

Virginia



CONSERVATION ASSOCIATION

May 2018 Issue Vol. 27, No. 5

The Virginia Conservation Association promotes the care and preservation of cultural materials. The VCA offers education and training for those involved in conservation and provides a forum for discussion of pertinent issues and new developments in the field.



May Meeting!

Please join the VCA at Hollywood Cemetery for a presentation by Andrew Baxter about the Monroe Tomb project from a preservation perspective. See page 3 for more details.

Letter from the President



KATE RIDGWAY, VCA PRESIDENT

Mayday! Mayday! Yup, it's that time again. Time to review your disaster plan. Time to watch the weather to see if that hurricane is going to make its way to the Chesapeake Bay. Time to check the batteries in your flashlights and figure out if you accidentally used your disaster supplies for something else and they need to be replenished.

If you don't have a disaster plan, there is no time like the present! Yes, it is hard to plan for a disaster, but some basics written down can go a long way. I also like to make a disaster plan, physical or mental, for the spaces that I'm in the most often. For me it is my lab. What will I do if there is a fire? A flood? A tornado? Have I gotten my tetanus shot lately? I know that I'm much more likely to step on a rusty nail during the clean up after a disaster than during my normal routine. When was the last time I inventoried my chemicals or updated my Safety Data Sheets?

Keeping yourself and your families safe and taken care of is always the most important thing, but since we also have artifacts and houses to care for, a disaster plan is key. There is a lot to do when planning for a disaster, but if you get even a little bit done every May Day, you are just that little bit more prepared in case the worst should happen. And always know that there are people in the VCA ready, willing, and able to help if disaster strikes, so keep our contact information at the ready, especially during hurricane season! Stay safe!



May Program

Wednesday, May 9, 2018 at 5:30 p.m. at Hollywood Cemetery, Entrance: 412 South Cherry Street, Richmond, VA 23220. Meet at President James Monroe's Tomb.

Please join us Wednesday May 9, 2018 for our last VCA membership meeting of this season! The program will take place at Hollywood Cemetery in Richmond and will feature an exciting lecture from Andrew Baxter about the Monroe Tomb enclosure project.

The return of former President James Monroe's remains to his native state of Virginia in 1858 helped establish Hollywood as a premiere burial site for prominent citizens. Including Monroe, two American presidents, six Virginia governors, two Supreme Court justices, twenty-two Confederate generals and thousands of Confederate soldiers reside at Hollywood cemetery. The program will begin at 5:30pm at the Presidents' Circle followed by refreshments at an overlook area down by the river next to the Palmer Chapel Mausoleum. You may also choose to explore the cemetery on your own beforehand. Our business meeting, which will take place after the lecture will also include elections for new board members; please try to attend or request and absentee ballot. Hollywood Cemetery is graciously allowing us to use their site after hours.

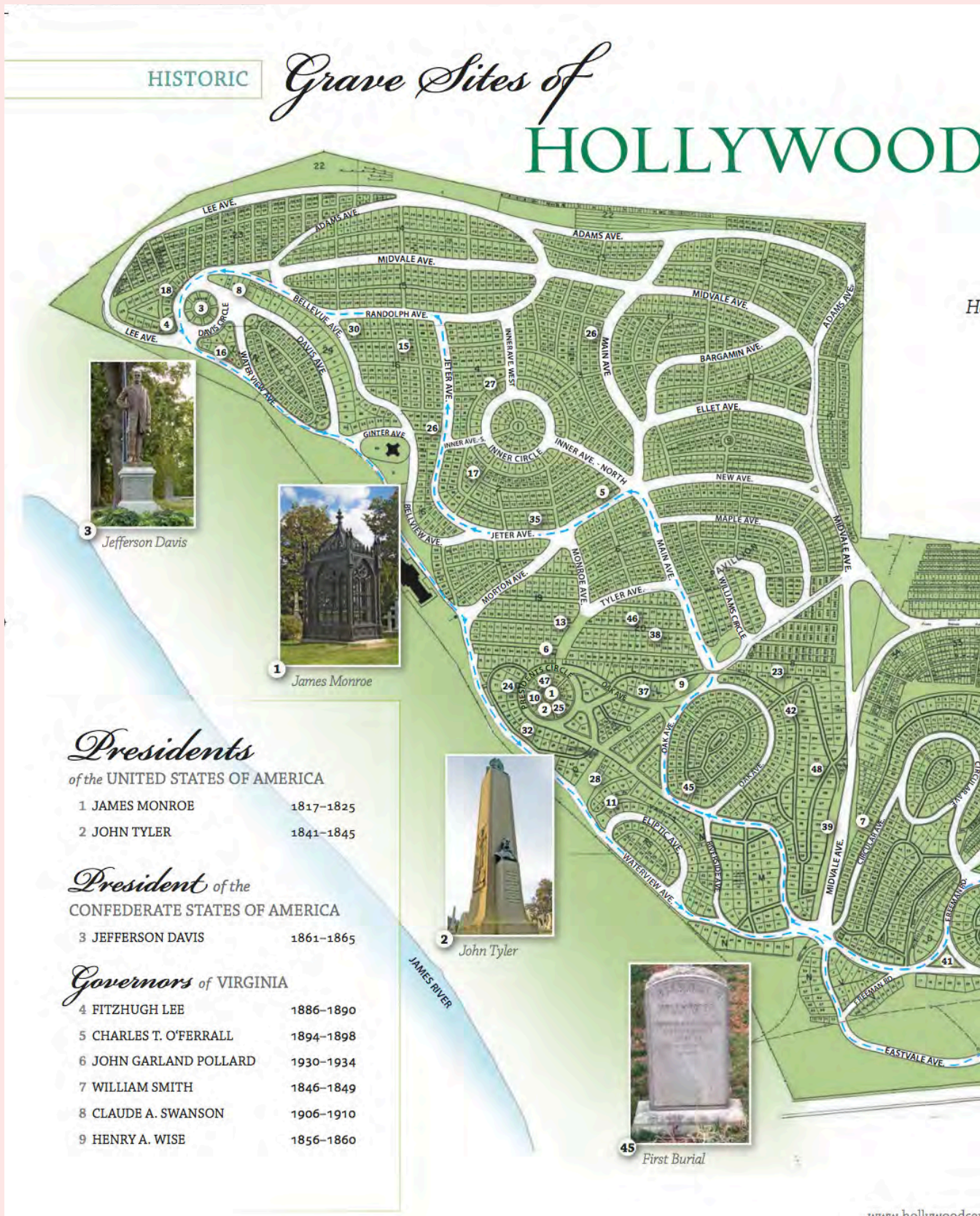
Andrew will speak in front of the monumental cast iron structure that was erected over the tomb in 1859. The enclosure was designed by the architect Alfred Lybrock and cast by the foundry Wood and Perot. Today it is listed on the U.S. National Register of Historic Places and Virginia Landmarks Register.

Andrew Baxter oversaw the 18 month Monroe Tomb project from a preservation perspective. He contracted and worked closely with Robert Chase of Chase Architectural Metal, which was responsible for the hands-on restoration and recasting of certain elements. Andrew's expertise provided preliminary testing results and conservation standards as a consultant to the Commonwealth throughout the treatment. We are grateful to Andrew for his continued support and involvement in VCA and we hope you can all join us to see and hear about this exciting transformation of the so-called "Monroe's birdcage!"

This year we are hoping to offer additional summer programming through an optional field trip likely in July. Stay tuned for more details!

HISTORIC

Grave Sites of HOLLYWOOD



Presidents

of the UNITED STATES OF AMERICA

- 1 JAMES MONROE 1817-1825
- 2 JOHN TYLER 1841-1845

President of the

CONFEDERATE STATES OF AMERICA

- 3 JEFFERSON DAVIS 1861-1865

Governors of VIRGINIA

- 4 FITZHUGH LEE 1886-1890
- 5 CHARLES T. O'FERRALL 1894-1898
- 6 JOHN GARLAND POLLARD 1930-1934
- 7 WILLIAM SMITH 1846-1849
- 8 CLAUDE A. SWANSON 1906-1910
- 9 HENRY A. WISE 1856-1860

CEMETERY

Established 1847 First Burial 1849

Hollywood Cemetery is the final resting place of many notables where visitors can ponder history while strolling through the beautiful grounds.

Summer Hours * 8 a.m. to 6 pm. daily
 Winter Hours * 8 a.m. to 5 p.m. daily

Other Notables

- | | |
|---------------------------|---------------------------------|
| 10 Joseph R. Anderson | 30 John Randolph of Roanoke |
| 11 James J. Archer | 31 John C. C. Saunders |
| 12 Robert H. Chilton | 32 James A. Seddon |
| 13 Phillip St. G. Cocke | 33 William E. Starke |
| 14 Raleigh E. Colston | 34 Walter H. Stevens |
| 15 John R. Cooke | 35 Issac M. St. John |
| 16 J. L. M. Curry | 36 James Ewell Brown Stuart |
| 17 Henry Heth | 37 William R. Terry |
| 18 Eppa Hunton | 38 R. Lindsay Walker |
| 19 John D. Imboden | 39 Alexander W. Weddell |
| 20 Edward Johnson | 40 Ellen Glasgow |
| 21 David R. Jones | 41 Douglas Southall Freeman |
| 22 Samuel Jones | 42 Virginia R. Ellett |
| 23 Thomas M. Logan | 43 James Branch Cabell |
| 24 John Y. Mason | 44 First Confederate Burial |
| 25 Matthew Fontaine Maury | 45 First Burial in Hollywood |
| 26 Hunter H. McGuire | 46 Lloyd Family plot |
| 27 John K. Mitchell | 47 William H. Haxall |
| 28 John Pegram | 48 Justice Peter V. Daniel |
| 29 George E. Pickett | 49 Justice Lewis F. Powell, Jr. |



*Blue dashed line is the suggested Historic Grave Sites route.



Open House

Come spend the evening with Black Creek Workshop at our Spring Open House on May 4th from 4-10pm (263 Industrial Blvd, Ste B, Toano, Virginia 23168). Take a tour of the shop and learn about all of the exciting projects going on at the workshop. Plan on staying for some good food, drink and an old fashion throw down. We'll get the shop all cleaned up don't miss this opportunity to see us at our cleanest. The pop up art show at the fall open house was a huge success so look for updates in the coming weeks on what we have in store for this one. We hope to see you there.

For more information see the event posted on the VCA Facebook page or email blackcreekworkshop@gmail.com



Symposium

Join Ben Lomond Historic Site and the other sites of the Northern Virginia Civil War Graffiti Trail as we learn about the history and preservation of Civil War graffiti during the inaugural Northern Virginia Civil War Graffiti Trail Symposium! Discover the background of Civil War graffiti and learn the technical side from two experts who have uncovered and restored graffiti at historic sites. Writer and teacher Kim O'Connell will explore the history of Civil War graffiti; Architectural Conservatory Chris Mills will discuss the technical side of its conservation; and Conservator and Paint Analysis Kristen Travers Moffitt will discuss her graffiti conservation work at Historic Blenheim. Tours of the Historic Blenheim site, gallery, and house will follow. **Tickets for the symposium are \$15 per person with an optional boxed lunch for \$10. Advanced registration is suggested for seating is limited. Tickets can be purchased online below or over the phone by calling 703-591-6728.**



Trades Fair

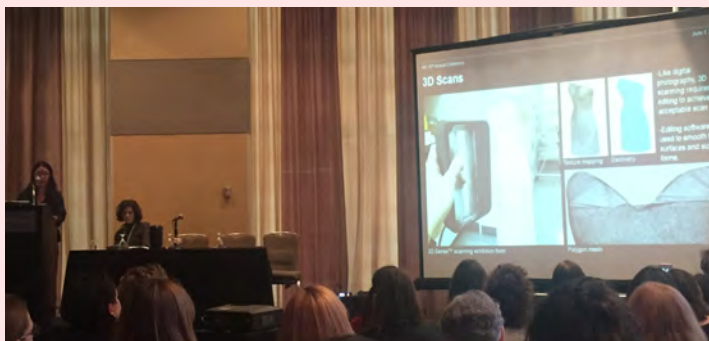
Join Stratford Hall Saturday, May 19 for the annual Traditional 18th-Century Trades Fair! This year's Trades Fair will take place in the West Yard. Just west of the Great House, this is where blacksmithing, carpentry, and other 18th-century trades would have taken place. Step into the 18th Century by exploring the art and artisanship of pre-industrial trades as seen in colonial America, most predominantly, in the Virginia tidewater region. Area craftsmen will be demonstrating blacksmithing, the art of the wheelwrights, tailoring, harness making, and rural carpentry. Stratford Hall staff members will demonstrate basket weaving and candle making. Archaeologists from the Fairfield Foundation will be conducting archaeology demonstrations, answering questions about their ongoing work in the West Yard, and giving kids the opportunity to participate in hands on archaeology activities! **For more information contact Jon Bachman at 804-493-1972 or jbachman@stratfordhall.org.**



March Program

The March VCA meeting took place at the Surry County Historical Society in Surry, VA to discuss the restoration of the deckhouse of the Captain John Smith ferry. The presentation began with a history of the ferry as told by the project architect Bill Fox. The Jamestown/Scotland Ferry system began in 1925 to provide the only automobile crossing of the James River between Hampton and Richmond. The Captain John Smith was built to carry sixteen Model-T Fords on the lower deck with passengers riding above on the upper deck. The ferry was piloted by Captain Albert Jester until 1945 when VA Transit purchased the ferry. The top of the ferry was removed and the lower deck continued to be used as a barge. The deckhouse made its way to Fred Beasley in Portsmouth who put the house on pilings in the Elizabeth River and used it as a cottage. Upon Beasley's death in 1984, the house was abandoned and remained on the pilings until the restoration began. The project was completed by Black Creek Workshop; a firm owned by Ben and Maeve Bristow. Ben spoke about the challenges they faced from the very outset of the project. The deckhouse had been sawed completely in half to allow for its removal and transportation. They also had to contend with 25 years of environmental wear and tear. The restoration proceeded by dismantling most of the structure then making any necessary repairs and reassembling the pieces. The two halves of the deckhouse were perfectly symmetrical, so it was decided to work on one side at a time to avoid confusion of parts. Many clues about the original materials were discovered as work progressed. Fragments of the original floor covering remained and were used to inform the choice to cover the floor in painted canvas. The team also learned on the job about unique features of ferry boat architecture including walls that lean and taper, decks that curve, and windows that drop down into wells. When the two halves of the deckhouse were brought back together, steel supports were put in place to bridge the joins. Approximately 75% of the original material was preserved in the restoration. The deckhouse of the Captain John Smith now sits under its own outdoor pavilion next to the Surry County Historical Society and is open to visitors.

-Submitted by Allison Kelley, pre-program intern, Colonial Williamsburg Foundation



VCA Student Scholarship recipient, Taylor Healy, presenting at AIC's 45th Annual Meeting for the Textile Specialty Group about her internship at the Metropolitan Museum of Art's Costume Institute Conservation Lab

Since this was the first AIC meeting I ever attended, I was glad I could experience it donning two ribbons on my nametag: "first timer" and "speaker". As an incoming NYU Institute of Fine Arts Conservation Center student it was extremely beneficial to participate in this year's American Institute for Conservation, especially with the support of the VCA student scholarship. I was exposed to the various concentrations within conservation as I had not yet declared my own interests. My supervisor at the Metropolitan Museum of Art, Sarah Scaturro, and I co-presented our work on CNC routed forms custom-made for a masterpiece collection of ball gowns for the Textile Specialty Group Session (TSG). Our presentation was one of three presentations dealing with the use of CNC routing in collections care and exhibition. TSG also coordinated a round-table discussion after the three of our presentations. This was extremely beneficial because each presenter was bombarded with endless questions that we were able to answer from different perspectives. Our three processes were radically different, which I hope demonstrated the many applications to CNC routing, and inspired ideas. I am extremely grateful to VCA and the student scholarship for allowing me to participate at AIC and where this experience will lead me in the future.

-Taylor Healy, Graduate Conservation Student, NYU

VCA STUDENT SCHOLARSHIP GUIDELINES

-The Virginia Conservation Association will offer two annual scholarships of \$250 each to be used towards costs associated with furthering education in the field.

Use of funds may include conference or class fees or another related use as approved by the Board. Applicants must be VCA Student Members to apply.

-Applications will be accepted throughout the year and will be approved or declined by the VCA Board during the April and December Board meetings. Successful applicants will be notified within one week of the Board meeting and presented a check within the following 30 days.

-As a condition of the award, recipients will be required to summarize their experience as an article for an issue of the VCA newsletter.

-Applicants are welcome to apply again for consideration in the next year.

Suggestions for applications:

Applications should include a brief, one-page explanation of their proposed use of funds including information on the program, conference, class etc.

Applicants should also explain their interest in conservation and how the VCA scholarship will benefit him or her in pursuing a career in conservation or a directly related field. Expenditures are welcomed but not necessary.

Applications can be mailed to the VCA, P.O. Box 7023, Richmond, VA 23221 or emailed directly to the current Education Committee Chair(s).

The VCA Board would like to congratulate our Program Co-chair **Emily Wroczyński** on her new position as **Assistant Conservator at Whitten & Proctor Fine Arts Conservation**, a Private paintings conservation practice in Houston, TX. Emily graduated in 2016 from Winterthur/University of Delaware Program in Art Conservation, and has spent the last two years as a Marshall Steel Conservation Fellow at Colonial Williamsburg working in the Preventative lab, the Paper Lab & the Paintings Lab and has focused on the wallpaper collection. Emily has made a great contribution to the VCA organizing several successful programs. She will be starting her new position in September.

VCA BOARD MEETING MINUTES
James City County Library
April 11, 2018

ATTENDEES: Kate Ridgway, Kate McEnroe, Dottie Robinson, Maeve Bristow, Jane Hohensee, Deborah Pellmann and via phone Terri Blanchette.

CALL TO ORDER: President Kate Ridgway called our meeting to order at 6:14 pm.

PRESIDENT'S REPORT: Kate Ridgway reported that she is having issues getting in touch with The Monument Avenue Monuments Commission. She will write a letter to them stating our position on the monuments.

VICE PRESIDENT'S REPORT: Kate McEnroe presented the final ballot for the election of Board members at the May meeting. The ballot was approved unanimously by the Board. Changes to the Bylaws were presented, discussed, clarified and approved by the Board. Members will be presented with these changes three weeks prior to a vote (**see bylaws on pages 9-15**). Members will be given an explanation in the Newsletter as to the reasons for these changes.

Kate presented the idea of using a Google Drive folder as a way to archive documents, photos, etc for the VCA. A designated VCA email account would be established to support it. Kate will follow up with this project.

The Miles B. Carpenter Folk Art Museum in Waverly, VA was suggested as a possible recipient of a Helping Hands Project.

TREASURER'S REPORT: There was no report but a budget will be presented for a vote to the members at the May meeting.

COMMITTEE REPORTS:

Web Management: Lorraine Brevig will be taking over the management of the Website.

Programs: Maeve Bristow reported that the May program will be on Wednesday May 9 at Hollywood Cemetery in Richmond. Andrew Baxter will present the program. A summer field trip featuring Architectural Historian Jobie Hill is being explored. The topic of Saving Slave Houses would be studied through research and visiting actual sites.

Education: Terri Blanchette reported that Andrew Baxter's workshop on Metal Patination will be held on May 5, 2018 at Black Creek Workshop. As of April 11, there were 8 participants registered. The possibility of buying insurance to cover the organization during programs and events particularly when non-members are involved was discussed. Terri will shop around and compare plans. The organization will investigate the type and necessity of such coverage and how the cost would be covered.

Membership: Dotty Robinson reported that there are 88 paid members plus 2 pending memberships. There are also 2 members through VAM and 2 complementary memberships to individuals who gave programs.

ANNOUNCEMENTS: The next Board meeting will be in August at a place to be announced.

ADJOURNMENT: Kate Ridgway adjourned the meeting at 7:12

Respectfully Submitted,
Deborah Pellmann, Secretary

Ballot for VCA Board Election 2017

Note: The election will be held during the May 9th Members Meeting at Hollywood Cemetery, Richmond, VA. Send absentee ballots by Monday May 8th to: Nominating Committee, VCA, P.O. 7023, Richmond, VA 23221.

Vice President	
Kate McEnroe (Incumbent), Conservator, Colonial Williamsburg	
Write In	
Secretary	
Deborah Pellmann (Incumbent) Supporter, Ashland	
Write In	
Treasurer	
Christi Barranger (Incumbent), Collector, Richmond	
Write In	
Membership Co-Chair	
Paige Schmidt, Conservator, The Mariners' Museum	
Write In	
Membership Co-Chair	
Suzanne Collins, Conservation Technician and Decorative Painter, Newport News	
Write In	
Programs Co-Chair	
Maeve Bristow (Incumbent), Conservator, Toano	
Write In	
Programs Co-Chair	
Lesley Haines, Conservator, The Mariners' Museum	
Write In	
Publication Chair	
Allison Kelley, Pre-program Intern, Colonial Williamsburg	
Write In	
Webmaster Chair	
Lorraine Brevig, Conservator, Richmond	
Write In	

Thank you to members Fred Wallace and Bill Ivey for serving on the Nominating Committee.

Thank you for making this 2017-2018 season wonderful! See you in September!

BYLAWS OF THE VIRGINIA CONSERVATION ASSOCIATION

VCABYLAWS

ARTICLE I

Section A. Name

The name of the corporation shall be the Virginia Conservation Association (hereinafter the V.C.A.)

Section B. Principal Office

The principal office with its administrative and records functions shall be located in the Commonwealth of Virginia, at such place as the Board of Directors (hereinafter the B.D.) shall designate.

Section C. Fiscal Year

The fiscal year of the V.C.A. shall be from August 1 through July 31 of the following year.

ARTICLE II

Section A. Purposes and objectives

1. The V.C.A. shall be organized as an association of conservators and interested persons working in museums, galleries, archives, libraries, artistic or historic institutions, universities, or in private practice, or professing an interest in the conservation and preservation field.
2. The V.C.A. will be organized and operate exclusively for educational, scientific, literary, or charitable purposes so as to qualify it for tax-exempt status under Section 501 C3 of the Internal Revenue Code of 1954. The V.C.A. shall only conduct activities which are permitted to be conducted by a corporation exempt from federal income tax pursuant to Section 501(a) of the Internal Revenue Code as an organization described in section 509(a)(1),(2), or (3) of the Code (as the case may be), and /or by a corporation, contributions to which are deductible under sections 170 (c)(2), 205(a)(2) or 2522 (a) (2) of the Code.
3. By means of regularly scheduled meetings and special symposia the V.C.A. will provide a forum for the discussion, interchange of information on problems and matters of concern to conservators. The V.C.A. will foster professional contacts and relations among its members
4. The V.C.A. shall publish a newsletter to include notes from meetings, lecture outlines, or summaries, and information on conservation, research, and technical matters relevant to the membership.
5. To promote the on-going training of conservators and practitioners in the conservation field.
6. To disseminate information on conservation and related concerns to interested colleagues, museum professionals in allied fields, and to the general public.

7. To compile and keep current lists of persons in the Commonwealth or elsewhere who may be interested in membership of the V.C.A., or who may wish to support its purposes and objectives immaterial or other ways.

8. Promote official contacts with the American Institute of Conservation of Historic and Artistic Works (AIC), other regional conservation associations in the U.S.A., and at the international level, with the International Institute for Conservation.

ARTICLE II

Section A. Membership

1. All persons who support the objectives of the V.C.A. and are directly or indirectly in the conservation field are eligible for membership.

2. Membership will also be open to non-Virginia residents.

3. There shall be two classes of membership with each having equal voting power. (1) non-student members and (2) student members.

4. The B.D. will determine whether, as a result of unprofessional activities which are contrary to the purposes and objectives of the V.C.A., membership should be discontinued.

5. Guests attending meetings and symposia may be required to pay an attendance fee as determined by the B.D.

Section B. Finances

1. The finances for the V.C.A. shall be derived from dues and guest fees, donations, grants, and other sources, and shall be deposited by the Treasurer in a bank account in the name of the V.C.A. Such deposits will be the basis for the budget of the V.C.A.

2. The budget, as proposed by the B.D., will be presented by the Treasurer at the annual meeting in May for ratification by majority vote of the membership.

3. Expenditures from the bank account shall require the signature of the Treasurer and/or the President of the V.C.A. The Treasurer shall retain and keep up-to-date financial records during the term of office.

4. The bank account, in accordance with budgetary allotments, will pay for meeting costs, e.g., postage, printing, duplicating supplies, refreshments, telephone calls and other related expenses. Under exceptional circumstances, honoraria will be paid guest speakers subject to decision by the B.D.

Section C. Auditing Finances

1. The financial accounts of the V.C.A. shall be submitted to a certified public accountant if the gross receipts exceed \$20,000.00 or on an as needed basis which will be determined by the Board of Directors (B.D.). The accountant will prepare, if applicable, the necessary documentation to the state and federal tax offices.
2. The Treasurer will present the Financial Statement for the fiscal year at an annual meeting in May of the V.C.A.

Section D. Annual Dues (See also Article III - Membership)

1. The annual membership dues shall be proposed by the B.D. and ratified by a majority vote of the membership.
2. The assessed dues shall be payable by the first meeting in September of each fiscal year. A five-dollar late fee may be assessed after that date for renewing members.
3. The timely payment of dues by a member or institute constitutes membership in good standing.
4. All members shall be current in their payment of annual or special assessment of dues. Default in payment after 60 days may result in dismissal from membership.
5. New or returning members who join the VCA between April 1 and July 1 will be given membership that will expire at the first meeting in September of the following year.

ARTICLE IV

Section A. Meetings and Notification

1. The meetings will take place bi-monthly in September, November, January, March and May unless postponement is required.
2. Meetings of the members shall be held at such places as designated by the B.D. not less than four times per annum.
3. Special meetings or symposia or seminars may also be held at less frequent intervals.
4. Announcement of meetings whether of a regular or special nature, will be delivered three weeks in advance together with relevant program, agendas, or voting materials.
5. A portion of each regular meeting will be devoted to V.C.A. business matters, if needed.
6. At the annual meeting in May of the V.C.A., there will be the election of officers to the B.D. At this meeting, reports of the officers will be presented as well as those of the chairpersons of the standing committees.

ARTICLE V

Section A. Board of Directors - Composition

1. The business and program activities of the V.C.A. shall be managed by its elected officers constituting the Board of Directors (B.D.). The B.D. shall exercise all the powers of the V.C.A. and perform all business in a lawful and professional manner. The B.D. shall consist of a President, a Vice President, Secretary, Treasurer, and Chairpersons of Standing Committees, i.e., By-laws, Membership, Program, and Refreshment.
2. The duties of the officers of the B.D. will be to assist and advise the President in administering the business and programs of the V.C.A.
3. No more than five members of the B.D. shall be from a single institution.
4. To the extent possible the B.D. officers should reflect the diversity of the conservation field disciplines and achieve a balance between institutional and private practitioners.

Section B. Board of Directors - Term of Office and Duties

1. President - two years for first term; two years for subsequent terms; remains advisor for one year after completion of term(s). The incumbent is responsible for overseeing and directing the business and program affairs of the V.C.A. This person will delegate responsibilities to the officers, standing committee chairpersons, and appoint new committees. Additionally the President will have the authority to convene an Ad Hoc Disaster Response Team as needed by a state of emergency. The President will be the contact for the Disaster Response Team, and the team will act as liaison between V.C.A. members and museums, institutions, and collectors to provide information and/or assistance in case of emergency.
2. Vice President - two years for first term; two years for subsequent terms. Responsible for assisting the President, presiding in his/her absence in the chairing of meetings and the conducting of the business of the V.C.A. This person will work closely with the Program Committee Chairpersons on the organization of the programmatic content of scheduled meetings. This person will also be responsible for collecting and delivering official V.C.A. materials once a year to the Virginia Museum of History and Culture. Additionally this person will be responsible for preparing the interim format of the by-laws and any final form as approved by the membership. This person will study legal and financial matters impacting the by-laws and provide reports for consideration. Also See Section VI. Section A-Nominating Committee
3. Secretary - two years for first term; two years for subsequent terms. The incumbent of this position will take minutes of meetings including those of the B.D., retain records and files pertaining to all the communication activities of the V.C.A. This person will prepare and send out meeting notices and informational materials not included in the newsletter.

4. Treasurer - two years for first term; two years subsequent terms. The Treasurer will be responsible for sending out dues notices to the membership and to deposit such monies in a bank account in the name of the V.C.A. Other monies received as donations, or fees for special services will likewise be deposited. Expenses authorized by the President and B.D. will be paid out of this account. Checks will require the signature of either the Treasurer or the President. The Treasurer will prepare an annual financial statement for auditing by a designated certified public accountant and will submit a report at an annual meeting in May.

5. Chairperson, Membership Committee – two years, subsequent terms two years. The Chairperson of this committee will receive applications for membership. This person will maintain updated membership lists and send these out from time to time to the membership. Supplementary members, including an elected Co-Chair, may be added to this committee.

6. Chairperson, Program Committee – two years, subsequent terms two years. The Chairperson will be responsible for preparing draft programs for the periodic meetings and also for the annual meeting in May. The final decision as to speakers, program format, and special expenses (if applicable) will be determined by the B.D. The Program Committee will organize lectures, seminars, and informational materials in conformity with the objectives of the V.C.A. – and at venues reasonably accessible to the members. Additional members to this committee may be taken on. Supplementary members, including an elected Co-Chair, may be added to this committee.

7. Chairperson, Refreshments Committee – two years, subsequent terms two years. The Chairperson will be responsible for organizing the necessary refreshments to be available before (or after) the meetings. The cost for such refreshments will be paid out of the V.C.A. account. Normally this chairperson will be a resident in the city where such meetings are held. Supplementary members, including an elected Co-Chair, may be added to this committee.

8. Chairperson, Publications Committee – two years, subsequent terms two years unless membership votes to extend the term of office. The chairperson will be responsible for producing a newsletter containing meeting notices, informational materials and other information pertaining to the V.C.A. Supplementary members, including an elected Co-Chair, may be added to this committee.

9. Chairperson, Educational Programs – two years, subsequent terms two years. The chairperson will be responsible for researching and developing education programs for attendance by the V.C.A. members and other applicants. Supplementary members, including an elected Co-Chair, may be added to this committee.

10. Chairperson, Webmaster Committee – Due to specialized skill required, this position is not required to be filled through nomination; the B.D. may vote to instate a Chairperson with majority vote. Any change to Chairperson status will be shared with the membership. The Chairperson will maintain the V.C.A. Web site. The Web site will contain information pertaining to the V.C.A. and educational information pertinent to the field. The Chairperson may submit for consideration, any further development and implementation of such changes as would benefit the organization by means of its Web site. Supplementary members, including an elected Co-Chair, may be added to this committee.

11. Chairperson, Outreach Committee- two years, subsequent terms two years. The chairperson will be responsible for developing and implementing outreach activities to current or potential partner organizations and institutions, as well as fostering relationships with current and potential partner organizations and institutions. Supplementary members, including an elected Co-Chair, may be added to this committee.

Section C. Absence of Board Members – Alternates

A member of the B.D. may delegate another Board Member as an alternate to take on his/her functions during absence at a members' meeting or other business meeting.

Section D. Election of Officers of the B.D.

1. The officers of the B.D. will be elected at the last regularly scheduled meeting at the V.C.A. for the membership year in question.
2. Any individual member in good standing is eligible for election to office whether on the slate of the Nominating Committee or not.
3. No member shall hold more than one office at a time nor serve more than two consecutive terms in office.
4. If an officer does not perform in a satisfactory manner that person may be relieved of his/her office by 2/3 majority vote of a specially convened meeting of the members.
5. Committees with Co-Chairs shall stagger the election of the Chair and Co-Chair positions, so that the completion of terms will not both occur in the same year. If either of these positions needs to be filled prior to completion of a full term, the elected replacement would only serve through conclusion of the original unfinished term, to maintain the staggered election cycle.
6. The B.D. shall stagger officer turnover such that no more than two thirds of the total B.D. changes in any given cycle.

ARTICLE VI

Section A. Selection of the Nominating Committee

1. The Vice President will chair the Nominating Committee. He/she will facilitate the needs of the Board with the committee.
2. Two members shall be nominated and elected from the floor in January or two meetings before the annual meeting in May at which elections are to take place. While open nominations and election are the preferred means by which a Nominating Committee is to be formed, if this

cannot be accomplished, the V.C.A. Board is permitted to appoint two members to the Nominating Committee.

Section B. Functions of the Nominating Committee

1. Nominations for officers to the B.D. will be solicited from the membership from the floor in addition to written solicitation and received by the Nominating Committee not less than 30 days prior to the vote.
2. Those put forward as nominees will be contacted directly for acceptance or refusal to stand for nomination to the respective offices.
3. A list of candidates shall be prepared for each position to be mailed to members and institutional members alike. Proxy forms will also be available at this time for persons not able to attend the meeting.
4. The election of the officers will be determined from the counting of the ballots and proxies and will be announced at the annual meeting in May, as well as in the newsletter.
5. The newly elected officers will assume their responsibility at the close of business at the final meeting of each fiscal year.
6. If a member of the B.D. resigns prior to the completion of the term of office, a replacement shall be nominated at the first appropriate membership meeting by vote.

ARTICLE VII

Section A. Amendment to the By-laws

These by-laws may be amended or repealed by a majority vote of the members (including absentee postal ballots) at a designated meeting, providing the notice of such changes has been furnished in writing three weeks in advance to the V.C.A. members.

Section B. Amendments to the Articles of Incorporation or other legal entity determined by the V.C.A.

In the event that the V.C.A. is determined to have a special legal, tax or other status at the state (or federal) level, and specific changes are required, then the discussion, consideration, or approval or such changes will be made at a designated meeting. Notice in writing three weeks in advance will be given prior to such a meeting. Again absentee postal ballots will be included in the vote.