

FCPA - Resident Curator Program Development Project Team  
December 14, 2015, 6:30 p.m.  
Fairfax County Park Authority Board Rooms  
Meeting Minutes

**Facilitator:** Denice Dressel, Park Authority Resident Curator Project Manager

**Members Present:**

Brian Williams, FCPA	Denice Dressel, FCPA	John Burns, ARB	Michael Thompson, PAB
Christopher Daniel, ARB	Elizabeth Crowell, FCPA	Judith Pedersen, FCPA	Robert Beach, Hist. Com.
Cindy Walsh, FCPA	Elise Murray, Hist. Com.	Leonard Clark, RM	Daniel Robinson, OCA
Connie Weyant, FMD	Janet Burns, FCPA	Linda Blank, DPZ	Joanne Kearney, Prod. Svc.

Call to order: 6:33 p.m.

Opening and Welcome

- Ms. Dressel thanked everyone for being in attendance and accommodating the modified schedule and location.
- Ms. Dressel thanked Dr. Crowell for acting as Secretary.

Administrative Items

- Discussion/Approval of Agenda – The agenda was amended to accommodate a presentation from Joanne Kearney of FCPA Production Services. There were no objections. -
- Minutes from November’s meeting were approved without remark -
- 2016 Meeting Schedule was included in the meeting packet. Invitations for upcoming 2016 Project Team meetings will be sent out in the New Year. -
- The next meeting of the Resident Curator Program Development Project Team will be held at 6:30p.m., January 25, 2016 in the Fairfax County Government Center Conference Rooms 9 & 10, 12000 Government Center Pkwy.
- BOS and PAB Update – The Not-In-Package (NIP) item updating the Board of Supervisors on the RC Project Team’s progress is being reviewed in the Director’s Office and should be sent soon. The Park Authority Board will be updated on the Resident Curator Program during their regular meeting on January 13, 2016.

New Business

- Marketing Committee Update – The marketing committee did not hold a regular meeting in December. However, Joanne Kearney from Production Services presented six (6) logo concepts for branding the RC program and three (3) versions of a rack card for promoting the program to the public. All were met favorably by the Project Team. A consensus seemed to be forming around the logo which uses the window detail from Turner Farm and the dark blue and burgundy colored brochure. The marketing subcommittee will review the rack card text and logo designs at their next meeting.
- Financial Committee Update – The financial committee has received a figure for annual maintenance per square foot for all FCPA buildings of \$4.25 as a basis for the curator maintenance credit calculation. The Committee also received Utility Expense reports for the last five to seven years for most of the properties. A subset of the finance

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committee met with representatives of the Department of Taxation and the County Attorneys' Office to discuss the assessment of real estate property taxes that will be levied on the properties once they are under curator contract.

Old Business

Discussion of Evaluation Team composition and Criteria for Evaluating Curator Applications: Ms. Dressel opened the discussion by explaining that the document had been revised, per last meeting's discussion, to use broader categorical language for the Evaluation Team positions. Members of the Project Team suggested further edits:

- Edit to change the order of "commissions, boards, and authorities" to follow the common county lexicon of "boards, authorities, and commissions"
- There was much discussion centered on the need for a qualified Historical Architect or a person with historical architectural knowledge. The Advisory Committee was persuasive in their argument that this position be filled with a professional meeting those qualifications. (At present, this position could be filled by 2 current ARB members or 1 current History Commission member.)
  - Those members of the public who will be serving on the Evaluation Team, will need indemnification
- Remove "Representative from" language from the subject matter expert section
- Add Virginia Department of Historic Resources to the subject matter expert section
- Add "At a minimum" to the Criteria for Evaluation opening sentence

➤ **Motion to approve and adopt the "Evaluation Team and Criteria for Evaluation of Curator Application," with revisions per discussion, was seconded and passed unanimously.**

Meeting Conclusion

Additional comments or input from members:

- The question was raised about the time frame for implementation and when the Project Team's work will be completed. Ms. Walsh responded that we are nearing the end of the program creation/formation phase and the beginning of the implementation phase. At that point, the Project Team will stop its regular meetings and the Evaluation Team will begin its work.
- A request was made for a copy of all the final versions of the documents produced thus far by the Project Team.

Review tasks for upcoming meetings:

- Resident Curator Application Requirements
- Accountability and Inspection Process
- Draft Resident Curator Application

➤ **Adjourn: ~7:40**