feel, "Well, what's their understanding of what the Trustees were doing? Are they aware that we are not getting compensation from the museum? Are they aware that we aren't getting paid vacation?" I think then when you get an MOU and the understanding is it's not from Lance –

MR. PEARSALL:

The MOU was developed by the County Executive's Office and Legislative Counsel's Office.

MR. GISH:

But the indication even tonight was that Lance was involved again. I think there was a concern that the money was not going to flow to the museum unless the MOU was signed. That became the rush. My agreement to sign that –

DR. GITTELMAN:

That's what we responded to.

MR. GISH:

I think we all felt that rush. Who was going to suffer? The staff, the Director, the museum. We were torn between the fact that we didn't get a chance to look at that document and now what are we going to do? How is that going to impact the Trustees? We have a duty to do this. I think that's what Lynn was getting to.

MR. PEARSALL:

There was early discussion that the County should enter into a contract with the Vanderbilt regarding the money. A contract would probably have taken three to four months to put together. It would have been in far much greater detail than the MOU.

MR. GISH:

I understand from conversations that this was done to help us. We just didn't feel it that way.

MR. PEARSALL:

We were getting the word that you can't make payroll for the month of March and something needed to be done.

MS. DWYER:

The documentation was considered priority coming to a meeting, so we can thoughtfully address important questions. I think the MOU strategy sounds like it was a very good, efficient and expedited way, and I think that you listened to what we had to say since this seems to be something you do want to hear, that maybe we just need a little extra staffing on some of those particularly important issues where a cover memo might have brought the temperature down just a little bit. The expectation of most Boards is when we support our Board, they get a Board book weeks before the Board Meetings so they can be

ready for their subcommittee meetings and to make major decisions. It's generally staffed. We don't seem to be quite as richly staffed here.

MR. PEARSALL:

We presented the MOU to the administration of the Vanderbilt. If they didn't get it to you on time, that is not our responsibility.

DR. GITTELMAN:

I have to correct the record on this. The administration of the Vanderbilt Museum received the MOU within two hours of the Board Meeting. It was brought up in committee by Vivian Fisher who said, "Have you received it?" We answered, "No." Then that day, which was the same day as the meeting, is when we received it. We did not have it for more than two hours before it was presented to this Board.

MS. DWYER:

We want to do a good job for you. We just need more information a little earlier. I think you're seeing that we're taking it very seriously. We appreciate the support of the County. We appreciate that you're at every meeting. We just want to have the tools to be able to make a reasonable set of decisions that are going to sustain the museum into the future. This could have been handled just a little bit better. So we learned.

DR. GITTELMAN:

In the end result, I'm sure if we had had –

MR. PEARSALL:

The end result is that you're getting \$10,000 -- you're getting \$80,000 for this month.

MR. BEATTIE:

And we are appreciative, and you should know that. We're not ungrateful. We are very appreciative.

MR. GISH:

But we just wanted you to know that we didn't have a lot of time to review it. If you thought we sat on it –

MR. PEARSALL:

Noel, the Oversight Committee did not prepare that MOU.

MR. GISH:

I know that, but here's the misunderstanding. You guys should have reviewed it. The Trustees saw it when they got to the meeting. They didn't have two hours to look at it before hand.

DR. GITTELMAN:

I basically read it in the hour before the meeting. As I was getting in my car, I was reading it for the first time.

MR. GISH:

So now you have the other side of the story why we were so shell-shocked.

MR. OLIVIERI:

It was actually marked draft. It was stamped "DRAFT" everywhere. We didn't really address it that much.

DR. GITTELMAN:

Then what happened was that after we didn't address it, the urgency of not having addressed was made clear. Then during that weekend and I believe Monday – and if I'm off, please let me know – it wasn't unilateral action. I polled as many Board Members as I could reach. I made repeated calls. I sent repeated emails. I was able to reach certainly more than the majority and then I signed it. It comes with the job. This is the way it is sometimes. It would have been better if we had a couple of days. We would have appreciated it. That's all.

MR. PEARSALL:

You're right.

MR. REINHEIMER:

There is a process that evolved over probably six weeks of discussions. It really came down to the two hours before you got it. That document was not done until that day.

MS. DWYER:

We have all been in situations like that.

MR. REINHEIMER:

It evolved through discussions between the Legislature and the Executive for them to come to some kind of agreement and then it came to you.

MS. DWYER:

And if we had done the same and handed it back to the Legislature with requests like this, I'm sure we would have ruffled some feathers on that side, so I'm sure you can see why the Board was a little taken aback.

MR. OLIVIERI:

Lynn, in defense of them, they're the ones giving us money.

MS. DWYER:

It's true, and we are very appreciative.

MR. PEARSALL:

We got your message, but let's move on.

DR. GITTELMAN:

I really think we can move on now. Were there any other questions that we could ask of the Oversight Committee? There is supposed to be communication, and I don't want anyone to feel like we haven't had ample time to communicate during this meeting. Anything else?

MR. OLIVIERI:

It's not really a question, but I'm glad to see more and more members are always here with us because this is more of a complex operation than it appears at times. I would really like to see that you walk the premises, see what the programs are, find out where everything is, and see what the conditions are. Then it's easier to make an informed decision and help us get this place where it's got to go. That's all I have ever really said about the Oversight Committee. I welcome it because, hey, we need some help right now. We got caught short with the world economics.

DR. GITTELMAN:

Anything else? Go ahead.

MR. SILLMAN:

I don't mean to be rude, but is the Oversight Committee compensated for what they do?

MR. PEARSALL:

No.

DR. GITTELMAN:

Well, they are paid employees of the County.

MR. PEARSALL:

We are County employees, but we're not getting extra for being on this committee.

DR. GITTELMAN:

We're all kind of in the same soup. If it's okay, I'd like to move on to the Finance Committee, Michael.

MR. DELUISE:

If you look in your packet there is the Treasurer's Report for the year 2009. Carol, we had approved our budget last year, and at that time it was a realistic budget dealing with the reality of the economy and how the museum was working. What we have done is there is a green sheet in there that we revised that budget to be realistic to reflect as the endowment monies are not coming in and some of the cuts that we have made. But if you look at it, it still shows at the end of this year to be realistic and we need a miracle \$200,000 to \$250,000 to make us whole and not to take us beyond January 1 but to take us up to January 1 without a loss.

If you would just look at that, it kind of explains itself. There are some months that you see in the beginning that either through attendance or some of the events that occurred here, that we have done better than we thought. But that green sheet seems to be a revised realistic budget. Barbara, are you here? Barbara, do you agree?

MS. OSTER:

Yes.

MS. GHIORSI-HART:

This is the revised one reflecting the \$800,000 plus the \$45,500 we have received from the endowment. This is \$350,000 less income than we had anticipated when we had our budget approved. That's the one on the white sheet for 2009. Realistically given the current economy, it looks like we are about \$200,000 short of sort of our normal and anticipated operations. Rather than throw that \$200,000 in a donation category or special event, we need an extraordinary push in the area of \$200,000.

MR. DELUISE:

And we might need even more than that because we have been having discussions about some support in a development person, some support in marketing. If we're going to get that, we will need some kind of financial support to make that happen.

DR. GITTELMAN:

On this subject, if I might, Lance, I'm sorry to ask you a question again. One of the issues that I still feel needs – I understand the Legislature is deliberating on this. The endowment is currently invested, I think, approximately 5/6 in cash; 1/6 invested. Am I about right, Lance?

MR. REINHEIMER:

That's correct. We had communication with Bank of America and have authorized them to start to go into higher return fixed securities as the market allows. This was done probably the beginning of last week. We assured them – their concern was that there be additional distributions from the endowment, which would prevent them from being a little bit more aggressive in their investments, which means bonds, basically.

We also assured them that the fund would be managed with a prudent investor rule so that if we don't make distributions and the market were to cause the endowment to go below \$8.2 million, that that's within the prudent investor rule. We got all that worked out last week. You should start to see some movement where they are going into a little bit higher return investments.

We checked it today – yesterday. There hasn't been much movement yet, but they will do it as the market allows them to do so.

DR. GITTELMAN:

Recognizing that if \$8.2 million – and I don't know the exact figures, but let's just say for discussion purposes \$6 million remains in cash. If that \$6 million was at 3 percent –

MR. REINHEIMER:

I think that's part of what they are going to do. They are going to start moving the cash into bonds and fixed securities – shorter term bonds.

DR. GITTELMAN:

I'm not suggesting what the strategy should be used in terms of long versus short-term. I am suggesting that one of the things – I don't think anyone anticipated that six months after we liquidated the fund, it would still be in cash. I'm not saying that it's imprudent that that happened. I'm just saying that we didn't include that in our projections. Certainly had \$8 million been yielding 3 percent throughout the year that would have been \$240,000 additional income, which would have covered the \$200,000 deficit that we're now experiencing.

MR. REINHEIMER:

We had discussions last fall. We projected the income to be \$400,000. Continued distributions along with the market conditions brought it down to \$8.2 million. As was learned previously, it's a process. It's difficult to make changes quickly when you have several parties.

Anyway, the bottom line is, last week we talked to the Bank of America. They are going to start being a little bit more aggressive in getting higher income, moving cash out into bonds.

Like you said, if we can get a 3 percent return, that's \$240,000 or \$250,000.

DR. GITTELMAN:

Right. I not only want to deal with this year's short-fall. I want to deal with next year's sustainability. This is April. Next year's sustainability – one of the components that I would like us to be able to plan on is income from the endowment based upon how ever it is invested. If it is invested at 3 or 4 percent, depending on how you get it, that makes a big difference in our ability to project for you a sustainable budget, which is something that you requested in the MOU.

MR. REINHEIMER:

In addition to talking to Bank of America, we sent out a request for expressions of interest to get other asset managers' opinions and interest in managing the fund. We are doing two things.

MS. DWYER:

Have we received any responses from other asset managers?

MR. REINHEIMER:

It just went out last week. It was advertised in the Long Island Business Weekly. We also sent it out to about six or seven other assets managers.

MR. GLASCOCK:

When are the responses due back?

MR. REINHEIMER:

Responses are due back I think in three weeks. We used a very compressed timeframe. It's within the month. I can't remember the exact due date, but it was as short a time as we could do within that -- Easter/Passover holidays were falling in between the time we sent out the advertisement and the deadline for getting advertisement in and when it was going to be published. I think it was published the 4th. I think it was three weeks from that date. It's probably the end of April.

MR. GLASCOCK:

Do you recall when it was advertised and the decision would be made?

MR. REINHEIMER:

The advertising –

MR. GLASCOCK:

When was the decision –

MR. REINHEIMER:

The process for this is that it's a two-step process. We sent out the request, the expressions of interests. Only those firms that respond to that would be considered when we send out an RFP, if we decide to change our asset manager. Budget Review has recommended that on a normal regular basis to go out and send an RFP out to see what's out there for asset managers. We don't have to do that for the Vanderbilt endowment, but we think it's a good practice to do every once in a while to see who is out there and who is interested.

MR. GLASCOCK:

So you have a short list based on the expressions of interest?

MR. REINHEIMER:

Right. It's an accelerated process. We are trying to do this as quickly as we can, given the time constraints with advertising and giving somebody sufficient time to respond. We also sent it out to the current asset manager.

MS. DWYER:

So you anticipate that you'll receive some proposals and you will consider them and make a decision –

MR. REINHEIMER:

Well, the way that process goes, you look at who responded and decide, are these responsible responders. If you get six responses, you send the RFP to all six.

MR. OLIVIERI:

I have a question. I don't understand something. I'm looking at the endowment and site use. I'm going over to the end of the business plan. I'm seeing for the year it says \$800,000 for the endowment and \$100,000 for the site use. Am I missing something?

MS. GHIORSI-HART:

Well, that –

MR. OLIVIERI:

I'm asking Mike. He's the Treasurer.

DR. GITTELMAN:

We are expecting \$800,000 to come from the County –

MR. DELUISE:

Yes, we're expecting that money from the County.

MR. OLIVIERI:

The reason I asked was because I saw Suffolk County funds, \$45,000.

DR. GITTELMAN:

In a sense it's reversed.

MS. GHIORSI-HART:

Yes, it's reversed.

MR. OLIVIERI:

That's why I'm asking.

DR. GITTELMAN:

You're missing something. It's reversed. In addition to that, the \$100,000, are we comfortable with that projection? Last year it was \$170,000.

MR. DELUISE:

It's a fair, legitimate realistic number. We are going to hope to do more, but we don't see that that's going to happen right now with the fewer weddings. Right, Carol?

MS. GHIORSI-HART:

That's right.

MR. DELUISE:

We'll be -

MR. OLIVIERI:

So we're doing better than the four weddings?

MR. DELUISE:

It's not only weddings. There are other events here, such as car shows. We're talking about other possibilities, entertainment. Weddings aren't the only thing we do, but we are cutting down on the weddings.

MR. OLIVIERI:

I stand corrected.

MS. GHIORSI-HART:

Site use could be for parties, ceremonies, photo shoots. While we're not going to do as well as last year, we're making pushes in other areas. It's any use of the site.

I just want to point out again because it's so easy to forget. In the revised budget that's blue, the salaries and wages looks like it's more than the white budget, which it is, but security is significantly lower outside professionals because again we moved from an out-sourced security to in-house, so there is an increase in the salary line. To see the difference, if you add the professional line and the salaries, you'll see we again significantly cut our expenses in the salary out-side professional line.

DR. GITTELMAN:

Michael, is there anything else? Arthur?

MR. SILLMAN:

Are our neighbors aware of the fact that we have cut down on the weddings?

MS. GHIORSI-HART:

Yes.

MR. DELUISE:

Yes, we have reached out to the neighbors, and we're still trying to reach out to them. Carol was going to meet with them. I guess they missed a meeting, but we're still trying to reach out and work with them very closely.

MR. SILLMAN:

They must be pleased.

MR. DELUISE:

We'll find out when we meet with them. That's the end of my report.

DR. GITTELMAN:

Thank you, Michael. Development Committee.

MR. BEATTIE:

Okay, let me turn the projector on. While this is warming up, do you want me to do Buildings and Grounds?

DR. GITTELMAN:

By all means.

MR. BEATTIE:

In the last month, I did a couple of walk-thrus with Carol and Peter. I brought a posse with me. I had my family with me. My son helped with pictures. We took some general pictures of the property and also of the buildings and also where we had some significant problem areas.

Noel was nice enough to be on the committee with me. He volunteered for that, as Noel does so often for us, and it's appreciated. Hopefully I will have a more detailed, what I'm calling an inventory of the buildings and grounds, along with really identifying the most significant problem areas that we have to address and follow that up. Carol and I talked about how we can programmatically look at what the staffing needs and what the office needs are and see where we can possibly create some efficiencies there. Hopefully at the next meeting I'll have a more detailed report on that.

DR. GITTELMAN:

Why don't you go right into Development Committee.

MR. BEATTIE:

Development, we got together with the committee. The committee being Sarah Anker, myself, Mike Deluise, Lynn Dwyer, Noel Gish and Gretchen Oldrin Mones.

We had a very good meeting. I think it's kind of timely from Lance's presentation to now. There is a question we have to answer in terms of what the real mandate is for the committee. I thought it was a Strategic Planning Committee. Most of us thought it was the strategic Planning Committee. We went back to the minutes from the last meeting, and it wasn't entirely clear. That term was used. I think we need to find out from a mandate perspective. Some people thought we were a Development Committee, and we're just the fundraisers. I thought it was to come up with a strategic plan, a coherent strategy and a clear message for all the types of things that we want to do.

I think the first thing we need to do is clarify exactly what our mandate is.

DR. GITTELMAN:

I would offer the opinion that we need money.

MR. BEATTIE:

It's the priority, without a doubt. You're going to see in the slide show that we put together that's where we're heading right now. During that time, though – it's kind of the cart before the horse because you're doing a little bit of marketing before you have a strategy, but I think it all dovetails together towards the end.

DR. GITTELMAN:

I would agree. My feeling, and I don't know if I'm expressing the opinion of everybody, but my feeling is that the highest priority of this Board is to survive and to create sustainability. If raising money comes first and the planning, which should really exist before the raising goes on, if you can do it simultaneously, that's great. But we have to focus on raising money.

MR. BEATTIE:

Okay, then as you will see, that's what we put together here. Let's go on to that.

Where we are – some of this is obvious. I hate to state the obvious, but we're in troubled times. I used the metaphor of we're all in the same boat. I used the lousy clip-art to show that. Not only because

the endowment issue – it’s kind of a double-edged sword. The wedding events are down significantly due to the perception that we wouldn’t be open. Admissions might be down for the same reason – might be. It’s actually looking pretty good. One of the days I came walking through here, I couldn’t believe the crowd. It was heartening. School revenue might suffer the same consequence for the same reasons.

We do have positives. The institution is a unique treasure that can’t be lost. I think everybody agrees there. We have extremely dedicated and loyal staff and volunteers. We have support from Suffolk County.

Where we want to be – we want to obviously regain our self-sustainability. We want to continue and expand our educational mission and continue to expand the exhibit experience and make the Vanderbilt a destination location. That’s kind of what the committee has been talking about. We brought in a gentleman to help us at no cost to the museum to help us develop a marketing plan toward that end. I’ll talk about him and what he put together in a little bit.

How we want to get there – short-term, plug the leaks in our life boat and stabilize. Mid-term, plan the recovery. Long-term, implement the recovery.

Short-term, plug the leaks. A little bit more detail and stabilize. This is, I think, what Steve was talking about. Trustee spring membership drive is the first thing that we’re doing. We’re trying to show the County that we get it. We’re going out there. We’re doing everything that we can do to start to raise some money. It might be a drop in the bucket here, but we’re hoping it snowballs into something much more than that.

What we did was put together a hand-out that everybody should have.

MS. DWYER:

You sent it out, Ron.

MR. BEATTIE:

Well, I sent it out to the committee, not the Board, to get approval first. We didn’t get final approval on it. What this does is what we’re asking our Trustees to do is to ask each Trustee to provide 30 names of people. I hate to use the metaphor, but I will use it, the lower hanging fruit. We can build up admissions. It’s \$75. There is a lot of

value to the \$75. We're trying to increase the awareness of people that are our friends about what coming to the Vanderbilt is all about. The letter states that. What we did is on the back of it, and I want to be clear here, I have a request into the *New York Times* about re-printing this that has not been approved yet. Right now if we were to do it as just a regular non-for-profit with the numbers of copies that we want to make, they want to charge us \$805. I have contacted them. The person who is in charge of that kind of stuff is out. Hopefully she'll be in next week, and we'll try to save the \$805.

The idea here, and this is probably the generation of our marketing concept in general, is that the hidden treasure of the de la Robbia is another metaphor of what the Vanderbilt is. It's a hidden treasure. It fell off people's radar screens. We are trying to build the marketing plan around that, that you can come back and you can re-discover this jewel that we have in our community.

We include a membership form on the back of that, too, so they can cut that out and bring it over. That's the first thing that we're going to do. I will talk in a little bit more detail in terms of what the expectations are. They are small right now, but then we're going to move from this idea to doing that as a general membership drive using the offer from the County with their public relations to get that awareness out there and to start getting the coherent message to everybody. That would be a general membership drive.

We would continue the current fundraising, the things that we are doing, the Star Program, etc. We need to increase grant contributions. We have a lot of talent on the committee in terms of identifying the big stack of grants that Carol has and whittling it down to what are the ones that we can really realistically get and try to increase that revenue.

Increase the admissions through the awareness, increase event income -- if we change that perception that we're not closing tomorrow, we can get that event going. That's the thing that we're concentrating on from more media through intensive publicity.

We also need to develop a strategic plan. We need to start laying the ground work for that strategic plan with all these things going on parallel.

We have to develop branding a consistent message. We looked through all the things that we send to people. There is always a

difference. There is no message. There is no clear branding. We have different logos. That's the kind of stuff that we also have to work on at the same time.

The Trustee Spring Membership Drive, that's this hand-out letter. The idea is to ask each trustee for 30 people they know who might want to join, emphasize that these should not be prospective members who might have the means for a more lucrative sponsorship. Unless the Trustee, when he is developing the name, thinks that just bringing that person in as a member might be the way to introduce that person.

By the way, we also encourage the Trustees to put something personal in the letter. Even though it's a mass mailing, we're going to ask what other message they want to put in.

Just doing the quick math of what we can do – probably in this month alone, we have 14 Trustees, 30 contacts, that's 420 letters. A 10 percent success rate, which is high in a mass mailing but we're sending it out to people that we know so I think 10 percent is realistic. If we have 42 memberships at \$75, we could bring in \$3,150 in a month and then use that as the springboard to do the general membership drive.

Current corporate design, Tom Kerr who developed this for us in the marketing plan, he and I after our meeting that we had, we spent three and a half hours probably a week and a half ago coming up with some ideas. We gave them everything that we had. Again, he is doing this at no cost.

The branding issue -- improve awareness through publicity and advertising. An interesting concept, and I never really went over it with Carol, but when I was here and I got the tour, I pulled somebody aside and asked them why they came here and asked them how they heard of the Vanderbilt. I got the same answer that Noel and I had given. They came here when they were kids and they thought they would bring their kids over here. We want to find out why they're coming and what we can do to improve it. I think doing a post visit survey, voluntary, to see if we can get their names on a mailing list would be great. I thought in order to do that, if we could give them a chance to win a membership, that's something that we would want to consider. It gives them a little incentive to put their name down or at least email address.

Website optimization -- our website is good, but we could actually generate some revenue in that in the mid-term with things like banner ads. We could try to get banner ads and that kind of thing. E-news letters, again, to increase awareness. Improve the admissions packages and the visiting experience in general. Corporate sponsorship kits so that when we as Trustees go to corporations and we say, "Hey, would you like to put your name on the Planetarium, we have a standard shtick that we can go out there and bring to those people.

The website revenue with banner advertising, improve event promotion on-site and off-site – so for having an event, letting the people who are coming in and just seeing the museum know that we have this upcoming event. Wouldn't that be great if you had a membership, there would be no charge to get into that event. But if they don't know it's there, they're not going to know the value of getting that membership.

Mid-term plan, the recovery, expand the same fundraising efforts that I talked about. Going after more corporate sponsorship. We have spoken about doing the gala and what kind of scale we can make for the gala again to increase the awareness. The naming rights that I talked about. Bench sponsorship, we have nice benches on the grounds. I know one of them I just noticed today is in memoriam for someone. I don't know if I was going to go to someone what I would charge them for a bench membership. We're not on the same page on that. If we can do that, that would be good.

I don't know why I didn't think of it before, but as I was walking on the grounds, we have a lot of bricks here. The Oakdale Chamber of Commerce, which I am part of, we as a fundraiser had a clock area, and we're selling memorial bricks for \$100 a pop. We have earned \$15,000 in the last year in bricks, just from people who want to put their names on them. We could start with the rose garden. Another way of really having people sign up right here and getting a memorial brick would be great, especially when the roses bloom. We talked about the website revenue as well.

Complete the strategic plan in the mid-term and then finally establish the relationships with the vendors for the catering and the bookstores and see what we can do to bring that revenue up as well, as part of the strategic plan.

The long-term plan, implement recovery. We are working on it, but again the emphasis was to what can we do as a group right now to bring up the fundraising revenue.

That's all I have. Is there anybody else from the Development Committee that has anything to say?

MS. DWYER:

Actually, Noel and I had a specific responsibility, which was to split the Board membership and to reach out to each Board Member associated with several categories of what we have been calling the low hanging fruit. Charitable individuals who might be interested in the museum, corporations, corporate foundations, public officials, family and/or private foundations, and generally we were able to ask each one of the Trustees, most of them who did respond to us and identify and I could get you some general statistics at least seven charitable individuals in the high net-worth category who might be interested in supporting the museum as a result of Trustee relationships. Five corporations, one corporate foundation, two public officials that might be able to point us in the direction of applying for public funds to support activities of the museum, one family/private foundation. That's a pretty good mix of different entities where we have at least individual relationships with the institution or the individual that we could reach out for perhaps higher amounts of funding.

Mike and Carol mentioned that we have a hole of about \$250,000. If we could get six of those individuals or eight and we could get somewhere between \$25,000 and \$40,000 from each of them given the museum's visitability and profile around operating challenges in the short-term, we could fill that hole. We are asking different members of the Board to assist us where they have those relationships. We are pursuing the six degrees of separation strategy. Even if we don't necessarily know the individual, perhaps someone knows someone who knows someone. That's the strategy that we pursued. Those are generally the categories of development that most non-profit institutions use.

We also talked about the event strategy and putting more time and energy into using our fall gala as an opportunity to generate more funding. I believe Carol could use a little assistance on planning that in terms of the structure of the event, as well as potential VIPs to invite who might attract sponsorships or more participation or perhaps higher ticket prices because galas generally can bring in a lot of money, but they do require significant organization. I don't think Carol

has the time to organize the gala to bring in the type of money that we would perhaps like to see at this particular juncture. So if there are Trustee members who would be interested in working with her on the gala, I think she would be quite appreciative of that. I'm not asking you to volunteer at the table, but you may receive a call, a pleasant call, from me or Noel.

DR. GITTELMAN:

Historically, the gala was a Board function, not a Director's function.

MS. DWYER:

Our Board doesn't organize our galas. We're willing to assist with the Board function.

DR. GITTELMAN:

What do you mean our Board doesn't –

MS. DWYER:

Well, most Boards.

DR. GITTELMAN:

You're not speaking of this Board.

MS. DWYER:

Not this Board, but Boards in general, it's usually staff that pulls together the gala. The Board will do things like sell tables or find the appropriate sponsors or do things like that. Perhaps donate, as you did, the car for the Christmas event, the holiday event that we did. Those types of things are generally more traditionally Board responsibilities, but if there are other things that this Board has done associated with promoting the gala, then I think we need to start –

DR. GITTELMAN:

Traditionally the gala was a Board event.

MS. DWYER:

What does that mean?

MR. OLIVIERI:

The Board Members took responsibility, organized it, ran it, got the bands, got the caterers, and tried to sell the tickets. They did everything for years.

DR. GITTELMAN:

It may not be the case where you are, but it has been the case here. We may want to change that, but that's a decision we have to make.

MS. DWYER:

Are we planning to do the gala this year?

DR. GITTELMAN:

That's a decision you're going to have to make. I really have to tell you, we have a very thin staff. I accept your point very well, but I don't know that I can reasonably say that Carol can deliver a gala when in fact it traditionally was this Board's function.

MS. DWYER:

Do we have an event subcommittee?

DR. GITTELMAN:

We can certainly form one.

MR. OLIVIERI:

Actually Mike ran one four years ago and then –

DR. GITTELMAN:

I ran one in 2000.

MR. OLIVIERI:

And then David ran the last three years. Quite frankly, the staff now is even thinner than when Mike had it. Mike ran the whole thing then.

MR. DELUISE:

One of the things we do have to talk about is that maybe the Oversight Committee can help us. Maybe it's a good time to bring it up that we do need staff help. We need a development person. Carol can't be taking care of a tree that falls down in the road and worrying about what's going to happen in some of the marketing areas. We need somebody to help us write grants. Is there some way that we look at it – Lance, if we put together a rationale, is there some way the County could help us with some kind of investment in the future? If you look at this, if you look at the quarter of a million dollars that we're hoping the interest rate will help us with, but if we invest it in having somebody who can take care of some of these fundraising responsibilities on staff, I think that would pay off. Is there some kind of an opportunity to address that?

MR. REINHEIMER:

That would have to be brought up before the Oversight Committee.

MR. DELUISE:

Maybe that would be the topic at the next meeting to discuss that.

MR. OLIVIERI:

Our staff is a skeleton crew.

MS. DWYER:

Right, and development generally is something that needs to be done every day. Someone needs to be doing the research and the writing and the reaching out. The analysis of the current staffing I don't know how Carol is going to meet those responsibilities. Having a development function is going to be core to at least the mid-term sustainability that Ron laid out and I think Mike understands, as being a Development Director for an educational institution, it's not something you do when you have time. It doesn't work that way, especially if you want to expand your relationships beyond some of the public monies we've been able to identify to some of the other categories that we discussed at this meeting. Events is also a fundraising element of this. We have the events certainly associated with the parties and things like that. If we're going to have the gala as an event to be a big potential fundraiser -- I was a meeting planner. It takes a lot of time.

MR. OLIVIERI:

And you can lose money on them.

MS. DWYER:

Yes, unfortunately, a lot of institutions do. They wind up spending a lot more money than the time merited for what was required for the gala.

MR. SILLMAN:

I have a question, based on what I do in my business. I don't know that this is more the fundraising aspect but is there some entity out there that you can hire on a contingency fee where they keep the lights on, a little stipend, and let him go to town and work with this Board. Whatever they get, we work out a deal with them.

MR. OLIVIERI:

You're talking about total fundraising.

MR. SILLMAN:

I don't know what I'm talking about. How's that? I'm just putting it out there and just sprinkling it out there. There is a big difference between funds and fundraising.

MR. OLIVIERI:

So what you're saying is hire on a contingency basis, a professional fundraiser, to help this institution and see what they can come up with.

MR. SILLMAN:

I do real estate consulting on that basis. I go in and I say, "Don't pay me until I run the race." There's not any money in this budget to hire a development person. If you hired a person, you're rolling the dice that the person is actually somebody that will be able to get you something.

DR. GITTELMAN:

And we can't afford a loss on them.

MR. SILLMAN:

Perhaps we can structure something where we give them a percentage of what we would get, and they'll give us some lights-on money.

MS. DWYER:

Fundraising professionals take a percentage frequently of whatever is raised. The percentage can be very significant, and the experience of non-profits has been rather mixed with the effectiveness of hiring some of those institutions.

MR. DELUISE:

The most effective way is really to have a staff person who knows the institution –

DR. GITTELMAN:

But we don't have the money –

MR. DELUISE:

I totally agree with you. I'm just saying that if we could make a presentation – the County is investing in the museum. Your commitment and what they are doing with the Capital Program have invested in the museum. This is something very important, like when you add a projector because that's going to bring revenue. If you have a grants person – my grants person in the office, and Lynn knows him,

he writes a grant. It's not that hard to write a grant. Honestly, it's no secret. It's not that hard. The follow-up, the phone calls, the administration of the grant, it's a full-time job. To have somebody on staff not necessarily at top salary, but to have somebody on staff who knows it or trains somebody who is on staff – but right now our people are also managing the gate as you come in and they're making sure the electricity is turned on and changing the tapes in the recorders here. Everybody does five different jobs. I just think that it would be worthwhile to make a presentation.

DR. GITTELMAN:

If the Oversight Committee can help us with a person who can help us with fundraising, development or events, it would be wonderful.

MS. DWYER:

I can't say too strongly how significant it will be to the sustainability, as Ron laid it out, short and mid-term to have some development assistance on a committed fashion. We don't have to necessarily have to pay for the highest powered talent. We can do with some middle range, but it is something that requires consistent attention across the range of different fundraising types, high net worth individuals, corporations, corporate foundations, corporate public affairs, public money, foundations, etcetera and the length of time to develop those sorts of relationships and maintain them and sustain them is significant. It is a core function of most non-profits to have a mix of money. Basically nobody pays for everything anymore, even a single foundation. So having a sustainable picture of an institution is one that draws from a variety of different sources.

The problem with hiring a fundraising professional is that development is about relationships. It's just like any other business. For a sustainable short, mid and long term Vanderbilt, as any other non-profit, if you hire an external fundraising consultant, the relationships reside with that individual. They don't reside with the institution. They don't reside with the staff. That person, that outside external consultant, may bring a good rolodex with some folks that they can call immediately for some short-term funding, but on a long-term basis the museum doesn't benefit.

DR. GITTELMAN:

With all due respect, if the Oversight Committee were to turn us down, I think we should investigate a fall-back position or perhaps –

MS. DWYER:

Would you prefer that I not share my experience, Steve? Because if you don't wish my experience, I won't share it with you. I agree we should pursue a fall-back position. I am sharing my experience as someone that has worked in non-profits for almost 20 years working with development professionals in both settings. But if you prefer not to hear it, I won't share it.

MR. BEATTIE:

How about this as a proposal, why don't we as a committee take back both ideas, look at the tracks, see what are the pros and the negatives of both, we will come up with an approach for the next meeting, and maybe even the next Oversight Meeting.

MR. DELUISE:

I would like to add one other thing. Realize what Lance brought up in the MOU, we have a lot of timelines that have to be made. We're now getting very close to May. We have things that have to be delivered very soon. It is up to us to make it happen. We could sit and talk about things, but I think we need to make a decision. Whatever we're going to do, we have to start doing it very, very quickly. December 31 is not that far away. We have a few months and in the summer time we have the schools here. We're talking about some other ideas what to do this summer. We have to start making things happen. Otherwise we're not going to be here next summer. We really have to start doing these things.

MR. BEATTIE:

I absolutely agree. That's what I think I'm proposing here, is that we as a committee can start working on both tracks, because that's what we're talking about. We want to have the answers on both sides. It doesn't seem like we're going to sit around these tables today and make a decision based on new information that we have.

DR. GITTELMAN:

I'm comfortable with the committee if the committee wants to pursue both tracks. I think what the rest of us are saying is that we'd like to see both tracks pursued.

MR. BEATTIE:

And let me remind everybody, because this came up in the last meeting, in the last Oversight Committee meeting it was brought up – and I'm not exactly sure who brought it up on the legislative side –

that we could probably use that help. We could probably make a case for that.

MR. PEARSALL:

I think I brought it up, and I said to give us a plan so we can take it to the Legislature.

MR. OLIVIERI:

I don't want to give up on that outside consultant. We're not married to them over a year, over two years, over three years. If they give us one year of some kind of pop to get us over the top, it may pay for our development person. Then the Oversight Committee is going to be very happy because they're not going to have to talk to us anymore.

MR. BEATTIE:

So what I proposed was looking at both strategies and coming up with the information that we don't have right now. We're not going to make the decision. Let's let the committee come up with that information, look at both tracks, and see what makes sense.

MR. OLIVIERI:

I hear what you're saying. They're going to be there. They are going to control where the money comes from. If it's only a one-year pop or two-year pop, we're going to be developing with a developmental person, our own, and that's what's important.

MR. SILLMAN:

I really wasn't gearing my idea, though, toward some kind of fundraising company. I was really talking about some out of work – I mean, everybody who is a non-profit, and I've worked in non-profit for many years too, that were all fundraisers no matter what role we played. I know when times get difficult, you've got to become creative. You turn over every rock.

MR. OLIVIERI:

So what you're really saying is, let's find somebody who is a professional who is unemployed who has got –

MR. SILLMAN:

Who will do a flyer and do a contingency deal with him? When I go in there, do you know how hard it is for me as a consultant to get a job and walk into a corporation and say, "I want you to give me some budget money," as a consultant. Forget it. They just laid off 1,600 people. They're not hiring me. They hire me only because after I

have proven results, they are going to fund me out of the money I find for them. That's how it works. I think it's the same application here. I think if we were able to get somebody, that's a company that walks in with a fancy rolodex that gives you a big pop for \$10,000. Yes, it is about relationships. We're playing with house money. That's the way I look at it. Try anything. Try getting a guy who is out of work and say, "Listen, go hit the pavement down, come with your rolodex, do whatever you want, and I will give you so many cents on the dollars." Maybe that person ends up the development person here because they become self-sustained.

MR. DELUISE:

Not to belabor it, but I have been doing this for a long time. A reasonable salary is somebody who works and can be part of the team. That can really pay off. A salary here, you're looking at a small salary, but you can bring in hundreds of thousands. It would not be out of the question to raise \$1 million to \$2 million for an institution like this. An outside person who is not connected as a volunteer, you can do that.

MR. OLIVIERI:

We're not talking about a volunteer. We're talking commissions. That's what it is, a commissioned sales person.

MS. DWYER:

It's weird, though. You don't know the institution. It's not like being a manufacturer's rep. It's different. It's putting together something strategic, putting together something programmatic, and putting together something that works on an operating level. It's knowing an institution. You don't tend to get traction even with, as you suggested—

MR. SILLMAN:

I hate to interrupt you, and I don't mean to be rude, but I didn't understand what you just said. I didn't understand the programmatic—

MS. DWYER:

Money is divided very specifically within the non-profit budget around what's programmatic money – from Gretchen's education effort or the planetarium, aspects of the planetarium are programmatic. Operations are the salaries and other –

MR. SILLMAN:

No, I understand what all that is. I don't understand why you would divvy it up before you got it.

MS. DWYER:

Yes, when you ask for a grant, you ask for a grant for some institutions except programmatic grants.

MR. SILLMAN:

I'm not talking about grant writers. That's the difference between neurosurgery and oncology. Grant writers do grant writing. People who go get money, go get money. They run galas. They do events. They go to corporate sponsors. Grants are a whole different animal.

MS. DWYER:

When you go to an institution and ask for a grant – I wrote a grant last week for \$200,000 for a mid-Atlantic foundation. They have five different categories of programs. We fit in one of those categories and I responded to specific questions that they had programmatically associated with what we do. They get us a certain percentage for overhead for keeping the lights on, but the driver for the grant was programmatic for the deliver of the strategic environmental product. I didn't go to them and say, "May I have \$200,000 to run –"

MR. SILLMAN:

I understand that, but there's a big difference between what you did and walking into PC Richards and saying, "Hey, can you give us \$100,000 to keep the lights on?"

MS. DWYER:

A corporation will frequently – let's use BP, for example. BP has a public affairs department. Sometimes you can approach them and ask for operating money. Sometimes you can approach them and ask for programmatic money, depending on what kind of profile their operations and employees have in an area. Sometimes you have to go to Houston, and you go to their foundation. It really is – I mean, ops and programs. Operation money and programs are very different kettle of fish when it comes to – it depends on what type of institution you're approaching.

MS. GHIORSI-HART:

Within fundraising or development a large institution will have people who specialize only in foundation grants. Another person will only

specialize in major gifts. Another person will specialize in special events or sponsorships. Another person will do membership.

At an institution our size, we would hope to have one person who does it all with help from the curatorial staff. I know Budget Review in their analysis for our last Operating Budget I think actually recommended it would be a good idea to have a finance person in there. But I think we all know the need is there. The problem is we don't have the salary.

In the short-term I'm thinking what we can do, though, is I'm trying to further free up some money for a part-time person if I can use my volunteers and our interpretive staff. Maybe I can get on a part-time basis someone who could focus on membership. That's a category I think we could see a payoff pretty quickly if we could pay someone a certain salary per hour. I think you would see that coming back.

Special events person maybe – we have a gala tentatively scheduled September 12, Saturday. Depending on how big we want to get, it could be a smaller cocktail kind of party, like we did last year. But maybe sort of combining all these efforts and maybe getting part-time—so there's not a long-term commitment. It's like, help us run a gala. We're going to pay for a salary and try to work within the budget that we have.

MR. OLIVIERI:

What about somebody with a very small salary and it will be on a contingency basis?

DR. ROGERS:

If I may interrupt, I have been sitting here for the past half hour listening to this discussion on fundraising, which I think if you pick up any book on it, you would get all the answers to it.

My point here is, who is going to do these things and how are we going to accomplish it? We don't have to discuss the art of fundraising. We have to discuss how we're going to accomplish this fundraising and who is going to do it.

MS. GHIORSI-HART:

You're right. Any professional coming in would go to all the Board Members first. That's where you would get your leads.

MS. DWYER:

Which is exactly what we went over earlier. I will be working with Carol on development of a boiler plate fundraising document so she can have something to use more regularly with specifications depending on the type of funder we talked about. She has given me her pile of previously done proposals. Those are two hard and fast tangibles that we have already focused on. One, to reach out to the Board. Two, to look at prior funding relationships that we might rebuild. Three, to develop material to support our efforts. I think we have taken some very tangible steps and not just dealt with it in a conceptual fashion.

I think what Mike was trying to communicate and get a little feedback from the Oversight Committee is perhaps, one, to investigate the possibility of either hiring somebody on a part-time or a full-time basis who is an outsider who might be available at this point in time. Or to consider bringing in a development person at a lower salary who could grow in the position to keep a sustainable intermittent and long-term. Those are the two options that we hope you might consider associating with the Oversight Committee's activities or Carol reworks the budget to see if we can bring in somebody on a part-time basis to provide her with some assistance, which she desperately needs at this point.

DR. GITTELMAN:

Mike, was it your intention that the funding for this position come from the County?

MR. DELUISE:

What I'm looking at, and again maybe I'm being naïve with this, but we're talking about where there's a possibility we need \$800,000 support for the museum. This month we needed \$80,000. Say it was possible that a few thousand dollars each month through the end of the year could be used to support something like that. I'm not saying that's the case, but if we gave a proposal that would fill the need instead of looking at patching something in a walkway or fixing a leaky pipe, could this be something that they would also look at and say, this could be something we could help support.

DR. GITTELMAN:

So you're suggesting that a portion of the \$800,000 go toward a development officer.

MS. DWYER:

We're asking.

MR. PEARSALL:

And if that development person is making three times his salary, it's being covered. Give us a plan.

DR. GITTELMAN:

I get it, but –

MR. PEARSALL:

I've heard this for like three or four months that we need a development person, and it's not happening. You need someone who can answer the phone, make follow-up calls, and follow up on ticket sales when you're having a gala. You can just – every Board Member here is a volunteer. I do political fundraising. I have to hire someone three or four weeks before every event I do to make those telephone calls, to follow up, otherwise it's not going to be a success.

DR. GITTELMAN:

My question simply is, is the funding for this position supposed to come from the \$800,000 that we're going to receive, or was this incremental money that we're asking from the County?

MR. PEARSALL:

I don't know until we see a proposal.

DR. GITTELMAN:

Can you help me, Michael? Which one was the –

MR. DELUISE:

I would say a proposal -- this is what we need, and then we could talk to the Oversight Committee and have them fund it.

MR. SILLMAN:

What you're saying is, "We want something. Show me something."

MS. DWYER:

Terry, basically you want a who, what, when, where, why, how much, and what would they do.

MR. PEARSALL:

Something like – we want to hire someone for so much a month or a week. This person will work 30 hours a week part-time or something to that effect.

MS. DWYER:

Michael, we'll take Art's job description, and we'll work it. We can do this.

MR. GLASCOCK:

Can I ask a question? I ask this based on some experience with another board I'm on. I'm convinced for the long-term that this is a great idea. In terms of the short-term, do you think in this economy a person coming in would have difficulty generating enough funds to offset any base salary they might get? I think you would know a lot better than me.

MR. DELUISE:

It's not easy, but I know of specific people who have left positions and gone into another position. People who know what they're doing can do it. Writing a grant, as I said before, it's not a mystery. You can do it. If you don't do it, you're not going to get anything. The whole thing in development is, if you don't ask for the gift, you're never going to get it. I think if you have the right people doing the job, I think the story that we have here at the Vanderbilt, there are people. There are corporations. Some of our government people can help us. They have offered it. But you need somebody to work the process through. I personally feel that – I'm not saying there is a \$50,000 a year salary, but a \$50,000 a year salary should bring in hundreds of thousands of dollars. Not millions yet. But right now, \$200,000 would solve our problem.

MR. GLASCOCK:

I know with grants, at least the ones I've worked with, if you get one, it's kind of like the ticket to the dance. It makes it easier to get the others. It's kind of a long-term prospect. In terms of private fundraising, that's a whole other source of revenues. I know obviously the economy is impacted –

MR. DELUISE:

We're talking about the gala on September 12. Carol will tell you that we tried to do this for years, and we just get ourselves through. If you have somebody there to help support it to get the work done, to get the invitations done and printed, to call up a bank to see if they can sponsor something, we need that.

DR. GITTELMAN:

Michael, I guess my question is a different question, though. If we're intending to take this money from our own operating capital, we have

the right to hire additional staff. Do we need the Oversight Committee to approve this?

MR. PEARSALL:

It's part of the MOU.

MS. DWYER:

And we would want it.

MR. DELUISE:

I think we would have to do that with anybody we hired, right?

MR. PEARSALL:

Right.

MS. GHIORSI-HART:

We don't have money in the current budget to do this. We would have to –

MS. DWYER:

I want to provide you some assistance. You need it.

DR. GITTELMAN:

That's fine with me.

MR. BEATTIE:

All Terry is asking for is, "Ask us."

MR. PEARSALL:

Give us a plan so I can take that to the committee. Make some recommendations to the Legislature and say, "Yes, we think they should be spending another \$2,500 a month."

MR. BEATTIE:

When is the next Oversight Committee?

MR. PEARSALL:

We haven't set a date yet.

MR. BEATTIE:

As our committee, let's try to put together this plan together to bring to the Oversight Committee whenever the date is set as our priority.

MR. DELUISE:

Can we put an idea and email it to you and see if that's okay?

MS. DWYER:

That's easy. We can do that. Two pages?

MR. PEARSALL:

Sure.

MS. MOSS:

So far as the job description, the position that you're talking about has existed in the museum previously.

MS. GHIORSI-HART:

Yes, there is no problem with that. That's an easy one.

DR. GITTELMAN:

Is it okay if we move on then to Buildings and Grounds? But how about the cell tower issue first.

MR. GISH:

I met with Gary Ponzo, the Director of Telecommunications, today along with his Chief Assistant, Kelly. That was an upgrade from the last meeting. Carol was there also when we met to pick a site on the grounds for the cell tower. They agreed today that the site we originally picked with Verizon, who seems to be out of the mix initially now, and that's just my perception, is still good. That's going to be behind the butler building.

We met with an architect, a site architect, today, Neil McDonald. He took some preliminary measurements on access to electricity and a few other things down the line. What we would have to do to move -- and I believe the preliminary ideas were two towers that would go up as opposed to one. They would be thinner, two towers that would be less visible, two towers that would accommodate more members, whether it's Sprint or T-Mobile or Verizon or whatever down the line. It would bring in more passive income.

That seems to be moving along fairly well. The contact person is going to be Gary Ponzo, who is the Director of Telecommunications. Terry put me in contact with him. Kelly, his assistant, seems to be very, very cooperative in moving that along.

The big question that I'm going to try to deal with now will be whether we can negotiate on our own with the initial setup. Right now they have an agreement with T-Mobile throughout the County. Gary believes that we might, since we're not parkland, be able to go off that. It would require a resolution by the Legislature. He thinks it will go through. We would then negotiate on our own, probably at a higher rate than the County has. Then the checks would be cut to us rather than to the County, and then the County will give them to us. That was all preliminary discussion.

It would probably be a 29 year lease once we did that with, I believe, 3 percent, and you can correct me if I'm wrong, per year over that 29 year period. The possibility is the potential of up to five users on the two poles. Again, the size of them would not be obtrusive if we did two small ones. It would be better that way. They would be brown in color, not my original white design. They would fit in with the trees. Then we would receive the passive income. They are going to get another architect for more specific plans next week. The discussion today was where the equipment would go if Verizon came in. Verizon has much more equipment than T-Mobile and whether we would use the back section of the Butler Building.

All that can be ironed out later on. Right now we're just in the midst of moving through with T-Mobile. That seems to be the company that the County has a standing contract with. They can move a lot faster than Sprint or Verizon or anybody else. Everyone knows everyone else in the mix. The fees seem to be similar for everyone coming in. We will probably not be able to negotiate a better deal with any one individual unless we go on our own.

That's where we are now. I will approach Lora and Jon Cooper about possibly amending that resolution that he has laid on the table so the checks could be cut to us and that we can benefit from that. We might be able to get involved in our own negotiations. The difference may be something between \$1,700, which is, I believe, the contract with the County as present, \$1,750 and possibly \$2,500. If that's significant, I will battle it out for the other \$800. But that could possibly mean with five carriers \$98,000 a year. I'm aiming at September 1. That's very optimistic on my part, but I made that point to all of them today that I would like to see if we can do that immediately. That requires moving T-Rex, but I thought we might be able to work something with T-Mobile and T-Rex. I'm working every angle. Anyway, we'll see if we can do that.

MR. OLIVIERI:

Noel, to me, because we've talked about this before, as long as the museum gets the income, put up three towers, five towers, I could care less. I know you're talking two, that's great. It's got to come to the museum, though. Anything other than that is just –

MR. GISH:

I have gotten no other indication from Terry in any way, shape or form that – I have gotten nothing from Lance. The resolution that was placed on the table has not been moved on, but if you read the resolution that Jon Cooper suggested, it specifically states that money from the cell towers will go directly to the museum.

MR. OLIVERI:

You're talking almost half of the deficit for this year.

MR. GISH:

Yes, I am very much aware of that. Carol was there when I asked about the September 1 date possibility. It means that Peter independently has to move the T-Rex and that is a negotiation that I have to carry out later on.

DR. GITTELMAN:

Terry, I have a question. Say we're so successful with all these funding efforts that we actually bring in more than what we need this year –

MR. PEARSALL:

That's good. There's always next year.

DR. GITTELMAN:

Can it be used next year?

MR. PEARSALL:

If you wind up with a surplus?

DR. GITTELMAN:

In other words, will you cut the \$800,000 –

MR. PEARSALL:

That's not my decision.

DR. GITTELMAN:

I'm just asking the question.

MR. REINHEIMER:

The way the MOU was constructed, it's based on your cash needs on a month-by-month basis. If you were to become independent, you wouldn't need that \$800,000 – it's a safety net, really, is what it is. Right now you need that safety net. But if you are so successful that you don't need a cash distribution from the County, that's the way it was constructed.

DR. GITTELMAN:

Noel, I'm very grateful to you for your time on this.

MR. GISH:

That's where we are right now. I will keep you abreast of where we are as we go forward.

DR. GITTELMAN:

I truly appreciate it.

MR. PEARSALL:

Jon Cooper and the Presiding Officer are committed to expediting this as fast as they can.

MR. GISH:

We're moving as best we can with this.

DR. GITTELMAN:

Can we move on? Are there any other questions? Education and Exhibits, Gretchen.

MS. OLDRIN MONES:

The Education and Exhibits Committee is focused on getting the 2009-2010 Education Brochure ready for printing and distribution. If you don't know what I'm talking about, I will pass some around from the recent past. And this is what we're working on for this year.

Traditionally we include descriptions that showcase our fine educational programs and give information about the staff's ability and willingness to customize programs according to teacher needs and input.

Additionally, the new brochure will include a PTA section that will promote program packages that reward success in reading and celebrate other academic achievements. Special events like eighth grade moving up celebrations could be handled in our tent.

It was suggested that the popular "Our Night Out" Program could be used by PTAs as a fundraiser. Administrators and PTA would also be interested in our Earth Science Regents Review Program that helps prepare students for their June tests.

A couple of new programs are being worked on and will be added. Lightly attended ones will be eliminated or offered by request only.

Beth and Stephanie are collaborating on an exciting new program which fits the fourth grade history curriculum. It's a one-hour program that will touch on the suffragette movement and how the whole thing started in New York. You will recall that Alva was very involved in women's rights. It will also include Long Island local and transportation history and Vanderbilt's contribution to New York and the local area.

In fact, there are many prominent women associated with the collections here at the Vanderbilt. Staff is looking to add programs for Women's History Month, which is in March, and Black History Month, which is in February. Both of these events are widely celebrated by schools.

One important event that should be highlighted in the brochure is the sun-earth day, which occurs on or near the Spring Equinox in March. It's a NASA based program that we participate in. NASA is very happy with our turnout. Every year NASA announces a different theme in September and then provides materials such as bookmarks and lesson plans, which Lorraine hands out to students and teachers. This year's was "Our Sun - Yours to Discover." Another thing that will be celebrated is Earth Day, which is in April. It's another opportunity to promote conservation.

It's hoped that our new brochure will provide the information sought by a variety of our clients, including Girl and Boy Scouts, Middle and High School Earth Science teachers, pre-k through eighth grade school personnel, PTA organizations, planners of holiday events, parties and so on. If anyone here is interested in giving input into this year's brochure, Noel, who is the Co-Chair of the Committee, and I will meet next on April 29 at 4 p.m. at the Smithtown Library. If you want to

help, and you can't make the meeting, please email us your ideas or suggestions. Dan, are you volunteering your help?

MR. OLIVIERI:

I have a question. This is the document that goes out to all the school districts. This is the one that really brings in a lot of the kids. How much does this cost for us to print and send out? The reason why I ask, and before you answer, is I know we have had a fall-off on some of these numbers going out. This has always been what really brought in that hard core money from education. How much and what do we need?

MR. GISH:

Number one, that was one of the things that was cut for this year. That did not go out in that form this year, for 2008-2009. I think that may have been part of the problem with the cut-off in the school attendance. That has got to be – and I think even though we consider just using the email blast that would go, getting it in in the instructors' hands in a paper format or in their mailboxes or in the supervisors' hands is paramount to getting that information out, since we're now going to try to hit PTAs and ancillary groups along with that. We're going to try to do that. I spoke with Lora. We're going to try to get that published in color. I have already spoken to the Post Office about how we have to mail it out. I can get it done for like 16 cents in a mass mailing for a non-profit. If we can get the County's help in doing that, it may only be in two colors. We'd like to see something a little bit more elaborate.

MR. OLIVIERI:

I know if you put one of these in a school it gets lost. If you put one in each teacher's hands, we'll have a lot of business.

MR. GISH:

We're aiming for one in every teacher's hands and ten in every supervisor's hands. It's going to be a big amount. I may have to drop them off at specific schools, but we'd like to hit Nassau and Suffolk to see whether – we want to see that it makes an impact. We know it's going to cost us in the mailing. We're going to try and cut the costs in the publication of it, in the production of it.

MR. OLIVIERI:

How many do we need? What I'm talking about here is this is something that's really immediate. This has been our bread and butter.

MR. GISH:

They're going to have it ready to go out in August.

MR. OLIVIERI:

What I'm saying is that I don't know the number. Forgive me.

MS. GHIORSI-HART:

I would think – Lorraine, would you say on the order of 20,000?

MS. VERNOLA:

We normally do 10,000.

MS. GHIORSI-HART:

But I think we're going to go a little bit higher.

MS. VERNOLA:

That's without the PTAs.

MR. OLIVIERI:

What do we need in money for this to make it work?

MR. GISH:

Honestly, I'm not going to worry about that until they run a crunch, and then I'll come and see you. But right now we're going to try to find out what the costs are going to be. I think that has to go out period. So whatever that cost is, we need to do this. This might be one of these Oversight things where I'm going to go, and I'll make the pitch for that going out. I'd like to tell them what the mailing costs are. If I can tell them that we can deliver some and that it's bread and butter for education – the education program is one of the missions of this institution. If we can make a good case for that –

MR. OLIVIERI:

If you give me a bunch, I'll drive around myself. I don't care.

MR. GISH:

Right now we are in the midst of putting it together. We're getting the dates for the staff, the programs that we'll run, and how it will physically look. Once we get to the printing end, we'll deal with that, and I will let you know.

MS. DWYER:

Carol, what were your printing costs last year?

MS. GHIORSI-HART:

This was about 10,000. This costs about \$10,000 for the total layout, the production. That was the printed cost. This past year in an effort to cut down as much as possible, I produced it myself and we photocopied it here. I talked to Lorraine. We thought we'd try a smaller distribution with a presence on our website that was easy to print out and to drive people to the website moving toward more of an internet base kind of thing. The feeling was maybe let's try again the hard copies.

MS. DWYER:

So this was \$1 each.

MS. GHIORSI-HART:

No, the last one. This was free basically. We are working with the County print shop. They would be able to print up a larger format, but not in color.

MR. REINHEIMER:

They can't even do two color?

MS. GHIORSI-HART:

They can do two colors. Apparently some of this brown and those fancy colors, that's from using four colors. I would say that we would certainly cost it out.

MR. GISH:

We're looking at the color of the paper. If we could use the right color paper and then two other colors, it would look better.

MS. GHIORSI-HART:

The problem is there are only a few colors. If you have to mix two or three colors to get a brown, that's -

MR. OLIVIERI:

How about black and white?

MR. GISH:

We can and we can cut the cost there, but the trouble is we're trying to make this visually exciting. We'd like to use photos of a nice day, like a day in October. We have talked about where in this folder all educators can come to the Vanderbilt for free and hear about the programs that we produce here.

DR. GITTELMAN:

In terms of marketing our programs, one of the things that I feel that we should be considering is not having just a brochure. It would be very possible for us to put together a digital, if you will, tour of the museum or a digital overview of our programs or a digital overview of some of the history and do it as a webinar, so that you could actually reach out to teachers. If we sent them brochures, you would call up a department chair and say, "Can we just do a webinar with you?" You sit there and you do webinars with them. We would need a staff member. I realize I'm talking staff time, but we could use a staff member to reach out.

Also if we put together digital programs, which could be accessed from our website, they could also be used as teasers to encourage people to see the rest. For example, say you had 20 slides on the art at the museum. I'm not talking about the art that we're all expecting. How about the tiles. How about some of the details and the woodwork? Let people see that. Then we could have the best photography, beautiful pictures. Let people go in and see this, or we could have digital pictures that tie into our educational programs so they can see snippets of what the kids might see. We would need the digital material. We would need that tied into our website or we would need somebody to do webinars. All of them are pretty easy to put together.

The second thing is that one of the things I wanted to ask is if we ever considered doing the great love stories of the Vanderbilts. There are some phenomenal love stories that occurred right here in this family. I can certainly provide you with the information, the photographs. We don't have to do the divorces. We can do the love stories. We have one of the greatest love stories anywhere. We have Rosamond and Willie. We have many photographs of them. We have them going to the Galapagos. We have the graffiti and the love notes they left carved in rock, pictures of them swimming, the whole story. We could tell that story on-line.

The other thing is that you mentioned the need for a survey. I realize that you don't know this, and I was surprised when I asked Carol, but we have a survey. It's an on-line survey. I don't know why this is not on-line anymore. It's tied into my company. We do surveys. We do millions of surveys a year. That certainly could be brought back to life.

In terms of if you wanted to do the digital programs, I'm probably the only person who walks around carrying 2,000 pictures taken at this museum, digitized and ready to go to power any of these programs

you want. I have all the negatives, all the images that exist at this museum, everything that I was able to glean from our archives has now been digitized and is on that little, tiny chip.

One of the problems I'm having is with our major gifts. One of the things – and this is a problem we're experiencing in all programs – is when I speak to people, they say, "Are you going to be there next year?" I am talking about major gifts that are going on now. So it's not like you can come back in six months and say, "See, we made it." We need something that confirms that we are an institution that they can afford to give a six figure gift to. I need a compelling argument. We need it now. We need it tonight. Since you spoke on this before, I really appreciate what you have put up there. I did notice that the one thing that I felt was missing was it was all part of the fabric, but maybe you could advise me, what can I say to somebody willing to write a big check tomorrow?

MR. BEATTIE:

That's one of the clear mandates that we were going for, to have that coherent, consistent language for all of us, every Trustee can go in and say that we have to develop that.

DR. GITTELMAN:

I don't have time to develop it. I need it. It's like we're here with the Oversight Committee to some extent. What do we say to a major contributor? Are we going to be here? We need to answer this. It's kind of the cart before the horse, but we need to be able to say, "We're going to be here. We are worth the investment." I believe it. I tell them I believe it. I swear by it. Is there anything I can throw on the table other than my heartfelt passion that we're going to be here in a year?

MS. DWYER:

I think Gretchen's report concerning the wonderful work that's been done by the Education Department would be a wonderful example to show the ongoing nature of what the Vanderbilt has to offer. That would be one of the examples that I would use. If someone asked me if I'm still going to be here, I would say, "Yes, we are going to still be here, and let me give you some examples of programs not only that are standing but are growing. One, two, three, four."

DR. GITTELMAN:

I used that yesterday.

MS. DWYER:

I'm sure it was powerful.

DR. GITETLMAN:

I hope. I believe it was. I'm looking for any other ammunition that I can through in the mix.

MS. DWYER:

We were talking in the meeting about –

MR. BEATTIE:

We were talking about what a jewel this is, and it can't go away.

MS. DWYER:

Steve, also the fact that you've got 2010 coming with the new star projector. That is something that gives the people the sense of future.

MR. PEARSALL:

And that was a commitment from the County, just as we gave you a commitment of \$800,000 to survive this year.

DR. ROGERS:

Can you get the Legislature or the County Executive to put an article in the newspaper saying that this has been funded for the next year, and the museum is going to exist and perhaps use that as something we can mail out?

DR. GITTELMAN:

I think we all need this sense that, yes, it's a fine battle to be fighting for permanency, but to some extent major givers want to know that they are giving to something that will be here next year. I'm only reaching out – I think some of the ideas you threw at me – trust me I employed them. I didn't mention the projector, if you want to know the truth. I certainly spoke to the issue. I was looking for help with that.

MR. PEARSALL:

And, Bill, there were several articles in the major papers when the Legislature overrode the County Executive's veto giving you the \$800,000.

MS. DWYER:

We talked about if we could get a couple of reasonably sized donations that we might be able to have a big check ceremony someplace on the

grounds with whomever we were able to raise funds from, put the logos on the big check, come up with a nice amount to show the private public partnership, have some of the key Legislators involved or the County Executive. The theme would be the sustainable Vanderbilt.

We could move from there, so the institutions, whether they be a corporation or private foundation or charitable individual like Bill, stand there and we show the sustainability aspect that funds are being drawn more than just from the public trust but also from other sources. Then the big check brings about, once again, the revitalization of the Vanderbilt, so that's another element we felt if we could get some short-term giving, that we might be able to profile.

DR. GITTELMAN:

Okay, let's move on.

MS. OLDRIN MONES:

I'm not finished with the Education and Exhibits Committee report.

DR. GITTELMAN:

I'm sorry.

MS. OLDRIN MONES:

At the end of it there are a number of things that Stephanie is working on, initiatives that she has taken that are brand new and would be interesting to anyone that you're talking to in order to raise funds. If you are through, I will continue with the report.

DR. GITTELMAN:

Please do.

MS. OLDRIN MONES:

Just as we were talking about, negative publicity and the uncertainty that has surrounded the Vanderbilt for much of this past school year has naturally affected attendance at some of our programs. Some of the measures that will be used to try to rebuild attendance produce a better, bigger brochure, offer discounts for certain times of the upcoming school year, such as September and October and possibly January or February.

We will do some more emailing and blasting to communicate special events and inform about ongoing programs. But for this and other purposes it is essential for staff to have internet access and upgraded

software to communicate with schools and to build our database of clients. This would be a really good place to invest in.

We're very proud of our education programs. Some of the crafts produced as activities in these programs are simply world class. Staff would like to display crafts from past workshops in the planetarium lobby to advertise the quality and diversity of the programs and the crafts to the public.

If anyone has the will and the means to help in this endeavor by donating display cases or money to purchase them, it would be most helpful.

This lobby has a lot of potential. We need lobby exhibits to raise people's awareness of the richness of our educational programs and to promote special events. This is an area where investing some money would really pay off.

This has been another very busy week in the habitat. Monday Sean Murtha began the restoration of the background paintings as part of the Save America's Treasures grant. He will have approximately 19 working days here.

Tom Doncourt from the American Museum of Natural History arrived today to assess the foregrounds of the dioramas.

Howard Kroplick visited on March 26 to examine the turntable gallery as the proposed exhibit site for his historic auto. Stephanie, who is here and can talk – I will go through these things really briefly and perhaps, Stephanie, you can bring us more up to date. But she reports that he was pleased with the size of the space, and she explained that security in that area is being upgraded through a County capital project to include cameras and glass doors. Howard advised her that his car is still undergoing restoration.

Stephanie is awaiting the first draft of the estate tour script from the antennae audio, which is being funded by Bill Rogers. Perhaps she can give us an update on that.

Students from the Stewart School in Garden City are coming here on April 27 as part of their New York State Archives Project. They are competing for a New York State award based on their Motor Parkway research.

Stephanie is continuing to work on the background information, characters and script to recreate the year 1935 for our visit to the Living History Program, which will begin on Memorial Day weekend.

Finally, Stephanie is also in the process of applying for a citation from the Organ Historical Society in order to register and recognize our Aeolian Pipe Organ as historically significant. It's a prestigious designation. Should we qualify, it would be a really good thing and a new thing for us. The Chair of the Citation's Committee, Dr. Stephen Schnurr, advised Stephanie that many institutions, such as universities, cathedrals and museums, who receive such citations use them as an opportunity to kick off fundraising and/or grant opportunities for the restoration of their pipe organs. Thanks to Stephanie for her initiative and work in getting this process started. Stephanie, did you want to add to any of this?

MS. GRESS:

Not unless anyone has any questions.

MS. OLDRIN MONES:

Does anyone have questions for Stephanie? I think Noel, as the Co-Chair, has some additional information.

MR. GISH:

Just to let you know that I am working with the Suffolk County Department of Probation. We're putting together an education grant that would aid disadvantaged youth in Suffolk County. I think it appears to be a good opportunity to work with the Department of Social Services and the Department of Probation and get information from them that might allow us to apply for a grant from corporations that normally would like to see us reaching out to disadvantaged youth.

I had a meeting on Monday with Mr. Hansen from Social Services about the possibilities of helping families who support foster children, bringing them to the Vanderbilt. The Department of Probation, we're going to try and work with them on young people who have met their goals either with attending school or meeting their goals, as far as curfews or maybe attendance in drug programs and then maybe extending to them, depending on the amount of the grant, if we get – and I'll give you a number – if we got \$75,000 from a corporation to fund this program to aid Suffolk County youth, we would then offer \$1,000 or a family membership for 1,000 families.

We would do this either through the Department of Probation or through the foster families and bring them in. We would give them that certificate based on that corporation. If that corporation funded it, it would be whatever name it was -- support your day, your yearly membership at the Vanderbilt. I thought that was a good way to sort of tag into other Suffolk County organizations.

I have spoken to Terry about it and to Lora. I'm getting positive feedback. I see Mr. Hansen on Monday. The Probation Department is supposed to get back to me on a good day for them. I will report back to you on possibilities. Carol has some grants already that she has looked at that she thinks will fit into this.

We can apply for the grant and without any special programs open it up to them – not a special day. We're not going to tax the education staff, but depending on what day they're off, maybe that foster family could bring their kids in on a Tuesday, if he's off on Tuesday or if he's working on Saturday and Sunday and only has late in the afternoon on Thursday, they come in that day. It will not be a specific day. We may have to work something out with bus transportation in another area, but we don't have to discuss that now. We felt that that would be an easy way to add a grant to the education programs that would specifically aid Suffolk County and obviously give us the opportunity to apply for other grants if that's successful.

DR. GITTELMAN:

Any other questions? I'm going to inject something that I left off the agenda. I understand I have a volunteer to be Audit Committee Chairperson. We now have a volunteer. I thank you very much.

MR. GLASCOCK:

You're welcome.

DR. GITTELMAN:

I'm sure that Dan can help you by advising you as to where things are. But I do appreciate your being willing to do that. Thank you very much.

We would then be up to the Executive Director's Report. However, we have one issue that we need to take care of. I'm going to ask for an executive session to discuss a possible pending litigation. Certainly the Oversight Committee members are welcome to stay.

MR. DELUISE:

Motion.

MS. OLDRIN MONES:

Second.

DR. GITTELMAN:

All in favor? Opposed? **(Vote: 10/0/0/5 Absent: Mr. Swinson, Ms. Anker & Dr. Pecorale. Two vacant positions.)**

(Executive Session 9:45 – 10:00 P.M.)

DR. GITTELMAN:

We will now go to the Executive Director's Report.

MS. GHIORSI-HART:

You never know. Every day a different phone call comes in, and things happen out of the blue. Sometimes they're a little annoying and sometimes they're wonderful. In this case it just threw another wrench in. We learn more, and we move forward before we start doing anymore programs.

This past weekend we had a wonderful event here, our Bunny Breakfast, which in spite of the rain was very successful. I have to thank Lance Reinheimer and Meredith and little chick, and Steve, our photographer. We had a wonderful time. As of much of what I've been doing lately, we're getting wonderful partnerships and relationships at all different levels in the County. And something like our Bunny Breakfast, which did raise some good funds, but it's primarily a friend raiser, I would say. It was an opportunity to bring in families. We sold out. We had a nice meeting of all different ages here. It was a test for doing reservations on-line through our New York charities. It doesn't cost us anything.

We had people from Brooklyn coming. It was a really nice event. It reminds me and I think Lance and other people who were here of why we're here, how exciting and thrilling it can be to a young child to come in and to go in the dome and search for eggs and then see an incredible star show and then come out and get your picture taken with a giant furry bunny. They had a good time. I talked to many parents who were taking our brochures for our summer program, Wizard University and our different membership brochures and who stayed on for more programs to see the rest of the facility. Again it was a really nice event.

We hope to have more of these kinds of events. We are building a really nice list of young families through Our Night Out programs and things like the Bunny Breakfast.

We have the Pink Flamingo Party scheduled at the end of June, and that will target the same kind of audience. We have some more family oriented programs going forward. That was on a positive note.

We have also been very busy meeting with people from all over the County, different departments. We had a very productive meeting with the IT people from Budget Review Office. Jill Moss had also come in with Allen Fung, head of IT, in addition to another expert who was able to give us not only software advice and help us to better use what we have but hardware advice as well. They took a look and were aghast and asked us how we could work like this. They got a better awareness of what we have here. They will be able to help us moving forward and actually ended up taking one of our computers back. He couldn't leave it like that. He had to help us. So we're getting that kind of support that we haven't really had here before. We don't have an IT specialist. We don't have an IT Department. To be able to call on resources from the County in this way is going to be truly wonderful. We were able to get six computers and monitors from the County that they were no longer using, but for us they are a big step up. This is another path that we will be following. It's another resource for us to call on.

Lance mentioned working with the print shop. The print shop now has an order for 20,000 Wizard University pamphlets. We expect those will go out to all our regional schools. We have an ad going in the Huntington Town Recreation bulletin that goes out to about to 50,000 homes. So we really have high hopes for that Wizard University. Our summer camp is targeting six to twelve year olds.

We will also be having other summer programs again particularly for younger children. I hope to have some programs for teenagers.

We're getting a lot of emails and calls, many more than last year for high school and college students looking for internships. I think the economy is directly related to that. College freshmen who maybe in the past would have been looking for paid jobs are now perfectly willing to consider unpaid internships, as well as high school students. Noel was with me today when a young man walked in. We will be having a very robust volunteer staff and will be making better use of our website and get a page up there. If you'd like to volunteer how to

do that when our orientation sessions will be, and we will be scheduling several orientation sessions coming up.

In looking at our budget crunch and crisis, we have cut back as much as we can with full-time staff and our essential part-time staff, but we can maybe be a little more efficient in some of our summer part-time staff in the interpretive area if we can get some of these high quality volunteers who are trained. That is really where I'm going to put a little bit of my focus.

I have had a number of meetings with different volunteers in our garden program. In fact, the gardeners have put in a garden at Normandy Manor. I think it's 120 feet by 70 feet. It's a vegetable garden. They too are working with high school students and many volunteers, and they have high hopes for developing a garden, the likes of which they say there isn't another one on the Island that can be used for educational purposes, as well as have produce that possibly could be sold or donated. We're going to be looking into a Vanderbilt farm stand. I'm not sure how that will work. It's a wonderful use of Normandy Manor getting back to its historic use. We have old aerial photographs where you can see the huge gardens were there. It's bringing that back.

We're looking at developing Normandy Manor more for a center now for education for the gardeners to be able to come in and develop that site. One of the gardens they're putting in is an expanded butterfly garden. They put in a little one by the guard shack last year, but one of our most popular school programs in May is about butterflies because we have a wonderful collection of dead ones. It's nice to have some live ones. That might be another opportunity for us to expand our butterfly program.

MS. DWYER:

Where did the gardeners come from?

MS. GHIORSI-HART:

They are from all over Long Island. Cornell Cooperative, many of them are master gardeners. They work through Cornell and get their volunteers from the Master Gardener Program. They are very dedicated. Every Monday this time of year there are about 16 here. Then they will go to every other week. They meet at nine o'clock. They are very good at doing their own recruitment and getting donations through the different gardening centers. They do our

Christmas decorations. They are an incredible group that give us many, many hours for volunteer work.

MS. DWYER:

There is another institution that I can tell you about where you might be able to get some free assistance material, etcetera if you're committing yourself to that.

MS. GHIORSI-HART:

Wonderful. That is very exciting.

I also just want to let everyone know that from time to time we have people coming to me with different ideas of uses for the facility. Right now especially if you've got an idea, you can come and see me, let me know. I had a group of rowers, for example, that were interested in our seaplane hangar and maybe putting boats there. I don't know what will come of that.

Another really interesting one is that we have a saltwater well in the boathouse. There is someone interested in purchasing our water. It's a seafood company. If I can sell our water – there are some logistic issues there, but you never know. There are different things going on and many uses for things that sometimes you wouldn't even think of. We try to be as open as possible to those kinds of special things.

Lance and Jill helped me with an audit RFP. I had sent a draft, and I got some wonderful comments back. I did revise it. I've sent it over, so I think the audit RFP is, if not completely ready, it's very close to being ready so I expect that that should be able to go out very shortly. Hopefully we'll have some responses by our next Board Meeting.

Also just to let you know we do have capital projects currently going on. Today we had people working in the arcade area of our mansion. That's a project that's a waterproofing project working on the iron work in the arcade, replacing all the glass that was in the arcade. That's not only a waterproof issue, but it was a safety issue because there was some plate glass in there. All the glass going back will be safety glass. We're mitigating some of the run-off and the leaks and the flooding that we've had. That's an ongoing project. It's very exciting to see that work done.

The 20th of this month there is going to be work on our chimneys in the mansion, which again is very exciting because we've had leaks there in Mr. Vanderbilt's bedroom and some other places for quite a

while. As part of the façade project money, we're going to work on the façade where the leaks are in the chimney. That should be a wonderful thing for our curators not to have to worry about those leaks.

We have a security project that's ongoing. Cameras and fire alarm systems are going into Normandy as well as areas over there where our workshops and in the Memorial Wing of the mansion. That project is of particular interest to us because it will put security in the turntable area where we hope to put this new car exhibit. That car exhibit going in is dependent on the security, so we're working with DPW to try to get that a little bit higher on the priority list.

We have work going on in our boilers. We have two new boilers in the cottage and the boathouse, and I think that work is almost done. I think it needs to be inspected. Those are ongoing.

I should also mention that both DPW and Budget Review Office have sent energy specialists here. December I think was the first visit. That's been an ongoing very intensive, extensive report. It's very close to completion. When it's done we will have a very in-depth review of all our energy needs, costs and suggestions for where the improvements should be on a nice spreadsheet so that moving forward we can hopefully apply for a capital project and have some really good, strong data to support whatever requests we have. Those are the good active capital projects.

The problems with some of our other projects, though, including the seaplane hangar and Normandy Manor, is that even if money is appropriated, and the project is ready to go, signatures are required for things like an RFP or a contract. They can be held up indefinitely. It's very hard to plan for these things or to know where exactly they are sitting or how long they might sit. There is some frustration. I have to say with some of the projects, like the seaplane hangar, there are safety issues, liability issues. It's just very frustrating for DPW and for us as well because it's very hard to plan. We are waiting for approvals to hire someone, for example. It needs a signature. I think most of the Vanderbilt projects that are at that stage of just needing signatures are sort of being held up.

The Goto project is close to having a contract signed. There are some signatures waiting on that before the consultant is good to go, but I think that's imminent. We are very fortunate that Zeiss, the German company that does manufacture the star project, is going to host our

consultant and myself. We're going to be going over there Saturday. We'll both be there for three days to see the unveiling of some new equipment. I will have the opportunity to spend some in-depth time with our consultant, as well. By next Friday we need to have our timetable really firmed up. We're excited to do that. That will have meant that both the consultant and I will have had seen equipment manufactured by the three main companies that are going to be under consideration. We expect by the end of next week to have a very firm sense of our timetable, as much as we can predict given the way things go there.

Also we have been saying marketing promotion is just going to be critical in this coming year. We have been developing different kinds of flyers. We have a couple of memberships. One is going to be black and white, which we are distributing, and we're developing a color single one that I think we could have reproduced pretty inexpensively. What I have done right now is just photocopied this in black and white. Every single car that comes in here for the last week is handed this. Hopefully they will start coming back. We will probably be doing some experimentation to see how many of these come back. I might do a few color ones -- black and white just to see if I see any difference. But membership is really a key thing. As we say, it's a value. It's a bargain.

MS. DWYER:

What is the capability to capture the names if someone were to go on the website and to take their credit card numbers if they do decide to join?

MS. GHIORSI-HART:

We don't have that ability now. I'm looking into it. It's more expensive. What we have now is you can donate on-line, and we get your information. We will be putting special events on-line, and you can pay. That's sort of where we are now through this free site. To get membership, we're looking into that. It's a bit of an upgrade, but it's something we need to do. I'm very committed to getting our website capable of getting us this kind of information. That's part of what I'm discussing with the IT, not only so much for right now, but in a year from now and a few months, we absolutely need to be able to make reservations for our planetarium shows on-line. It's critical to our success. I am getting some good advice from IT people. We are doing cost analysis. We're looking at the different systems. I think I have one in mind, but we will be moving forward.

A lot of our planning is not just the fundraising to get through this year but to take advantage of the success we will have next year. So we have to be ready for that. We're looking ahead for that.

In addition, looking at different kinds of promotional brochures costing out that can go to hotels. We have been working with a graphic designer, tag line, "Welcome to the Vanderbilt where the Gold Coast Meets the Universe." We're doing that. We're getting some information out there. There's a lot going on. Again, I'm so thankful that I've had a lot of participation from a lot of Board Members, from all different areas of the County, from the Budget Review Office, the County Attorney's Office, the County Executive's Office is sending over management people, other people in the Legislature, Lora from Jon Cooper's office, as well. We do have some special events coming up. We're working more and more on our calendars. September 12 is the gala. We have some other concerts coming up. We have a concert in August and a concert in July, family events. We have a dinosaur week in August around the meteor shower. We are going to have a star party that night. Since dinosaur and meteors all get together, I think it's a nice week. We're going to try to have some special theme weeks as well. There is a lot going on.

DR. GITTELMAN:

Any questions?

MR. GISH:

I should mention that Terry distributed all of the programs for the School of Wizardry to all the County Legislators. They all have a copy of what we're doing this summer.

MS. GHIORSI-HART:

As well I should mention that the Presiding Officer's PR people helped us with the Bunny Breakfast and with our schedule for the next two months. We will be calling upon them. As we gear up to summer we're going to have more events. This is a wonderful resource for us. Again, we don't have a PR person in our department. We try to do it ourselves, but it's great to be able to call on not just expertise but people willing to go the extra mile. Every department we have had people who clearly are devoting their own time and staying late and coming on Saturdays. It is wonderful.

There is an enthusiasm for the Vanderbilt Museum. I truly believe to know us is to love us, to get excited when you see what's going on here. The more people we can get here, the better.

Revamping our website is a very important thing. They are using some of these social networks. There are some wonderful You-Tubes on-line. I have a Google alert. Jill, I know you have a Google alert, and you'll see the craziest things pop up – Vampires at the Vanderbilt. I love it. Check these things out. We haven't started to manipulate them ourselves by creating our own little You-Tubes or whatever, Twitter, but I think that's something we want to be doing, like Facebook and My Space. Some of our staff have done that.

The AAM meeting is coming up. Gretchen is going to be attending that on Trustee Day in Philadelphia. If any of you have any time the first weekend in May, the conference starts Thursday afternoon and ends Sunday night. Again, it's close by. They are an incredible resource. If you go to the AAM-US.org website you will see the schedule of events. Saturday is specifically for Trustees so there are some extra receptions. I'm going, as well as Stephanie. We are paying our own way, just to make that clear. But it's important enough we both feel for our professions that we do this. I do encourage anyone who can to get out. Gretchen will give you a wonderful report. But some of the sessions will be on museum social networks and blasting, especially with our new planetarium.

DR. GITTELMAN:

Any questions? One of the areas in the MOU that we have to fulfill is getting out an RFP on food services. Art Sillman has prepared one. It's masterful. We now have an RFP.

MR. SILLMAN:

If you have any questions, call me. Come and take a look and give us your best shot.

MR. GLASCOCK:

And who is to be distributed to?

MR. SILLMAN:

There was a list from Legislator Cooper's Office.

MS. GHIORSI-HART:

We could get more copies out. I only have three more.

MR. SILLMAN:

I said a minimum three, maximum five. I only brought five copies.

MS. GHIORSI-HART:

Do you have a digital format for us?

MR. SILLMAN:

Yes, not me but somebody else will.

DR. GITTELMAN:

I thank you for doing that.

MR. SILLMAN:

You're welcome.

DR. GITTELMAN:

I guess that would leave it to me. Since the hour is late, I will make the President's Report very brief. I reached out to the American Museum of Natural History. They have our Belanski prints. I have requested the return of the Belanski prints, at least on loan, because they would be a beautiful addition at least as a temporary exhibit.

To understand the art of Belanski would be wonderful. I'm not sure all of you do. It would be very nice to have them back, at least temporarily.

I'm also trying to get the trophy, the Vanderbilt Cup. I have been very blessed by Steve Israel's help. I am pursuing that.

I have finished my book on Willie K. I offer it to the museum, if we can find some way to put it to good use. Gretchen read it, didn't you?

MS. OLDRIN MONES:

I read one of yours, yes. It's very good. It's very long. Very interesting, very involved.

DR. GITTELMAN:

I think it's important that we have a historical framework for the museum in terms of the fellow who left us everything. You might find some of the things that Willie did rather interesting. But if the museum can find a good purpose, if the County wants to print it and we can sell it in the store, I will donate it with no strings attached. It took me five years.

I will leave it at that since last I checked it was 10:30 and the moderator is going to kiss me. Is there any old business or new

business? We've already had an executive session. Can I have a motion to adjourn?

MS. OLDRIN MONES:

Motion.

MR. GISH:

Second.

DR. GITTELMAN:

(Vote: 10/0/0/5 Absent: Mr. Swinson, Ms. Anker & Dr. Pecorale. Two vacant positions.)

(Dr. Gittelmann adjourned the meeting at 10:30 P.M.)

SG:ap

Attachments

Suffolk County
Vanderbilt
Mansion • Planetarium • Museum

SUFFOLK COUNTY VANDERBILT MUSEUM
Board of Trustees Meeting
April 15, 2009
7:00 p.m.

AGENDA

- I. Introduction of Guests
- II. Approval of Minutes of Previous Meeting
- III. Suffolk County Budget Review Office Presentation
- IV. Finance Committee M. DeLuise
- V. Development Committee R. Beattie
- VI. Building and Grounds Committee R. Beattie
Cell Tower Report N. Gish
- VII. Education & Exhibits Committee G. Oldrin-Mones
- VIII. Executive Director's Report C. G. Hart
- IX. President's Report S. Gittelman
- X. Old Business
- XI. New Business
- XII. Establish Need for Executive Session
- XIII. Adjourn

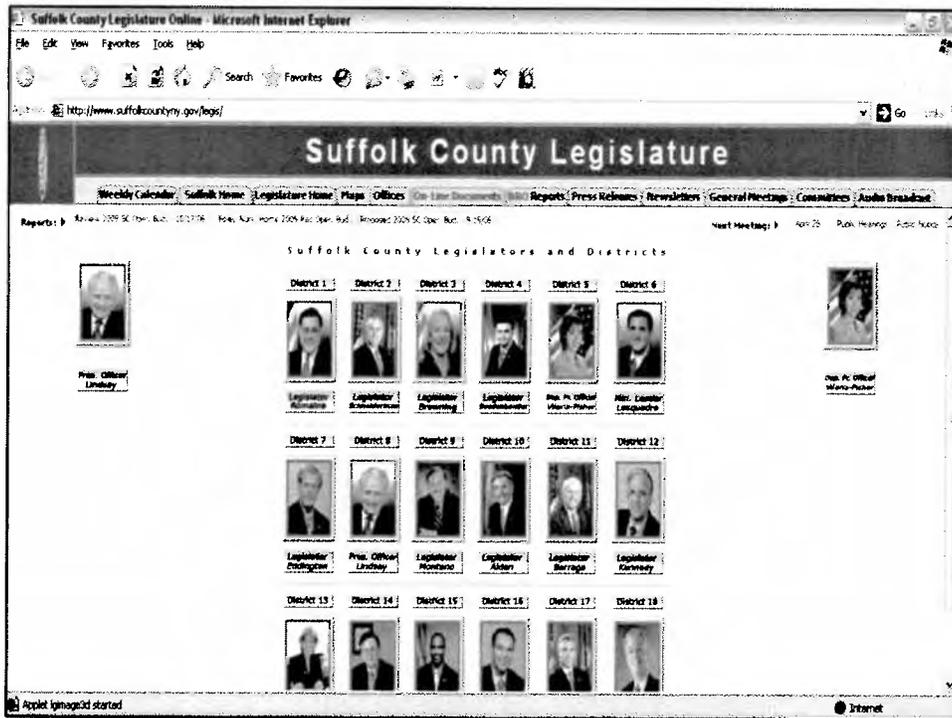


**Presentation to the
Suffolk County
Vanderbilt Museum
Board of Trustees**

Legislative Budget Review Office



The Suffolk County Legislature



The Suffolk County Legislature

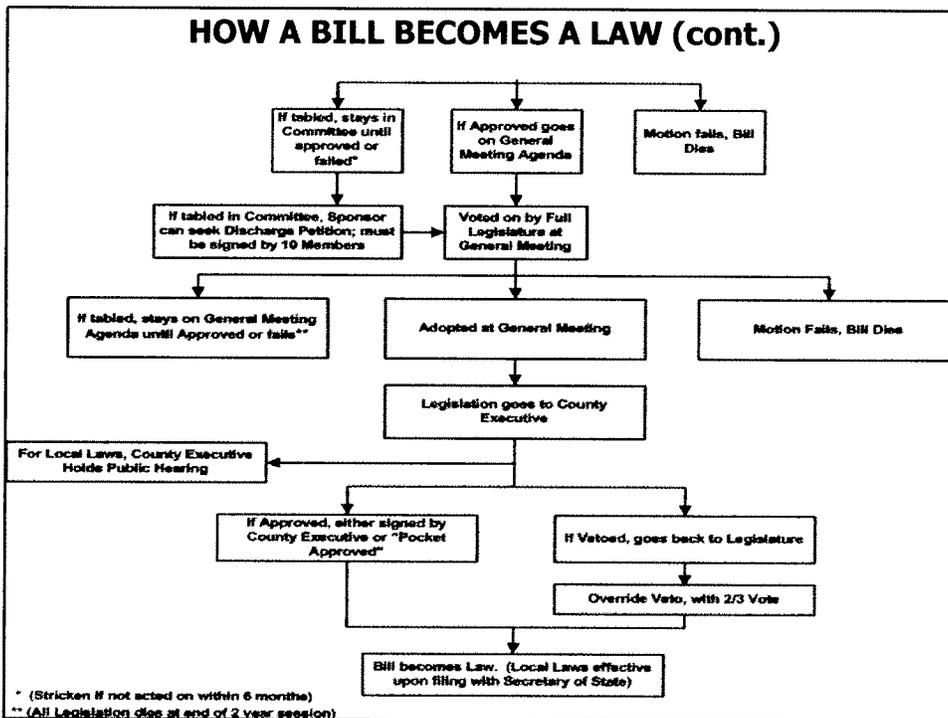
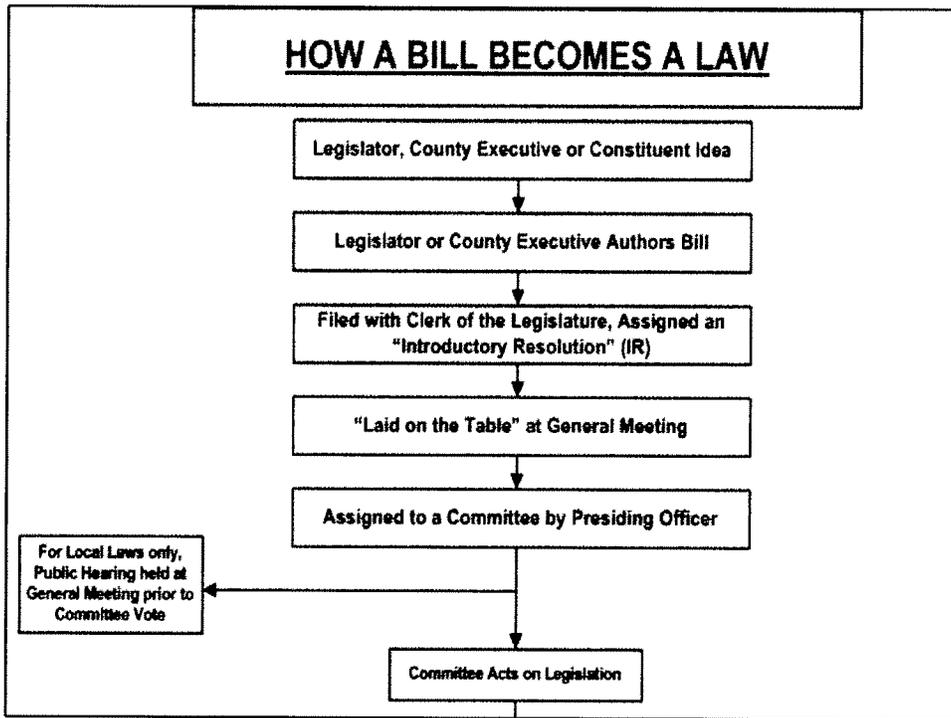
- There are 18 members of the Legislature that serve two year terms of office.
- The Suffolk County Legislature has the sole power and control over the Museum property and has fiduciary responsibility for the Endowment Trust Fund.

The Legislative Process

Resolutions

A *resolution* is a means by which a governing body or other board expresses or takes a particular action. Several types of resolutions may be introduced at Suffolk County Legislature meetings.

- **Authorizing** resolutions deal with a wide variety of programs, issues and concerns requiring the consideration of the Suffolk County Legislature. These resolutions cover the complete spectrum of subjects pertaining to County business. The subject matter of authorizing resolutions is bounded only by the stipulation that the approval of the Legislature is needed or required for further action.
- **Appointing** resolutions are the mechanism by which the Suffolk County Legislature officially designates department heads, commissioners, advisory board members, committee chairpersons and certain County officials and employees as required by the Suffolk County Charter.
- **Accepting and Appropriating** Suffolk County must accept and appropriate all grants received via Legislative resolution.



In 2009, there are 11 Legislative Committees

1. Budget & Finance	2. Consumer Protection
3. Economic Development, Higher Education & Energy	4. Environment, Planning & Agriculture
5. Health & Human Services	6. Labor, Workforce and Affordable Housing
7. Parks & Recreation	8. Public Safety
9. Public Works & Transportation	10. Veterans & Seniors
11. Ways & Means	

The screenshot shows the Suffolk County Legislature website in a Microsoft Internet Explorer browser window. The address bar shows <http://www.suffolkcounty.gov/legis/>. The website header includes the title "Suffolk County Legislature" and a navigation menu with items like "Weekly Calendar", "Suffolk Home", "Legislature Home", "Maps", "Office", "On-Line Documents", "BRO Reports", "Press Releases", "Newsletters", "General Meetings", "Committees", and "Audio Broadcast".

Below the header, a section titled "DOCUMENTS AVAILABLE ON-LINE" contains several sub-sections:

- LAWS:** A search box for "Search the Laws of Suffolk County".
- RECORDS & DOCUMENTS:** A list of links including "Agendas and Packets of Resolutions: 2008 2008", "Budget Amendments: 2002 2008", "Index of LGT Resolutions", "Introduction & Overview", "LCS Action Report", "List of Clerks of the Legislature", "List of Present and Former Legislators", "Lobbyist Information", "Procedure Manuals: 2003 2008", "Rules of the Legislature", and "Vote Messages".
- PROCEEDINGS:** A grid of years from 1869 to 2004.
- LEGISLATION:** A table with dropdown menus for selecting a year and a "Go" button. The table includes:

Introductory Resolutions	2009	Go
Sense & Memorializing Resolutions	2008	Go
Home Rule Messages	2009	Go
- MINUTES OF MEETINGS:** A table with dropdown menus for selecting a year and a "Go" button. The table includes:

General Meetings	2009	Go
Committee Meetings	2009	Go
- BRO REPORTS:** A table with dropdown menus for selecting a year and a "Go" button. The table includes:

2009	2008	2007	2006	2005	2004
------	------	------	------	------	------

The browser's status bar at the bottom shows "Apple iMacG3D started" and "BRO Procedure Manual".

How to Speak before the Legislature

- The public, after filling out a "speaker's card," has the opportunity to address the Legislature for **three** minutes on any topic during the "**public portion**" at the beginning of each Committee and General meeting.
- During official "public hearings" which have set times on the General Meeting agenda (2:30 p.m. for day meetings and 4:30 p.m. for night meetings), members of the public who fill out speaker's cards may address the Legislature on specific resolutions on the agenda. Members of the public are allowed to speak for **five** minutes during **public hearings**.
- Speaker's Cards are available from the Legislative Clerk's Office in the lobby before the meetings. Arrive early, speaking order is first come, first heard. Speakers will address the Legislature from the podium in front of the horseshoe. Speakers will have the opportunity to submit their comments in writing to the Legislative Clerk, please bring 20 copies.

Fiscal Impact Statements (FIS)

- The Suffolk County Charter requires that a fiscal impact statement (FIS) be prepared for each resolution to be considered by the Legislature.
- The Budget Review Office prepares a FIS for resolutions sponsored by a Legislator, while the Executive's Budget Office prepares a FIS for resolutions sponsored by the County Executive.
- The scope of the fiscal impact pertains to the budgetary, programmatic, and financial impact of the resolution.

The Legislative Budget Review Office (BRO)

Legislative Budget Review Office (BRO)

MISSION STATEMENT

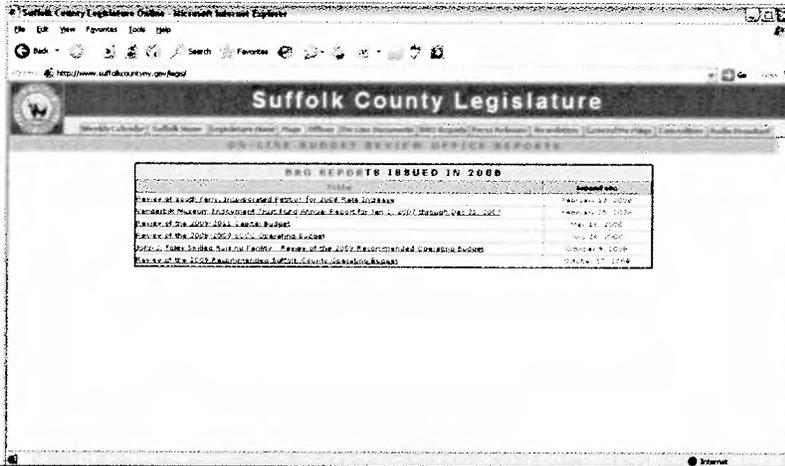
The Budget Review Office is the professional, non-partisan, civil service staff that assists in the function of legislative oversight by reviewing and monitoring the budget for the Legislature.

The Office performs the following functions:

- Reviews and amends, at the request of the Legislature, the operating budget, the capital budget and program and the Community College budget.
- Reviews and analyzes the fiscal impact on the County of all matters, issues, resolutions that come before the Legislature.
- Evaluates and costs out the budget implications of all proposed labor agreements requiring Legislative approval.
- Other duties as delegated by the Legislature and specified by the Suffolk County Charter

The Budget Review Office publishes detailed reviews, available on-line and by request to the office, in the following time frames:

- Review of the Proposed Capital Program & Budget Published in May
- Analysis of the Community College Proposed Operating Budget Published in July
- Review of the Recommended Operating Budget Published in October



Vanderbilt Museum Oversight Committee

Vanderbilt Museum Oversight Committee

- **Resolution No. 1036-2008** created the Vanderbilt Museum Oversight Committee.

As per this legislation the Oversight Committee:

- Shall work with, and act as a liaison to, the Vanderbilt Museum Board of Trustees and the museum's administrators to **analyze new ideas** that will **increase revenues** and **cut costs**.
- Will work to ensure that **new policies** are **implemented** in a **timely fashion** so the County of Suffolk may avoid an unenviable choice between closing the museum or making another large cash transfer to the museum in 2010.
- Send a representative to each meeting of the Vanderbilt Museum's Board of Trustees
- Send a representative to the County Legislature's Parks and Recreation Committee meetings on a regular basis to report on the progress being made by the Vanderbilt Board of Trustees and the museum administrators to increase revenues and eliminate the museum's dependence on income from the maintenance fund

Vanderbilt Museum Oversight Committee (cont.)

The Oversight Committee consists of:

1. the County Executive , or his or her designee;
2. the Chairman of the Suffolk County Legislature Parks and Recreation Committee; or his or her designee;
3. the Presiding Officer of the Suffolk County Legislature; or his or her designee;
4. the Minority Leader of the Suffolk County Legislature, or his or her designee;
5. the Director of the County Legislature's Office of Budget Review; or his or her designee;
6. the Director of the County Executive's Budget Office; or his or her designee

Suffolk County Legislature - Online - Microsoft Internet Explorer

http://www.suffolkcountyny.gov/legis/

Suffolk County Legislature

[Weekly Calendar](#) / [Suffolk Home](#) / [Legislature Home](#) / [Maps](#) / [Offices](#) / [On-Line Documents](#) / [BRO Reports](#) / [Press Releases](#) / [Newsletters](#) / [General Meetings](#) / [Committees](#) / [Audio Broadcast](#)

TRUSTEES: Sarah Anker - Ronald A. Beattie - Lynn Dwyer - Noel Gish - Thomas D. Glascock - Susan Labow - Daniel Oliveira - Dr. Anthony Pecorale - Dr. William Rogers - Arthur M. Sillman, Jr.

SCHEDULE AND MINUTES - BOARD OF TRUSTEES

January 15	February 16	March 16	April 15	May 20
Minutes Available	Minutes Available	Minutes Pending	Minutes Pending	Minutes Pending
June 17	June 25	August 17	September 16	October 21
Minutes Pending	Minutes Pending	Minutes Pending	Minutes Pending	Minutes Pending
November 18	December 23			
Minutes Pending	Minutes Pending			

SCHEDULE AND MINUTES - OVERSIGHT COMMITTEE

February 17				
Minutes Available	Minutes Pending	Minutes Pending	Minutes Pending	Minutes Pending

JURISDICTION

The Board of Trustees of the Suffolk County Vanderbilt Museum has the sole power and control over the development, maintenance and operation of the Suffolk County Vanderbilt Museum and Planetarium and the conduct of its programs and activities, subject only to the contractual conditions under which the county accepted the Vanderbilt bequest.

Capital Program and Budget

Capital Program and Budget

- The Capital Program and Budget is a three to five year planning document which delineates those capital projects which are planned to be undertaken during that time horizon.
- The purpose of having a Capital Program and Budget is to foster planning by the County identifying long term needs and how they will be funded.
- The Capital Program is prepared by the County Executive based upon requests submitted by various county departments. These requests are prepared in January and February of each year and are submitted to the Executive and the Legislature in March.
- The Budget Review Office begins its field work review of the projects requested when the requests are received.
- The County Executive is required by the Charter to submit the proposed Capital Program and Budget by April 15. At that time the BRO begins to prepare a formal report on what is presented on a project-by-project basis.

Capital Program and Budget (cont.)

- BRO provides a detailed report regarding the proposed Capital Program and Budget to the Legislature.
- The Legislature holds committee meetings to discuss the findings in the report and to obtain input from operating departments.
- The Capital Program and Budget is adopted as proposed unless affirmative action is taken by the Legislature to amend it.
- Pursuant to the County Charter the Legislature has until June 30 to amend the Proposed Capital Program.
- Amendments may be requested by the various committees or by individual legislators.
- It is important to note that the *amounts included in the capital budget for the ensuing year are for planning purposes only*. They are not appropriated. Unlike the operating budget, departments are not automatically authorized to expend the amounts included in the capital budget. Instead, funds *need to be appropriated by resolutions*. These resolutions are always accompanied with a bonding resolution as described above, if the appropriations are financed with debt.

Operating Budget

The Operating Budget

The Suffolk County Adopted Operating Budget includes seven columns of information:

1. The **actual** expenditures for the previous year
2. The **adopted** budget for the **present year**
3. The **estimated** budget for the present year
4. A **description** of the item
5. The budget **requested** by the department for the "Budget Year" being considered
6. The budget recommended by the County Executive for the Budget Year
7. The **adopted** Budget for the **upcoming year**

COUNTY OF SUFFOLK ANNUAL BUDGET			DEPARTMENT STATUS OF FUND FUND 708-VANDERBILT MUSEUM			
STATUS OF FUND			STATUS OF FUND			
2007 ACTUAL	2008 ADOPTED	2008 ESTIMATED	COMBINED	2009 REQUESTED	2009 RECOMMENDED	2009 ADOPTED
\$	\$	\$		\$	\$	\$
(268,790)	(322,610)	(374,337)	STATUS OF FUND	(374,337)	(374,337)	0
15,327			Fund Balance, January 1			
2,186,970	2,819,800	2,227,000	Adjusted per Audited Financial Statements	2,318,800	2,318,800	0
			Plus Revenues, Jan. 1-Dec. 31			
1,813,831	2,296,990	1,952,863	Total Funds Available	1,944,463	1,944,463	0
2,187,868	2,296,990	2,227,000	Less Expenditures, Jan. 1-Dec. 31	2,318,800	1,944,463	0
(374,337)	0	(374,337)	Fund Balance, December 31	(374,337)	0	0

*****Excerpt from the 2009 Recommended Operating Budget*****

COUNTY OF SUFFOLK ANNUAL BUDGET			DEPARTMENT STATUS OF FUND FUND 708			
2007 ACTUAL	2008 ADOPTED	2008 ESTIMATED	DESCRIPTION	2009 REQUESTED	2009 RECOMMENDED	2009 ADOPTED
863,882	1,216,380	916,880	DEPARTMENTAL INCOME	972,880	972,880	0
75,114	160,000	90,000	- VAN- 2089 - OTHER MUSEUM EVENTS	90,000	90,000	0
258,850	400,000	265,000	- VAN- 2090 - MUSEUM ADMISSION & SALES	275,000	275,000	0
357,715	400,000	365,000	- VAN- 2091 - PLANETARIUM ADMISSION & SALES	400,000	400,000	0
22,523	40,500	24,500	- VAN- 2093 - GENERAL MEMBERSHIP FEES	30,000	30,000	0
1,400	10,000	1,500	- VAN- 2094 - CORPORATE MEMBERSHIP FEES	2,000	2,000	0
152,200	200,000	160,000	- VAN- 2095 - UNRELATED MUSEUM EVENTS	175,000	175,000	0
1,363,160	1,489,880	1,317,880	USES OF MONEY & PROPERTY	1,346,880	1,346,880	0
180	200	800	- VAN- 2401 - INTEREST AND EARNINGS	800	800	0
55,281	105,000	65,000	- VAN- 2455 - MINOR SALES - OTHER	70,000	70,000	0
46,140	100,000	50,000	- VAN- 2705 - GIFTS AND DONATIONS	75,000	75,000	0
1,200,000	1,200,000	1,200,000	- VAN- 2755 - ENDOWMENT & TRUST FUND INCOME	1,200,000	1,200,000	0
857	3,780	1,200	- VAN- 2770 - OTHER UNCLASSIFIED REVENUES	1,000	1,000	0
2,166,970	2,619,560	2,227,000	TOTAL	2,318,800	2,318,800	0

*****Excerpt from the 2009 Recommended Operating Budget*****

M - Mandated S-Split between Mandated and Discretionary

COUNTY OF SUFFOLK
ANNUAL BUDGETSTATUS OF
FUNDS FOR 2009

2007	2008	2008		2009	2009	2009
ACTUAL	ADOPTED	ESTIMATED	DESCRIPTION	REQUESTED	RECOMMENDED	ADOPTED
2,187,858	2,296,990	2,227,000	702 - VAN - 7450 - Van/DetMR Maint & Protection	2,318,900	1,944,463	0
2,187,858	2,296,990	2,227,000	TOTAL FOR FUND 702	2,318,900	1,944,463	0

*****Excerpt from the 2009 Recommended Operating Budget*****

The Operating Budget (cont.)

- Suffolk County's operating budget **provides** funding on a yearly basis for all non-capital costs, such as personnel, equipment, supplies and other consumables.
- **Primary sources of revenue** for the County include real property taxes, sales taxes, state and federal aid, and interest on investments.

BRO Operating Budget Responsibilities

During its review of the operating budget, BRO is responsible for:

- ✓ Determining if the expenditures and revenues contained in the budget are sound
- ✓ Determining if the budget is consistent with legislative policy
- ✓ Determining if the budget conforms to existing laws
- ✓ Determining if the recommendations included in the budget support the County Executive's budget narrative
- ✓ Proposing alternative expenditures of funds based on legislative initiatives
- ✓ Proposing reductions or increases to revenue or expenditure lines based upon analysis

Operating Budget Timeline

• **Late May & June:**

Operating **budget requests are prepared** by County departments and forwarded to the County Executive's Budget Office and BRO.

• **August:**

The County Executive holds **two public hearings** on the proposed operating budget prior to submission of the budget to the Legislature.

• **On or Before the Third Friday in September:**

The County Executive submits a recommended operating budget to the Legislature.

Operating Budget Timeline (cont.)

• Mid October:

- ✓ BRO publishes its review and analysis of proposed operating budget.
- ✓ After BRO's analysis is complete, the Legislature holds committee meetings to discuss the Report's findings and recommendations and to obtain departmental input.
- ✓ Amendments to effect line item changes may be requested by the various committees or by individual legislators. Omnibus resolutions may be requested which amend many line items contained in the budget.
- ✓ The County Legislature holds two public hearings on the proposed operating budget.

• Late October:

- ✓ Resolutions proposing amendments of the recommended operating budget are prepared.

Operating Budget Timeline (cont.)

• Not Later than November 10th:

- ✓ The Legislature adopts an operating budget and sends it to the County Executive for approval.
- ✓ If the Legislature does not adopt a budget on or before the 10th day of November, or the 52nd day after the County Executive has actually submitted the proposed budget, the recommended budget submitted by the County Executive is deemed adopted.
- ✓ The County Executive may approve the operating budget as submitted or may veto one or more of the amendments to the budget passed by the Legislature.
- ✓ If the Executive approves the Legislature's changes, the amended document becomes the Adopted Budget immediately upon the County Executive's approval.

Operating Budget Timeline (cont.)

- ✓ If the County Executive vetoes one or more budgetary amendments, the amendments are returned to the Legislature.
- ✓ The County Legislature may reconsider the amendments and, if the Executive's veto is overridden by affirmative vote of 2/3 of the total membership within 15 days of the date returned, the amendments become effective.

Amending the Adopted Operating Budget

- The **Legislature** can amend the Adopted operating budget **four times during the fiscal year**; resolutions modifying the operating budget may be laid on the table at the first regular legislative meeting in **February, May, September** or **December**.
- Amendments can be submitted by the **Executive at any time**.
- Amendments can include such modifications as the transfer of funds from one appropriation to another, the creation or abolishment of a position, or the appropriation of unanticipated revenues.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SUFFOLK
AND THE TRUSTEES OF THE
VANDERBILT MUSEUM

MOU Between County and Museum

- ✓ Governs the monthly distribution of funds from the County General Fund to the Museum during 2009
- ✓ Not to exceed \$100,000 per month and \$800,000 in total
- ✓ Funds must be used exclusively for the Museum's operating budget
- ✓ Requires the Museum to submit cash flow analysis by the 15th of each month
- ✓ Requires the Museum to submit its business plan by **June 30, 2009**
- ✓ Requires the Museum to file quarterly financial reports to the Legislature and Executive, the first of which is due by the end of April
- ✓ Within 30 days from execution of the MOU (**March 27, 2009**) the Museum present a detailed timeline for the installation of the new star projector
- ✓ Museum must issue an RFP for on-site catering by **May 31, 2009** with final recommendations by December 31, 2009

Laws of Suffolk County

Chapter 184

Vanderbilt Museum, Suffolk County

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Suffolk County Legislature

DOCUMENTS AVAILABLE ON-LINE

LAWS

Search The Laws of Suffolk County

RECORDS & DOCUMENTS

- [Handbook and Records of Resolutions: 2002-2008](#)
- [Budget Amendments: 2009-2008](#)
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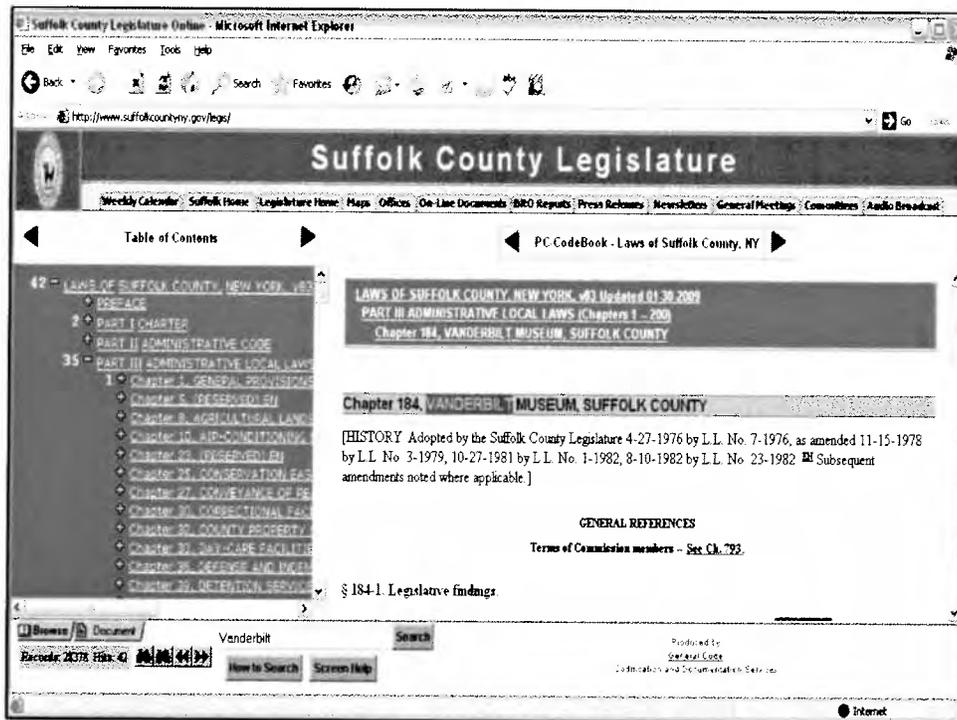
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Chapter 184, Vanderbilt Museum, Suffolk County

§ 184-1. **Legislative findings**

§ 184-2. **Power and control of County Legislature and Board of Trustees**

§ 184-3. **Designation of operating agency; appointment of personnel**

§ 184-4. **Trustees to prepare budget and report of financial operations; function of Commission as liaison.** [Amended 11-12-1986 by L.L. No. 35-1986; 2-10-1987 by L.L. No. 7-1987]

§ 184-5. **Appointment and term of Director and other employees.** [Amended 7-8-1986 by L.L. No. 21-1986; 10-28-1986 by L.L. No. 30-1986; 11-12-1986 by L.L. No. 35-1986]

§ 184-6. **Legislative history of the establishment of the Commission.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-7. **Membership of Commission.** [Amended 11-12-1986 by L.L. No. 35-1986; 3-10-1987 by L.L. No. 9-1987]

Chapter 184, Vanderbilt Museum, Suffolk County (cont.)

§ 184-8. **Status of employees.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-9. **Employees not part of civil service.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-10. **Source of property; conditions of acceptance.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-11. **Declaration of ownership; operational control; disposition of income.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-12. **Declaration of support.** [Amended 11-12-1986 by L.L. No. 35-1986]

§ 184-13. **Name of museum.** [Added 11-12-1986 by L.L. No. 35-1986]

§ 184-14. **Self-insurance program.** [Added 9-14-1993 by Res. No. 683-1993]

Laws of Suffolk County

Chapter 793

**Suffolk County Vanderbilt Museum
Commission Membership**

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Chapter 793, SUFFOLK COUNTY VANDERBILT MUSEUM COMMISSION MEMBERSHIP

[HISTORY Adopted by the Suffolk County Legislature 3-10-1987 by Res. No. 226-1987 Amendments noted where applicable.]

GENERAL REFERENCES

Suffolk County [§ 256-25](#) Museum - [Sec. Ch. 184](#).

§ 793-1. Ratification of terms.

The above-described appointments and allocations to particular terms on the Suffolk County [§ 256-25](#) Museum Commission are hereby reaffirmed and ratified. [§ 2](#)

§ 793-2. Numbering of Trustees; terms. [Last amended 4-29-2008 by Res. No. 256-2008]

The member or the positions currently or immediately currently held by the below named individuals shall hereafter

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Chapter 793, Suffolk County Vanderbilt Museum Commission Membership

§ 793-1. **Ratification of terms.**

§ 793-2. **Numbering of Trustees; terms.** [Last amended 4-29-2008 by Res. No. 256-2008]

§ 793-3. **Continuation in office.**

§ 793-4. **Vacancies.**

§ 793-5. **Successors.**

Suffolk County Vanderbilt Museum Board of Trustees

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2009 VANDERBILT MUSEUM

Meetings will be held in the Vanderbilt Museum Planetarium Lobby,
180 Little Neck Road, Centereport, NY 11721
2009 meetings are scheduled to start at 7:00 P.M. on the days listed below

MEMBERSHIP

PRESIDENT: Dr. Steven Gittelman - **1ST VICE PRESIDENT:** ---- - **2ND VICE PRESIDENT:** Matthew Swinson
EXECUTIVE DIRECTOR: Carol Hart-Ghersi
TREASURER: Michael B. DeLuise - **SECRETARY:** Gretchen Oldrin-Mones
TRUSTEES: Sarah Anker - Ronald A. Beattie - Lynn Dwyer - Noel Gish - Thomas D. Glascock -
 Suzan Lohow - Daniel Olivieri - Dr. Anthony Paronale - Dr. William Rogart - Arthur M. Sillman, Jr.

SCHEDULE AND MINUTES - BOARD OF TRUSTEES

January 15 Minutes Available	February 16 Minutes Available	March 18 Minutes Pending	April 15 Minutes Pending	May 20 Minutes Pending
June 17 Minutes Pending	July 15 Minutes Pending	August 19 Minutes Pending	September 16 Minutes Pending	October 21 Minutes Pending
November 18 Minutes Pending	December 23 Minutes Pending			

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Suffolk County Vanderbilt Museum Board of Trustees

- As per Chapter 184-2, the Board of Trustees of the Suffolk County Vanderbilt Museum has the sole power and control over the development, maintenance and operation of the Suffolk County Vanderbilt Museum and Planetarium and the conduct of its programs and activities, subject only to the contractual conditions under which the county accepted the Vanderbilt bequest.
- The Suffolk County Legislature appoints the 15 members of the Suffolk County Vanderbilt Museum Commission to four year terms of office.
- Vacancies, other than by expiration of term, are filled by the County Legislature for the unexpired term.
- Members of the Board of Trustees are *not* reappointed unless they have attended at least 75% of the regular and/or special meetings held by the Board. (Absences due a death in the immediate family, or by a verifiable illness are not counted)

Suffolk County Vanderbilt Museum Board of Trustees (cont.)

Members appointed or reappointed to the Board demonstrate:

- Relevant, previous, personal commitment to public education or expertise in a subject matter area reflected in the collection strength of the Suffolk County Vanderbilt Museum, including but not limited to history and natural history of Suffolk County, with particular emphasis in those areas directly affecting the collection of the museum and/or the historic and natural resources of Suffolk County historic trust and/or the Suffolk County nature preserve trust as per Article I of the Suffolk County Charter;
- A widely recognized and acknowledged record of cultural affairs philanthropy or related voluntarism; or
- At least five years' prior experience in fundraising for charitable, nonprofit organizations.

Expectations of the Board of Trustees

Members of the Board of Trustees play an **important** role in:

- 1. Fundraising**
- 2. Setting policies for the operation of the Museum**
- 3. Selecting the Executive Director**
- 4. Determining the Museum's mission**
- 5. Planning for the Museum**
- 6. Approving Budgets**
- 7. Establishing financial controls**
- 8. Ensuring that adequate resources are available to advance the museum's mission**

Expectations of the Board of Trustees (cont.)

According to the American Association of Museum's (AAM),

- Good governance is the foundation that enables a museum to succeed.
- The effective operation of a museum is based on a well-functioning governing authority that has a strong working relationship with the museum director. In fact, to be eligible to participate in the AAM Accreditation Program, a museum must have a full-time director to whom authority is delegated for day-to-day operations.
- Together, the governing authority and director set the direction of the museum, obtain and manage the resources needed for it to fulfill its mission, and ensure that the museum is accountable to the public.

Expectations of the Board of Trustees (cont.)

A traditional model of museum governance is a board that deals with policy and fundraising, and a staff that operates the museum in accordance with board policy as interpreted by the director.

- Formal communication between the Board and Museum staff is through the Director.
- The Museum staff operates the Museum in accordance with Board policy as interpreted by the Director.
- The Board Chair and Director work collaboratively with the Board chair leading the Board and the Director leading the staff.
- The director has the authority to act independently and oversee the day-to-day operations while the governing authority uses its time to make decisions that steer the institution.

Expectations of the Board of Trustees (cont.)

- Service on the Museum board is an important volunteer activity that offers an opportunity to make a difference to the Museum, its patrons, the community, and to the larger Museum field.
- The Board is only as good as its members and leadership, its understanding of the Museum and its priorities, and its understanding of the mission and how it is carried out.
- To keep both new and seasoned members of the Board motivated, it is important to keep the culture of the Board positive, functional, facilitated efficiently, with lively debate that results in an outcome that is in line with the mission of the Museum.

Standing Committees of the Board of Trustees

- ✓ Finance
- ✓ Buildings and Grounds
- ✓ Collections and Interpretation (Education)
- ✓ Community Relations
- ✓ Planning
- ✓ Nominating
- ✓ Development
- ✓ Audit
- ✓ Personnel

Standing Committees of the Board of Trustees

(As per the By-Laws of The Suffolk County Vanderbilt Museum)

- The Chairman of each committee, with the exception of the Nominating Committee, is appointed by the President of the Board of Trustees with the approval of the Board of Trustees.
- Members of each committee, with the exception of the Nominating Committee, are appointed by the Committee Chairman.
- Committees can keep the Museum moving in the period between scheduled meetings of the Board and can empower trustees to use their time wisely. They can also help to spread the workload of the Board.
- Before establishing a standing committee, the Board should consider:
 - Why is this committee needed?
 - How will it improve the Museum or the Board's performance?
 - Would a task force with a specific charge, focused agenda, and a limited time frame better fulfill the need?



DRAFT

REQUEST FOR PROPOSAL PACKAGE

FOR

FOOD SERVICES & CATERING

AT

THE VANDERBILT MUSEUM

Dear Proposer,

The ***Vanderbilt Museum*** is seeking the most qualified caterer and food service vendor to submit a proposal that promotes and maintains the prestige of the museum. Obviously financial considerations will be given great weight. We will look for a sound proposal that is creative and practical. It is absolutely imperative that you familiarize yourself with the physical appointments of the museum.

We look forward to your suggestions as to how this partnership can maximize its potential for both parties.

Sincerely,

NOTICE TO PROPOSERS

Request for Proposals (“RFP’s”) for Food Services & Catering at the ***Suffolk County Vanderbilt Museum.***

Please send proposal to:

Suffolk County Vanderbilt Museum

180 Little Neck Road

Centerport, NY 11721

Attn: Carol Ghiorsi Hart

Proposers may be required to make an oral presentation and arrange for the ***Vanderbilt*** Representatives to visit locations presently serviced by the proposer. It is highly recommended that the proposer visit the ***Vanderbilt*** in conjunction with the preparation of their proposal.

INTRODUCTION

The Suffolk County Vanderbilt Museum – a unique combination of mansion, marine and natural history museum, planetarium and park – is dedicated to the education and enjoyment of the people of Long Island and beyond. This mission shall be achieved through the thoughtful preservation, interpretation and enhancement of the Eagle’s Nest estate as an informal educational facility. Exhibition and program themes focus upon Long Island’s Gold Coast Era and upon William K. Vanderbilt II’s desire that his marine, natural history, and ethnographic collections promote appreciation and understanding of the marvelous diversity of life, other cultures, and scientific knowledge.

The Suffolk County Vanderbilt Museum is located in Centerport, New York on William K. Vanderbilt II’s spectacular 43 acre, “Gold Coast” estate. Acquired in 1947, the museum opened in 1950. Vanderbilt’s will stipulated that the estate was to be dedicated to the “education and enjoyment of the public” and “enhanced” as a museum. A planetarium was built by the county in 1970. The facility is the legacy of a man with the resources to conduct collecting expeditions worldwide. The great-grandson of railroad tycoon Cornelius Vanderbilt, William K. collected natural history specimens, ethnographic artifacts, fine and decorative arts. Today’s museum is accredited by the American Association of Museums and listed on the National Register of Historic Places.

As a public institution, the museum offers visitors the opportunity to pursue Vanderbilt’s passion – to discover personal interests for the pure pleasure of learning. Today, the museum sponsors a wide variety of public programs that promote an appreciation for the marvelous diversity of life on our planet.

PERSONNEL

A. STAFFING

1. All employees must be direct employees of the company and covered by all Insurance.
2. Contractor should submit a company organizational chart depicting the corporate structure. Line and staff positions should be noted, including specific management staff assigned to the *Vanderbilt*.

B. TRAINING AND DEVELOPMENT

1. Information should be submitted about labor and training and development practices. This should include but not be limited to:
 - a) Copy of employee rules and regulations (employee handbook or equivalent)
 - b) Forms, checklists, systems and procedures should be submitted to indicate how personnel are trained and supervised to insure that the highest level of performance are provided to the *Vanderbilt*.

C. PERSONNEL

1. All management/supervisory and hourly employees will be responsibility of the contractor.
2. Contractor shall employ and supervise sufficient labor and management for the efficient operation of all services.
 - a) All personnel shall comply with all federal, state and local regulatory agencies requirements pertaining to equipment and chemical handling procedures.
3. All personnel shall be adequately and properly trained to perform assigned tasks.
4. All contractor's employees shall be required to comply with all rules, regulations and the code of conduct of the *Vanderbilt*.
5. The contractor agrees to comply with all federal, state, and local laws and regulations including but limited to those pertaining to non-discrimination in hiring and employment practices.

6. The contractor shall bear financial responsibility for vandalism or loss attributable to acts of omissions of its employees on all equipment and property.
7. The contractor shall promptly notify the **Vanderbilt** of any anticipated labor, employee or supplier problem or any other circumstance that could adversely affect operations. Services shall be provided continually during any labor disturbance.
8. Discrimination Clause
 - a) The contractor agrees: that in hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor sub-contractor, nor any person acting on behalf of such contractor or sub-contractor, shall by reason of race, creed, color, sex, age, physical disability or national origin discriminate against anyone who is qualified and available to perform the work to which the employment relates:
and
 - b) That no contractor, sub-contractor, nor any person on his behalf, shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on the basis of race, creed, color, sex, age, physical disability or national origin.

D. INSURANCE

1. The contractor shall procure and maintain during the period of the contract, the insurance described, and in the amounts specified below:
 - a) Certificate or form demonstrating compliance with these terms must be submitted to the **Vanderbilt** upon execution of contract for housekeeping and maintenance management. Subcontractors must supply certificate with similar coverages.
 - b) Comprehensive General liability Insurance with limits of \$1,000,000 each person and \$5,000,000 aggregate each occurrence as respects personal injury, including death, and \$1,000,000 as respects property damage for:
 1. Premises and Operations
 2. Products, Chemical and Equipment
 3. Contractual liability for the liability assumed by the company.

- c) Comprehensive Automobile Liability Insurance with limits of \$1,000,000 per person and \$2,000,000 aggregate per occurrence for bodily injury, including death, and \$1,000,000 per occurrence for property damage each occurrence as respects property damage for all owned, non-owned and hired vehicles, used by the contractor with this contract. Excess liability coverage (umbrella) is required in the amount of \$5,000,000.
- d) Insurance shall be obtained with a company or companies licensed to do business in New York and acceptable to the **Vanderbilt**. The policies will include a clause stating that the insurance will not be cancelled or reduced without at least thirty (30) days prior written notice to the **Vanderbilt**.
- e) All liability insurance policies shall name the **Vanderbilt** as an additional named insured, and shall include a severability of interest clause with respect to claims, demands, suits, judgements, costs, charges and expenses arising out of, or in connection with, any loss, damage, or injury resulting from negligence or other fault of the contractor, their agents, representative and employees.
- f) The contractor agrees to defend, indemnify and hold the **Vanderbilt** harmless from and against any and all claims, (including death) or damage to property arising out of or in connection with the contractor's performance under the contract.
- g) The contractor shall procure and provide proof of worker's compensation and disability coverage as required by law.
- h) Contractor also agrees to provide at its sole cost and expense, a third party fidelity bond in the amount of \$10,000.00 per employee, which bond shall be obtained from a duly licensed Surety of Bonding company authorized to do business in the State of New York and which shall contain an endorsement for coverage of the client's property and name the **Vanderbilt** as loss payee. The said bond must cover all of Contractor's employees and be filed with the **Vanderbilt** comptroller. Contractor agrees that it will be liable for any property which may be stolen from a branch during a time when the branch is in the sole care, custody and control of its employees. Contractor agrees that it will promptly notify the **Vanderbilt** in the event it receives a notice of cancellation with regard to any of the insurance coverages provided for in this section.

E. SANITATION AND SAFETY

The contractor shall:

1. Notify the **Vanderbilt** immediately, in writing, of any potential violations for which, under the terms of the contract, the **Vanderbilt** carries the responsibility to correct as a result of inspection by the state county authorized health department officials, fire department and other agencies relative to safety requirements.
2. Repair and maintain all equipment to insure safe operation of same in carrying out assignments under this project.

F. OTHER

The Contractor shall:

1. Be responsible for its own labor relations with its employees.
2. Not sublet, assign, transfer or delegate any responsibilities under the contract without prior review and written consent of the **Vanderbilt**.
3. Agree that it is an independent contractor under the terms of the contract with the **Vanderbilt**.
4. Provide at its expense, and retain ownership of all capital equipment necessary to provide services under the contract.
5. Supply all equipment and supplies.

G. FACILITIES

The **Vanderbilt** shall provide:

1. Storage space for supplies and equipment
2. Regular extermination service of all premises
3. Access to premises at times convenient and at the discretion of the **Vanderbilt**
4. Alarm codes and emergency procedures
5. Adequate dumpsters for the removal of waste and trash

PROPOSER'S QUALIFICATIONS STATEMENT

The signatory of this questionnaire certifies under oath the truth and correctness of all statements and of all answers to interrogatories made.

TO: Comptroller
Suffolk County Vanderbilt Museum

BY: _____
(Name of Proposer)

PRINCIPAL OFFICE: _____

IF A CORPORATION, GIVE DATE INCORPORATED: _____

IF A PARTNERSHIP, GIVE DATE OF ORGANIZATION: _____

IF CORPORATION, LIST ALL OFFICERS:

<u>TITLE</u>	<u>NAME</u>	<u>AGE</u>	<u>HOME ADDRESS</u>	<u>PHONE</u>
--------------	-------------	------------	---------------------	--------------

IF PARTNERSHIP, LIST BELOW NAMES, HOME ADDRESS, PHONE NUMBER, AND AGE OF ALL PARTNERS:

<u>NAME</u>	<u>AGE</u>	<u>HOME ADDRESS</u>	<u>PHONE</u>
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PROPOSER'S QUALIFICATION STATEMENT

Company Name: _____

Address _____

Phone No: _____

Principal Name: _____

Address: _____

Phone No: _____

New York State Vendors License No: _____ (Attach copy of license)

Number of employees _____

Number of existing accounts: _____

List the people who will be assigned to service the *Vanderbilt* account:

<u>Name</u>	<u>Title</u>	<u>Duties</u>	<u>Contact #</u>
-------------	--------------	---------------	------------------

1. Proposers must present satisfactory evidence of experience, financial standing and provide the following information:

Brief overall description of company

2. How many years experience in an operation of a similar type as this proposal has your organization had?

3. Have you ever failed to complete any work awarded to you? _____
If so, note where and why.

4. Does your company have any other business affiliations? If so, describe their nature.

5. List the experience of the principal individuals of your organization

INDIVIDUAL'S NAME _____	PRESENT POSITION OR OFFICE	YEARS OF EXPERIENCE	TYPE OF WORK	
			FOR WHICH RESPONSIBLE	IN WHAT CAPACITY

6. Please list at least three customer references of accounts of similar size as the ***Vanderbilt***.

7. Have you ever completed work with a municipality or a public benefit corporation? If so, please provide names of such customers and briefly state fourth a description of work performed and the results thereof.

8. Bank References:

9. Have there been any complaints filed against your company with the Better Business Bureau, or Department of Consumer Affairs? If yes, please explain.

10. Please describe any litigation to which your company was a party over last three years.

PROPOSAL TERMS AND CONDITIONS

Except where expressly modified or changed in writing, all proposals are subject to the following terms and conditions. Upon issuance of Purchase Orders under this proposal the terms of the proposal shall apply to all such orders.

1. As a portion of the attached contract and pursuant to the provisions of Section 103-a of the General Municipal Law of the State of New York, the parties hereto recognize that upon the refusal of a person, when called before a grand jury, head of a state department, temporary state commission, the organized crime task force in the department of law, or other state agency which is empowered to compel the attendance of witnesses and examine them under oath, to testify concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract:

a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting proposals to or receiving awards from or entering into any contract with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal;

(b) any and all contracts made with any municipal corporation or any public department, agency or official thereof on or after the first day of July, nineteen hundred fifty-nine or with any fire district or any agency or official thereof on or after the first day of September, nineteen hundred sixty, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid; and,

(c) that the proposer, or any firm,

partnership or corporation of which he is or was a member, partner, director or officer, warrants that he has not been disqualified from proposing for refusing to sign a waiver of immunity pursuant to Section 103-a and Section 103-c of the General Municipal Law.

2. PRICES The provisions of the New York State Fair Trade Law (Fed-Crawford Act) and the federal price discrimination law (Robinson-Patman Act) do not apply to purchases made by NROTB.

3. SURETY - In the event that an award is made hereunder, NROTB reserves the right to request successful proposer to post, as soon as within one week, a performance bond for 100% of the amount of the award, as security for faithful performance, with the understanding that the whole or any part thereof may be used by NROTB to supply any deficiency that may arise from any default on the part of the proposer. Such bond must meet all the requirements of NROTB, and be approved by its General Counsel. The proposal specifications may require such bond be posted sooner, or, prior to the receipt of proposals.

4. SAMPLES - Samples, when required, must be submitted strictly in accordance with instructions; otherwise the proposal may not be considered. If samples are requested subsequent to the proposal opening they shall be delivered within five (5) days of the request for the proposal to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the proposer desires their return: the proposer shall also specify the address to which they are to be returned, provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. Samples will be returned at the proposer's risk and expense.

5. AWARD - NROTB reserves the right before making an award to make investigations as to whether or not the items proposed, and the qualifications or facilities offered by the proposer meet the requirements set forth herein and are ample and sufficient to insure the proper performance in the event of an award. The award, if any, will be made to the proposer, who in the sole judgement of NROTB, submits the most fiscally responsible and complete proposal.

6. Cash discounts will not be a factor in determining awards, except in tie proposals. Consideration will be given to the reliability of the proposer, the qualities of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose for which required and the terms of delivery.

7. NROTB reserves the right to reject any and all proposals in whole or in part and to waive technical defects, irregularities and omissions if in its judgment the best interests of NROTB will be served.

8. Unless otherwise indicated herein, NROTB reserves the right to make award by items, by classes, by groups of items, or as a whole.

9. BILLINGS. Billings must be rendered on NROTB claim forms.

10. GUARANTEES BY PROPOSER. Proposer hereby guarantees: (a) To save NROTB, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance hereof of which the proposer is not the patentee, assignee or licensee, and to defend any action brought against NROTB. Such defense shall be subject to the direction of the General Counsel at the proposer's sole cost.

(b) Its products against defective material or workmanship and agrees to repair or replace any damaged products or those marred in transit.

(c) To pay for all permits, licenses and fees and to give all notices and comply with all laws, ordinances, rules and regulations of the city, village, town, or county in which the installation is to be made, and of NROTB and the State of New York.

(d) That it will carry proper insurance as specified herein, and approved by NROTB's General Counsel to protect NROTB from loss in case of accident, fire or theft.

(e) That it will keep itself fully informed of all ordinances, regulations, state and national laws which in any manner affect the work or goods herein specified, and any extra work contracted for by it, and that it will at all times observe and comply with said ordinances, laws and regulations, including all provisions of the Workers' Compensation and Labor

Laws, and agrees to indemnify and save harmless NROTB from loss and liability upon any and all claims on account of any physical injury to persons, including death, or damage to property and from all cost and expenses in suits which may be brought against NROTB on account of such injuries irrespective of the actual cost of the same and irrespective of whether the same shall have been due to the negligence of the proposer or its agents or NROTB or their respective agents.

(f) That the items furnished and/or work performed shall conform to all the provisions of the proposal and this warranty shall survive acceptance, and the use of any material so furnished.

(g) That the proposer is not in arrears to NROTB upon any debt or contract and that the proposer is not in default as surety, contractor or otherwise upon any obligation to NROTB.

(h) That the conflict-of-interest provisions of Article 18 of the General Municipal Law have not been violated.

11. LABOR LAWS and ANTI-DISCRIMINATION. (1) Attention is directed to the following provision of the Labor Law of the State of New York applicable to the employment of labor within the State of New York involved in the manufacture of materials, equipment or supplies specified in the proposal, which shall be conformed to by the Contractor. DISCRIMINATION PROHIBITED-The Contractor agrees:

(a) That in the hiring of employees for the performance of this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates, nor discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin, and further agrees that there may be deducted from the amount payable to the contractor by NROTB, under this award, a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of Section 220-e of the Labor Law.

(b) That this contract may be canceled or terminated by NROTB, and all monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of Section 220-e of the Labor Law.

(c) The contractor will include the provisions of clauses (a) and (b) of this section in every subcontract or purchase order in such a manner that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action in

enforcing such provisions of such subcontract or purchase order as NROTB may direct. If the contractor becomes involved in or is threatened with litigation by a subcontractor or vendor as a result of such direction by NROTB, the contractor shall promptly so notify the General Counsel requesting him to intervene and protect the interests of NROTB.

(d) In addition to the foregoing, the proposer agrees to adhere to all other applicable Anti-discrimination and Equal Employment provisions of State or Federal Law.

12. ASSIGNMENT-The contractor is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this contract or of his right, title, or interest therein, or his power to execute such contract, to any other person or corporation without the previous consent in writing of the officer, board or agency awarding the contract, in accordance with Section 109 of the General Municipal Law.

13. NROTB will not be responsible nor liable for any shipment or delivery of any materials, supplies, or equipment without its express written instructions or a valid purchase order.

14. Each and every provision of any law and clause required by law to be inserted in this contract shall be deemed to be inserted herein, and the contract shall be read and enforced as though it were included herein.

15. No agreements, changes, modifications or alterations shall be deemed effective nor shall the same be binding upon NROTB unless in writing and signed by NROTB or the duly designated representative thereof. No proposal will be considered unless the instructions followed herein.

AFFIDAVIT FOR CORPORATION

STATE OF NEW YORK)

)

SS.:

COUNTY OF _____)

On the _____ day of _____, 20____, before me personally came
_____, to me known, who, being by me sworn, did
depose and say he resides at _____,
_____; that he is the _____ of _____,
the corporation described in and which executed the above instruments; and that he signed his
name thereto by order of the Board of Directors of said Corporation.

Sworn to before me this _____ day

of _____, 20____

Notary Public

AFFIDAVIT FOR INDIVIDUAL

STATE OF NEW YORK)

)

SS.:

COUNTY OF _____)

On the _____ day of _____, 20____, before me personally came
_____, to me known, who, being by me sworn, did
depose and say he resides at _____,
_____; that he is the _____ of _____,
the corporation described in and which executed the above instruments; and that he signed his
name thereto by order of the Board of Directors of said Corporation.

Sworn to before me this _____ day

of _____, 20____

Notary Public

EXEMPTION FROM TAX STATEMENT

TO WHOM IT MAY CONCERN:

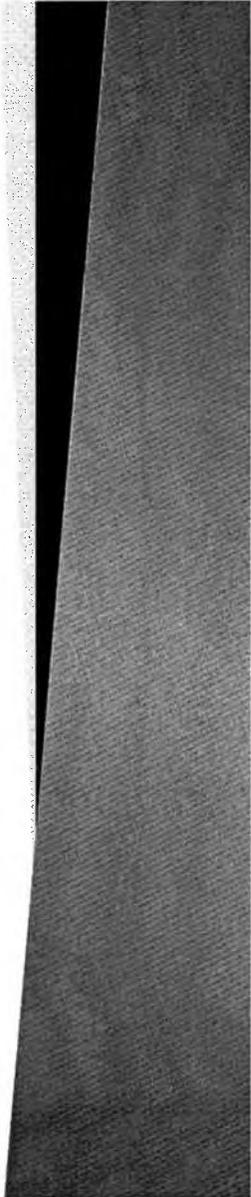
Suffolk County Vanderbilt Museum is a public benefit corporation organized under the laws of the State of New York and as such, is exempt from sales and compensatory use taxes for any sale or amusement charge by or to it, in accordance with Article 28, Section 1116 (a) (1) of the State of New York Tax Law. This statement is furnished, in lieu of a tax exemption certificate, in accordance with the provisions of Article 28, Section 1132 (c) (1) of the State of New York Tax Law.



Strategic Planning Committee

Members:

Sarah Anker
Ron Beattie
Mike DeLuise
Lynn Dwyer
Noel Gish
Gretchen Oldrin Mones



Where We Are

Negative: Obviously In Troubled Times

- Not Only because of Endowment Issues. Also:
Wedding events are down significantly due to perception that we would not be open
Admissions might be down for the same reason
School revenue might suffer the same consequence



Positives:

- ▶ The institution is a unique treasure that can't be lost
- ▶ We have extremely dedicated and loyal staff and volunteers
- ▶ We have support from Suffolk County



Strategic
Planning
Committee

Where We Want To Be

- ▶ Regain our self-sustainability
- ▶ Continue, then expand our educational mission
- ▶ Continue, then expand the exhibit experience
- ▶ Make The Vanderbilt a destination location





Strategic
Planning
Committee

How We Want To Get There

- ▶ Short Term: Plug the Leaks / Stabilize
- ▶ Mid Term: Plan Recovery
- ▶ Long Term: Implement Recovery





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Short Term: Plug the Leaks / Stabilize

- ▶ Trustee Spring Membership Drive (see handout)
- ▶ General Membership Drive
- ▶ Continuation of Current Fundraising (i.e., Star Program, etc.)
- ▶ Increase Grant Contributions
- ▶ Increase Admissions
- ▶ Increase Event Income
- ▶ Develop Strategic Plan
- ▶ Develop Branding and Consistent Message



Through intensive publicity



Strategic
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Committee

Trustee Spring Membership Drive

- ▶ Asking each Trustee for 30 people they know who might want to join
- ▶ Emphasize that these should not be prospective members who might have the means for a sponsorship of some sort (unless the Trustee feels that this would be a good means to introduce "The Vanderbilt" to the individual)
- ▶ 14 Trustee's x 30 contacts = 420 letters
- ▶ 10% success rate = 42 memberships @ \$75
 - ▶ \$3,150





Strategic
Planning
Committee

Marketing Plan Development

▶ Tom Curran / Curran Corporate Design / Bellport, NY

- Branding
- Improve Awareness Through Publicity and Advertising
- Voluntary Post-Visit Surveys (gauge visitor opinions and possibly contact info. - chance to win membership for participation)
- Web Site Optimization & Revenue
- Enewsletters
- Improve Admissions Package and Visiting Experience (better pamphlet with map and better signage)
- Corporate Sponsorship Kit
- Website Revenue (i.e. banner advertising, etc.)
- Improved event promotion (on-site and off-site)





Strategic
Planning
Committee

Mid Term: Plan Recovery

- ▶ **Expand Fundraising Efforts**
 - Continue and Expand Fundraising from Short Term Phase
 - Corporate Sponsorships
 - Gala
 - Naming Rights
 - Bench Sponsorships
 - Selling Memorial Bricks
 - Website Revenue (i.e. banner advertising, etc.)
- ▶ **Complete Strategic Plan**
- ▶ **Establish Relationships with Vendors (i.e. catering, bookstore, etc.)**





Strategic
Planning
Committee

Long Term: Implement Recovery

UNDER DEVELOPMENT





May 1, 2009

Trust E. Friend
Address1
Address2
City, State, Zip

Dear Trust,

As a Trustee for The Vanderbilt Museum in Centerport, Long Island, NY, I wanted to take this opportunity to invite you to be a member in this fine institution. You might be familiar with The Vanderbilt from years past but, like the story of the recently uncovered *della Robbia* "Madonna and Child" (see story on the reverse side of this letter), I encourage you to rediscover this treasure of our Long Island community.

There are many jewels in this treasure that we call "The Vanderbilt". You can stroll the beautiful grounds and scenic vistas located on Northport Bay. You can tour the beautiful "Gold Coast" mansion of William K Vanderbilt II with a marvelous collection of art and artifacts collected by Mr. Vanderbilt during his numerous and extensive worldwide expeditions. Summer weekend tours are guided by people in period costumes who will take you back to the era of the Gold Coast mansion including "Willie's" 1928 chauffer-driven limo. Did you know that The Vanderbilt has one of the largest collections of marine specimens in the world? You can visit the two-floor Marine Museum to see many of these specimens in an exhibit that houses a vast collection of sea life also collected during Mr. Vanderbilt's travels. You can see many more specimens in the North American wildlife exhibit including a 32 foot whale shark that is also one of the largest taxidermy specimens in the world. We even have an Egyptian mummy on display. If going back to the Gold Coast Mansion era wasn't far enough for you, you can visit our dinosaur exhibit! If that's not far enough back in time for you, you can look back light years by seeing one of the many shows in our planetarium.

Membership in The Vanderbilt is an excellent value that should be seriously considered. For \$75, two adults and four children can visit the museum as many times as you want during your year-long membership. Repeat visits are important not only because the grounds offer different glimpses as the seasons change, but also because of many events that we host.

Thanks for considering membership in The Vanderbilt Museum. We have included a membership form on the back of this letter that you can simply fill out and return to the museum with payment. You'll receive a membership kit in the mail or you can pick it up at the museum, if you like. If you have any questions, please feel free to call me. I look forward to seeing you at The Vanderbilt.

Sincerely,

SUFFOLK COUNTY VANDERBILT MUSEUM
Treasurer Report
February 2009

Revenue	Actual February	Budget February	VARIANCE
Admission	\$59,540	\$69,000	(\$9,460)
Membership	4,892	3,333	\$1,559
Museum Store	5,528	8,000	(\$2,472)
Special Events	19,087	7,000	\$12,087
Suffolk County Funds	0	45,500	(\$45,500)
Endowment	45,500	66,666	(\$21,166)
Site Use	6,555	2,000	\$4,555
Donations & Gifts	10,147	6,666	\$3,481
Other General	233	0	\$233
Total Revenue	151,482	208,165	(\$56,683)
Expenses			
Salaries & Wages	66,678	81,666	(\$14,988)
Benefits	16,576	25,000	(\$8,424)
Maintenance & Equip	3,888	9,166	(\$5,278)
Insurance	6,971	6,250	\$721
Professional	23,084	21,666	\$1,418
Museum Store	1,229	5,000	(\$3,771)
Telephone	2,264	2,333	(\$69)
Utilities	12,624	18,000	(\$5,376)
Supplies, Programs, Gala	7,541	6,500	\$1,041
General Expenses	2,130	5,000	(\$2,870)
			\$0
Total Expenses	\$142,985	\$180,581	(\$37,596)
Excess/ Deficiency	\$8,497	\$27,584	(\$19,087)

MEMORANDUM OF UNDERSTANDING

between the

COUNTY OF SUFFOLK

and

THE TRUSTEES OF THE VANDERBILT MUSEUM

THIS MEMORANDUM OF UNDERSTANDING made and entered into as of the date (“**the Effective Date**”) on which this Memorandum is last executed by the Parties hereto, between the **COUNTY OF SUFFOLK**, a municipal corporation having its principal place of business at 100 Veterans Memorial Highway, Hauppauge, New York 11788 (“**County**”), acting through its duly constituted **County Legislature** (“**Legislature**”) and **Office of the County Executive** (“**Executive**”), and the **Trustees of the Suffolk County Vanderbilt Museum** (“**Museum**”), an educational corporation duly incorporated by the New York State Board of Regents, having its principal place of business in Centerport, New York 11721.

WHEREAS, William K. Vanderbilt, in his will, bequeathed to the County his estate in Centerport, Town of Huntington, State of New York, together with all real property, furnishings, exhibits, works of art, artifacts, and memorabilia; and

WHEREAS, the Vanderbilt Will also provided certain monies to support the Museum’s operations (“the maintenance fund”); and

WHEREAS, pursuant to Section 184-2 of the SUFFOLK COUNTY CODE, the Legislature has sole power and control over the Museum property and maintenance fund; and

WHEREAS, the Board of Trustees of the Museum has sole power and control over the development, maintenance and operation of the Museum; and

WHEREAS, since the Museum’s inception, income from the maintenance fund, admissions sales and other sources has supported the Museum’s operations; and

WHEREAS, the Museum’s maintenance fund was severely impacted by a downturn in the nation’s markets in 2008 and, as a result the Museum will receive little income from the maintenance fund in 2009; and

WHEREAS, the 2009 Suffolk County Operating Budget provides for an eight hundred thousand dollar (\$800,000) transfer from the County's General Fund to the Vanderbilt Museum to support the Museum's operations; and

WHEREAS, the parties wish to formalize an agreement to govern the distribution of General Fund monies to the Vanderbilt Museum in 2009 and to develop a business plan in order to restore the Museum's fiscal independence in 2010;

NOW THEREFORE, the parties hereby agree as follows:

1. TERM

This Memorandum of Understanding shall commence on the effective date and continue through December 31, 2009.

2. COOPERATION

The Museum shall cooperate with, and respond in a timely manner to, the Vanderbilt Museum Oversight Committee ("Oversight Committee"), established via Resolution 2047-2008, and the Legislature's Parks and Recreation Committee.

3. DISTRIBUTIONS TO THE MUSEUM

- a. The Museum must submit a monthly cash flow analysis by the 15th day of each month to the Suffolk County Treasurer, the Presiding Officer of the Legislature, the Legislature's Office of Budget Review, the Chairperson of the Legislature's Parks and Recreation Committee, the Suffolk County Comptroller and the Executive's Budget Office, as stipulated in Resolution 870-2008.
- b. Distributions from the General Fund will be based upon the Museum's monthly cash flow analysis and shall not exceed \$100,000 in any month.
- c. The appropriate monthly distributions to the Museum shall be jointly agreed upon by the Legislature's Office of Budget Review and the Executive's Budget Office.
- d. The County reserves its right to suspend payments from the General Fund to the Museum in the event the Museum fails to comply with any provision of this agreement.

4. BUSINESS PLAN

- a. The Executive Director of the Museum and the President of the Museum's Board of Trustees must appear before the Legislature's Parks and Recreation Committee no later than June 30, 2009 to submit a formal written business plan demonstrating how the Museum will replace the County's 2009 distribution in fiscal year 2010.
- b. The business plan must include, at a minimum, a detailed summary of expenditure reductions and revenue enhancements along with a financial summary of the policies implemented to date by the Museum and its Board of Trustees to address its immediate financial needs. The plan must verify that the Museum will continue to operate the number of hours and the programs identified in the business plan, with an allowance for increased hours if the Museum develops cost-effective programs. Additionally, the Museum shall establish in the business plan a path to self-sustainability, with detailed attendance and financial projections. The Legislature, by procedural motion, shall determine if the plan submitted by the Museum is acceptable.
- c. In the event the Museum does not submit an acceptable business plan, all General Fund distributions will cease until such time as the Museum submits an acceptable plan to the Committee.

5. USE OF FUNDS

- a. Distributions from the General Fund to the Museum must be used exclusively for the general operating budget of the Museum and cannot be used for capital improvements.
- b. General Fund distributions to the Museum cannot be used by the Museum to generate a year-end operating budget fund balance in excess of \$20,000.
- c. The Museum must remit any fiscal year 2009 operating budget fund balance in excess of \$20,000 to the County, as determined by their official audited financial statements.

6. SALARIES

The Museum shall not approve any salary increases for its employees during the term of this Memorandum.

7. PERSONNEL, SERVICES AND CONSULTANT CONTRACTS

Prior to entering into any personnel, service or consulting contract after the effective date, the Museum shall notify the Oversight Committee of its intention to enter into such a contract.

8. QUARTERLY FINANCIAL REPORTING

The Museum shall submit quarterly reports to the Suffolk County Treasurer, the Presiding Officer of the Legislature, the Legislature's Office of Budget Review, the Chairperson of the Legislature's Parks and Recreation Committee, the Suffolk County Comptroller, and the Executive's Budget Office describing its current fiscal status. The quarterly report shall also describe any additions or deviations from the final business plan.

9. MUSEUM SUBJECT TO AUDIT

The Museum's books and accounts shall be subject to audit by the Suffolk County Department of Audit and Control.

10. TIMELINE

Within 30 days from the execution of the Agreement, the Museum will present to the Suffolk County Legislature and the County Executive a detailed timeline for the installation and re-opening of the planetarium with the new Star projector.

11. CATERING AGREEMENT

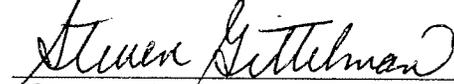
The Museum shall develop and issue a Request for Proposals (RFP) for on site catering no later than May 31, 2009. By December 31, 2009 the Museum will advise the Oversight Committee of the responses to the RFP, and provide a recommendation for action on the RFP with a cost/benefit analysis to support their recommendation.

12. CELL PHONE TOWER

Any lease, license or contract for wireless communication service through an appropriate structure on the Museum property shall be subject to approval by the County.

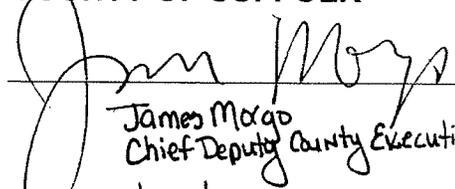
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the effective date:

**TRUSTEES OF THE SUFFOLK
COUNTY VANDERBILT MUSEUM**

By: 
Steven Gittelman
Chairman, Board of Trustees

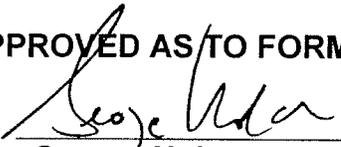
Date: 3/26/09

COUNTY OF SUFFOLK

By: 
James Morago
Chief Deputy County Executive

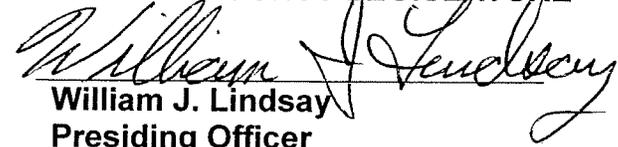
Date: 3/27/09

APPROVED AS TO FORM

By: 
George Nolan
Counsel to the Legislature

Date: 3-27-09

SUFFOLK COUNTY LEGISLATURE

By: 
William J. Lindsay
Presiding Officer

Date: 3-26-09

Approved Budget

SUFFOLK COUNTY VANDERBILT MUSEUM TREASURER REPORT FOR THE YEAR ENDING 2009

	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	PROJECT	BUSINESS	DOLLAR
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR END	PLAN	VARIANCE				
REVENUE																			
EARNED INCOME																			
Admissions	37,753	81,000	60,000	87,000	63,000	47,000	69,000	70,000	31,000	45,000	51,000	30,000	671,753	675,000	(3,247)				
Membership	2,180	2,666	2,666	2,666	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	30,000	32,000	(2,000)				
Museum Store	1,646	12,000	9,000	9,000	9,000	4,800	3,800	4,100	3,500	2,800	5,000	3,000	67,646	70,000	(2,354)				
Special Events	356	1,500	3,000	3,000	2,000	2,000	8,500	9,500	40,000	4,000	5,000	10,500	89,356	90,000	(644)				
Endowment	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,100,000	1,200,000	(100,000)				
Site Use	5,585	7,000	8,000	8,000	20,000	14,000	25,000	31,000	35,000	6,000	6,000	5,000	170,585	170,000	585				
Donations & Gifts	7,384	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,837	71,551	70,000	1,551				
Other General	45	150	150	150	150	150	150	150	150	150	150	150	1,695	1,800	(105)				
Total Earned Income	54,949	210,149	188,649	215,649	202,650	176,450	214,950	223,250	218,150	166,450	175,650	157,154	2,204,100	2,308,800	(104,700)				
EXPENSES																			
Salaries & Wages	73,493	74,608	74,608	74,608	74,608	74,608	74,608	74,608	74,608	74,608	74,608	74,612	894,185	895,300	(1,115)				
Benefits	23,900	26,583	26,583	26,583	26,583	26,583	26,583	26,583	26,583	26,583	26,583	26,587	316,317	319,000	(2,683)				
Maintenance & Equip.	2,069	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	81,819	87,000	(5,181)				
Insurance	6,800	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,837	81,967	82,000	(33)				
Professional	17,357	39,583	39,583	39,583	39,583	39,583	39,583	39,583	39,583	39,583	39,583	39,587	452,774	475,000	(22,226)				
Museum Store	2,725	5,000	2,225	5,000	3,950	2,950	2,750	2,450	1,100	2,775	2,400	1,400	34,725	35,000	(275)				
Telephone Communi.	2,891	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,666	2,674	32,225	32,000	225				
Utilities	17,249	20,000	19,000	15,000	15,000	16,000	20,000	20,000	20,000	20,000	16,000	18,000	216,249	217,000	(751)				
Supplies, Prgm, Ball	2,473	6,500	6,000	9,000	8,000	8,000	10,000	12,000	25,000	8,000	10,000	11,000	115,973	116,500	(527)				
General Expenses	757	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,163	46,590	50,000	(3,410)				
Total Expenses	149,714	193,190	188,915	190,690	188,640	188,640	194,440	196,140	207,790	192,465	190,090	192,110	2,272,824	2,308,800	(35,976)				
Excess / Deficiency of Revenue	(94,765)	16,959	(266)	24,959	14,010	(12,190)	20,510	27,110	10,360	(26,015)	(14,440)	(34,956)	(68,724)	0	(68,724)				



SUFFOLK COUNTY VANDERBILT MUSEUM BUSINESS PLAN FOR THE YEAR ENDING 2009

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	BUSINESS PLAN
REVENUE													
Admissions	33,000	69,000	64,500	91,500	67,500	51,500	73,500	74,500	35,500	49,500	55,500	34,500	700,000
Membership	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	40,000
Museum Store	4,000	8,000	10,000	10,000	10,000	5,800	4,500	4,400	3,500	2,800	4,000	3,000	70,000
Special Events	1,000	7,000	7,000	7,000	6,000	6,000	6,000	8,000	45,000	5,000	8,000	14,000	120,000
Suffolk County Funds		45,500											
Endowment	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	45,500
Site Use	5,000	2,000	2,000	2,000	17,000	5,000	12,000	12,000	12,000	6,000	8,000	66,666	800,000
Donations & Gifts	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	100,500
Other General													80,000
Total Earned Income	119,665	208,165	160,165	187,165	177,165	144,965	172,665	175,565	172,665	139,965	152,165	145,685	1,956,000
EXPENSES													
Salaries & Wages	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	980,000
Benefits	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Maintenance & Equip.	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	110,000
Insurance	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
Professional	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	260,000
Museum Store	3,000	5,000	2,225	5,000	3,950	2,950	2,750	2,450	1,100	2,775	2,400	1,400	35,000
Telephone Communi.	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,000
Utilities	15,000	18,000	17,000	14,000	14,000	15,000	19,000	18,000	19,000	19,000	15,000	17,000	200,000
Supplies, Prgm., Gala	3,000	6,500	6,000	9,000	8,000	8,000	8,000	12,000	23,000	9,000	8,500	9,000	110,000
General Expenses	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
Total Expenses	172,081	180,581	176,306	179,081	177,031	177,031	180,831	183,531	194,181	181,856	176,981	178,509	2,158,000
Excess / Deficiency of Revenue	(52,416)	27,584	(16,141)	8,084	134	(32,066)	(8,166)	(7,966)	(21,516)	(41,891)	(24,816)	(32,824)	(202,000)

SUFFOLK COUNTY VANDERBILT MUSEUM TREASURER REPORT FOR THE YEAR ENDING 2009

	ACTUAL JANUARY	ACTUAL FEBRUARY	BUDGET MARCH	BUDGET APRIL	BUDGET MAY	BUDGET JUNE	BUDGET JULY	BUDGET AUGUST	BUDGET SEPTEMBER	BUDGET OCTOBER	BUDGET NOVEMBER	BUDGET DECEMBER	PROJECT YEAR END PLAN	BUSINESS YEAR END PLAN	DOLLAR VARIANCE
REVENUE															
EARNED INCOME															
Admissions	37,753	59,540	64,500	91,500	67,500	51,500	73,500	74,500	35,500	49,500	55,500	34,500	695,283	700,000	(4,707)
Membership	2,180	4,892	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,337	40,406	40,000	406
Museum Store	1,646	5,528	10,000	10,000	10,000	5,800	4,500	4,400	3,500	2,800	4,000	3,000	65,174	70,000	(4,826)
Special Events	356	19,087	7,000	7,000	6,000	6,000	6,000	8,000	45,000	5,000	8,000	14,000	131,443	120,000	11,443
Suffolk County Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	45,500	(45,500)
Endowment	0	45,500	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,666	66,674	712,168	800,000	(87,832)
Site Use	5,585	6,555	2,000	2,000	17,000	5,000	12,000	12,000	12,000	12,000	8,000	17,500	105,640	100,500	5,140
Donations & Gifts	7,384	10,147	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,674	84,199	80,000	4,199
Other General	45	233											278		278
Total Earned Income	54,949	151,482	160,165	187,165	177,165	144,965	172,665	175,565	172,665	139,965	152,165	145,685	1,834,601	1,956,000	(121,399)
EXPENSES															
Salaries & Wages	73,493	66,678	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	81,666	956,839	980,000	(23,161)
Benefits	23,900	16,576	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	290,476	300,000	(9,524)
Maintenance & Equip.	2,069	3,888	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,166	9,174	97,625	110,000	(12,375)
Insurance	6,800	6,971	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	76,271	75,000	1,271
Professional	17,357	23,084	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	21,666	257,109	260,000	(2,891)
Museum Store	2,725	1,229	2,225	5,000	3,950	2,950	2,750	2,450	1,100	2,333	2,400	1,400	30,954	35,000	(4,046)
Telephone Communi.	2,891	2,264	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,337	28,489	28,000	489
Utilities	17,249	12,624	17,000	14,000	14,000	15,000	19,000	18,000	19,000	19,000	15,000	17,000	196,873	200,000	(3,127)
Supplies, Prgm,Bail	2,473	7,541	6,000	9,000	8,000	8,000	8,000	12,000	23,000	9,000	8,500	9,000	110,514	110,000	514
General Expenses	757	2,130	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	52,887	60,000	(7,113)
Total Expenses	149,714	142,985	176,306	179,081	177,031	177,031	180,831	183,531	194,181	181,856	176,981	178,509	2,098,037	2,158,000	(59,963)
Excess / Deficiency of Revenue	(94,765)	8,497	(16,141)	8,084	134	(32,066)	(8,166)	(7,966)	(21,516)	(41,891)	(24,816)	(32,824)	(263,436)	(202,000)	(61,436)