



**CHAUTAUQUA INSTITUTION  
BOARD OF TRUSTEES  
Saturday, February 14, 2026  
SCAD, Ivy Hall, Atlanta, GA  
APPROVED MINUTES**

**Trustees Present:**

Laurie Branch, Michelle Adelman, Matthew Benson, Veronica Biggins, Rick Evans, Nancy Gibbs, Karen Goodell, Izumi Hara, Terry Horner, Jr., Steve Messinger, Robert Obee, Richard Osborne, David Pelton, Jill Penrose, Sara Ponkow, Ronald Richard, Sherry Sanger, Mamie Kanfer Stewart, Howard Teibel, Larry Thompson, Lisa Turbessi, Steve Zenczak

**Trustees Absent:**

Paul Hagman, David Peckinpaugh

**Others Present:**

Sebby Baggiano, Kyle Keogh, Dana Lundberg, Debbie Moore, Deborah Sunya Moore, Tim Renjilian, Angela Schuettler, John Shedd, George Snyder, Amit Taneja, Vanessa Weinert

**I. Welcome**

Dr. Branch called the meeting to order and thanked everyone for traveling to the board meeting, and recognized SCAD for the use of their facilities.

**II. Call to Order and Word of Prayer/Reflection**

A moment of prayer and reflection was given by Larry Thompson before getting into the business of the meeting.

**III. Approve Minutes: November 8, 2025**

*Upon a motion duly made and seconded, the Board approved the minutes of November 8, 2025, as distributed.*

**IV. Chair's Report**

Dr. Branch presented the Chair's Report, noting the significant amount of progress made through recent governance and planning work. Dr. Branch expressed appreciation to trustees and staff for their engagement, preparation, and contributions to the Deep Dive sessions and Board work.

**V. Interim Chief Executive's Report**

Mr. Keogh presented a report highlighting ongoing organizational progress, recent operational work, and institutional priorities. The Board discussed the importance of governance discipline, census awareness, mission alignment, and the overall trustee experience. Appreciation was expressed for staff leadership and the quality of work completed.

## VI. Questions for Each Committee and Action Items by Committee

### A. ARB

1. Questions
2. Action Items – None

No questions were raised, and no action items were presented.

### B. Audit

1. Questions
2. Action Items – None

No questions were raised, and no action items were presented.

### C. Budget & Finance

1. Questions
2. Process Various Approvals

The Committee reported that it met on February 13, 2026. Financial matters, including capital and project planning, were reviewed.

A resolution related to the UKG contract was presented.

***Upon a motion duly made and seconded, the Board approved the resolution to renew the UKG Contract as presented.***

### D. Buildings & Grounds

1. Questions
2. Ratify Buildings & Grounds Actions

The Committee reported on pending projects, including the Athenaeum and Patron Housing. The Committee requested that the Board ratify the actions taken by the Committee in establishing the Athenaeum working group together with the Chautauqua Hotel Board and its approval of patron housing projects (condo development, creation of new neighborhood, sale of “fill-in” lots and adding denominational housing) as Ideas worth further development.

***Upon a motion duly made and seconded, the Board ratified the Buildings and Grounds Committee’s actions in establishing the Athenaeum Working Group together with the Chautauqua Hotel Board and its approval of the Patron housing project (condo development, creation of new neighborhood, sale of “fill-in” lots and adding denominational housing) as “ideas” worth pursuing.***

The Buildings & Grounds Committee also requested authority for the Buildings and Grounds Committee to take action on behalf of the Board regarding the location and design of the proposed Lincoln Park garden following public input at the public meeting.

***Upon a motion duly made and seconded, the Board granted the Buildings and Grounds Committee the authority to act on behalf of the Board regarding the location and design of the proposed Lincoln Park garden following the public meeting.***

**E. Culture & Community**

**1. Questions**

No questions were raised.

**2. Draft Culture & Community Charter Presented**

**F. Development Council**

**1. Questions**

No questions were raised.

**2. Approve Gift Acceptance Policy**

A resolution to approve the revised Gift Acceptance Policy, as recommended by the Development Council, was presented. Discussion included treatment of cash and non-cash assets.

***Upon a motion duly made and seconded, the Board approved the Gift Acceptance Policy, as presented and recommended by the Development Council.***

**3. Proposed 2026 Agreement for Support Services between the Foundation & Institution**

A resolution approving the 2026 Agreement ***for Support Services for the Office of Advancement between Chautauqua Institution and the Chautauqua Foundation (“2026 Staff Plan Agreement”)*** was presented. In response to a question, it was confirmed that the agreement is cost-neutral.

***Upon a motion duly made and seconded, the Board approved the 2026 Staff Plan Agreement, as presented.***

**4. Recommend Proposed Name for Proposed Garden in Lincoln Park (Subject to B&G approval)**

A resolution proposing a name for a garden in Lincoln Park was discussed. The approval would be contingent on approval of the location and design of the garden by the Buildings and Grounds Committee.

***Upon a motion duly made and seconded, the Board approved the resolution approving the name “Elise S. Jamison Garden” for a memorial garden in Lincoln Park, contingent on approval of the location and design of the garden by the Buildings and Grounds Committee.***

**G. Environmental Sustainability (No Update)**

**1. Questions**

**2. Action Items – None**

No update was provided, and no action items were presented.

**H. Executive Committee**

**1. Questions**

**2. Action Items – None**

No update was provided, and no action items were presented.

**I. FSWG**

- 1. Questions**
- 2. Action Items – None**

No questions were raised, and no action items were presented.

**J. Human Resources & Compensation**

- 1. Questions**
- 2. Action Items – None**

No questions were raised, and no action items were presented.

**K. Information Systems**

- 1. Questions**
- 2. Presented draft Information Systems Charter**

**L. Nominating & Governance**

- 1. Questions**
- 2. Action Items – None**

The Committee noted that it is engaged in a comprehensive review of the committee charters and bylaws and are working with each Committee to update the charters and Bylaws to reflect current best practices and a more board-level tone, the Committee also noted that several governance policies are available in OnBoard for trustee review and that additional policy development work is underway.

No action items were presented.

**M. Patron Experience, Marketing & Brand Strategy**

- 1. Questions**
- 2. Action Items – None**

No questions were raised, and no action items were presented.

**N. Presidential Search**

- 1. Questions**
- 2. Action Items**

An update was provided, noting continued engagement with the community.

No action items were presented.

**VII. Hotel**

- A. Questions**
- B. Action Items – None**

No questions were raised, and no action items were presented.

**VIII. Foundation**

**A. Questions**

**B. Action Items – None**

An update was provided noting available funds and ongoing collaboration between the Foundation and the Institution.

No action items were presented.

**IX. CPOA Report**

The CPOA report was presented, including recognition of engagement efforts and upcoming events for property owners.

**X. General Action Items from Administration**

An update was provided regarding a facilities issue at Greene Family Commons involving ground freezing that caused structural impact. It was reported that contingency funding would cover the approximately \$100,000 repair cost and that the project schedule would be adjusted as needed.

**XI. Other Business Requiring Staff Input**

The Board discussed the concept of establishing a Chautauqua Medal as a form of public recognition, drawing comparisons to other national honors. No formal action was taken.

**XII. Executive Session (if needed)**

*Upon a motion duly made and seconded, the Board approved moving into executive session, inviting Mr. Keogh, Mr. Lundberg, Deborah Sunya Moore, and Angela Schuettler.*

**XIII. Actions Coming Out of Executive Session**

No actions were reported out of the Executive Session.

**XIV. Other Business**

No additional business was brought forward.

**XV. Adjourn Meeting**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Angela Schuettler,  
Corporate Secretary & Treasurer  
Chautauqua Institution Board of Trustees



**APPENDIX LIST**  
**February 14, 2026**

- A. Institution Gift Acceptance Policy
- B. Institution & Foundation Support Services Agreement
- C. Garden Naming Resolution



**RESOLUTION OF THE BOARD OF TRUSTEES  
OF CHAUTAUQUA INSTITUTION**

**February 14, 2026**

**The Development Council  
Recommendation for Board Approval of Revised Institution Gift Acceptance Policy**

***WHEREAS***, the Development Council has reviewed the revised *Institution Gift Acceptance Policy* as presented in the board materials; and

***WHEREAS***, the Council recognizes that an updated policy is necessary to ensure that all charitable contributions to the Institution are evaluated, accepted, and administered in a manner that upholds the Institution's mission, legal obligations, and best practices in nonprofit governance; and

***WHEREAS***, the revisions presented reflect current standards for ethical fundraising, risk management, and donor stewardship;

***NOW, THEREFORE, BE IT RESOLVED***, that the Development Council hereby recommends that the Board of Trustees approve the revised *Institution Gift Acceptance Policy* as included in the board materials; and

***BE IT FURTHER RESOLVED***, that the appropriate officers of the Institution are hereby authorized and directed to take all actions necessary and proper to implement the revised *Institution Gift Acceptance Policy* upon approval by the Board.

This resolution shall take effect immediately upon its adoption.



**RESOLUTION OF THE BOARD OF TRUSTEES  
OF CHAUTAUQUA INSTITUTION**

**February 14, 2026**

**The Development Council  
Recommendation for Approval of the Work Agreement Between Chautauqua Institution  
and the Chautauqua Foundation**

*WHEREAS*, the Development Council has reviewed the proposed work agreement between the Institution and the Foundation as presented in the board materials; and

*WHEREAS*, the Council recognizes the importance of clearly defined roles, responsibilities, and collaborative practices between the Institution and the Foundation to support effective governance, stewardship, and operational alignment; and

*WHEREAS*, the Council believes that the proposed agreement reflects current best practices and serves the shared mission of both entities;

*NOW, THEREFORE, BE IT RESOLVED*, that the Development Council hereby recommends that the Board of Trustees approve the proposed work agreement between the Institution and the Foundation as included in the board materials.

*BE IT FURTHER RESOLVED*, that the appropriate officers of the Institution are hereby authorized and directed to take all actions necessary and proper to **implement the work agreement as appended** upon approval by the Board.

This resolution shall take effect immediately upon its adoption by both Chautauqua Institution's Board of Trustees and the Chautauqua Foundation's Board of Directors.



**RESOLUTION OF THE BOARD OF TRUSTEES  
OF CHAUTAUQUA INSTITUTION  
February 14, 2026**

**The Development Council  
Recommendation for Naming of New Memorial Garden in Lincoln Park**

*WHEREAS*, the Development Council has reviewed the proposal to establish a new memorial garden within Lincoln Park; and

*WHEREAS*, the Council acknowledges the significance of honoring the legacy of Elise S. Jamison and recognizes the philanthropic intent behind the proposed naming; and

*WHEREAS*, the Council understands that the project requires full approval from the Buildings and Grounds Committee of the Board;

*NOW, THEREFORE, BE IT RESOLVED*, that the Development Council hereby recommends that the Board of Trustees authorize the naming of the new memorial garden within Lincoln Park as the *Elise S. Jamison Garden*, subject to full approval of the project by the Buildings and Grounds Committee of the Board.

This resolution shall take effect immediately upon its adoption.