



**Minutes of the Board of Directors  
Saturday, March 14, 2020  
By telephone**

**Members Present:**

President – Jean Gilpin  
1<sup>st</sup> Vice-President – Missy Buckingham  
2<sup>nd</sup> Vice-President – Catherine Madden  
Corresponding Secretary – Janet Rosser  
Recording Secretary – Kris Carbone  
Treasurer – Vicky Alexander  
Parliamentarian – Linda Consolvo  
DAL District 1 – Bettie Guthrie  
DAL District 2 – Fran Carden  
DAL District 3 – Anne Harrison Harris  
DAL District 4 – Debbie Lewis  
DAL District 5 – Laura Francis  
DAL District 6 – Debbie Bonnewell  
Conservation and Beautification Committee – Carrie Dorsey  
Development Committee – Sue Rosser  
Finance Committee– Tricia McDaniel  
Artistic Design Committee– Tory Willis  
Historic Garden Week Committee – Tricia Garner  
Horticulture Committee – Wendy Walker  
Restoration Committee– Anne Baldwin  
GCV Executive Director – Lynn McCashin

**Members Absent:**

None

\*Wendy Walker was not present during roll call but later joined the meeting.

**President Jean Gilpin** called the meeting to order at 4:01 p.m.

**Daffodil Day**

Jean thanked everyone for their quick response concerning her email about the cancellation of Daffodil Day because of Coronavirus disease 2019 (COVID-19.) Tory Willis, Artistic Design Chairman, has been working with Adele Smith, Daffodil Day Chairman, in possibly creating a virtual photography show and is encouraging everyone

to take pictures of their daffodils. Lynn McCashin, Executive Director, noted Lewis Ginter Botanical Garden is closed until the end of March, and we will be refunded for our expenses.

### **Historic Garden Week**

Tricia Garner, HGW Chairman, explained HGW's recent history related to COVID-19 and the possibility of cancelling HGW. Tricia noted three HGW district meetings were held this week including the north, south, and east regions. On Tuesday, attendees were in good spirits. By Thursday, there was a dramatic increase in anxiety concerning hosting HGW by some tours. There are two more district meetings scheduled for next week. There was a message sent to the HGW Tour Chairs and club presidents asking for feedback concerning HGW and COVID-19. The following questions were asked:

1. What contracts can be canceled?
2. What deposits have been made, and can they get those returned?
3. What are club members saying?
4. What does the GCV leadership need to consider?

By yesterday at 10:00 a.m., 80 percent of recipients had opened the email and by 4 p.m. yesterday, nine tours had responded. Today, five additional tours have responded. Tricia noted most were very positive in their responses, and they communicated HGW should be canceled because of fears surrounding the COVID-19 situation. Jean communicated not one club felt we should continue with eight responding, "please cancel." Tricia stated holding off on canceling has been considered, but tours have deadlines soon. Jean noted some members feel we are very late in this decision. It was noted the COVID-19 situation is a national crisis, and we need to put our members and guests first. It is important for us to make a decision now. Jean communicated the discussion concerning the Oak Spring Tour will be made after the HGW decision is completed and felt we can contact the estate and discuss rescheduling. Ticket refunding will be something we will work through. It was also noted this is the socially responsible thing to do, and we need to follow the CDC recommendations. Each member was asked to communicate their vote on canceling HGW, and each voted "to cancel."

**Motion: Bettie Guthrie moved to cancel the 2020 HGW. Tory Willis seconded the motion, and the motion carried unanimously.**

Jean communicated the Executive Committee met yesterday and unanimously voted to recommend the cancellation of HGW. Tricia thanked everyone for their support, and thanked Lynn, Jean, and Karen Ellsworth for their hard work.

### **HGW Financials**

Vicky Alexander, Treasurer, presented what possible impact the canceling of HGW could have on the GCV and HGW finances. Historically, the upfront costs for the upcoming year's HGW are taken from the current year's proceeds. This is a concern. Vicky thinks there will be money left from this fiscal year to help with next year's HGW upfront costs.

We can also take money from the Endowment if needed. Vicky, Jean, Lynn, and Tricia have met about the preliminary budget.

Anne Baldwin, Restoration Chairman, communicated the Restoration Committee has been moving forward carefully and has not started any new projects. Poplar Forest and William and Mary can be finished with the current Restoration funds. Jean noted it was a goal of the Restoration Committee at the beginning of Anne's term to finish the five active projects and then take a pause. Jean reinforced that funds are present to finish Poplar Forest and William and Mary.

It was communicated that a policy does not currently exist concerning reimbursing member clubs for their HGW expenses in the event of a cancelation. This is only the second time that HGW has been canceled. Jean stated she hopes that clubs could be reimbursed, but we do not have the financial numbers yet. *Guidebook* advertisers have received the benefit of being seen in this publication, which has been distributed all over the state. Tricia Garner noted each topic associated with HGW will be reviewed as we move forward.

### **HGW Cancelation Communication Timeline**

Tricia Garner reminded everyone about the confidentiality of the Board meeting. Jean has written a letter to the club presidents, and Tricia Garner and Karen Ellsworth have written a letter to the HGW Tour Chairs concerning the HGW cancelation and communication plan. The letters will be sent via email. Jean will also send an email to the entire membership tomorrow morning. Tricia Garner read the Tour Chair's letter and noted this is phase one. A script will be given to the Tour Chairs when speaking to homeowners. The HGW Tour Chairs will be notified in their emailed letter that the following actions will need to be completed within 48 hours:

1. Homeowners need to be notified
2. Local ticket sales need to be halted
3. Places of interest and luncheon venues need to be alerted using the provided script.

The central and west district HGW meetings will now be canceled. Tricia, Lynn, Karen, and Jean have been working since this morning to develop the communication efforts. Jean asked Anne Baldwin to have the Restoration Committee's property liaisons contact the Restoration properties on Monday to let them know of the cancelation. Jean will contact Mr. Rob Allen of Bartlett Trees this evening. The letter to the club presidents and Tour Chairs will also be sent to Board members.

Lynn presented the following timeline and those responsible for communications:

Email Messaging 5:30 – 6:00 p.m.	Ann Heller and Nina Mustard HGW Tour Chair letter emailed Club president letter emailed
10:00 a.m. tomorrow Local Tour Sponsors	Member communication emailed HGW Tour Chairman

Bartlett Trees	Jean Gilpin
Guidebook Advertisers	Terri Lowman and Karen Ellsworth
VA State Parks	Lynn McCashin
Restoration Properties	Anne Baldwin
Media Press Release	Karen Ellsworth
Social Media	Karen Ellsworth, Terri Lowman, and Ann Heller
GCV Website	Ann Heller and Nina Mustard

The Virginia Welcome Centers and Virginia Tourism will receive information next week.

How *Guidebook* advertisers will be managed still needs to be thought through. The books have been distributed. There will be a message for them if they are upset. Jean thought it could be a possibility to salute our advertisers on the GCV website. Lynn felt that we can find ways to highlight them.

Lynn communicated this is not the end of the communication effort. This is only phase one. There may be a conference call scheduled for the HGW Tour Chairs. Tricia Garner asked people not to hesitate to contact her with questions. Jean noted there will need to be a consensus on refunds. There are many ways to handle this, and it needs to be worked out by Monday. Catherine Madden noted that a local Lynchburg institution had to cancel an event and is stating that refunds are available, but please consider donating the cost of the ticket to them during this fragile time. It was suggested the purchased HGW tickets could be used for next year, but Board members did not feel this was a good idea.

Jean communicated we are not at a point to make a decision concerning Founders Day and has asked Missy Buckingham for a hard deadline for each event. This will continue to be evaluated as the situation unfolds.

A virtual HGW tour was suggested, but it was felt that creating a professional product would be very difficult, expensive, and photography is not allowed in the homes. In addition, sites could be reused next year.

Jean thanked the Board for their time. Jean also thanked Tricia Garner, Lynn and Karen for working all week. Jean noted the entire staff at the KVH is amazing, and we should all be proud of them.

The meeting was adjourned at 5:13 p.m.

Respectfully submitted,  
Kris Carbone  
Recording Secretary