



**Citizens' Advisory Council on
Furnishing and Interpreting the Executive Mansion**

Tuesday, September 17, 2019
Executive Mansion Dining Room

Note: These are the meeting minutes as transcribed by Caroline Corl.

Welcome and Call to Order

Peggy Layne

Chairwoman Peggy Layne called the meeting to order at 12:26 PM. She introduced herself as the Chair of the Citizens' Advisory Council on Furnishing and Interpreting the Executive Mansion (CAC) and asked each person at the table to introduce themselves.

Review of Minutes

Peggy Layne

Minutes from the previous meeting were reviewed.

Chairwoman Layne addressed a question from the last meeting regarding the MOU signing.

Chairwoman Layne received a response from the Office of the Attorney General stating that the MOU does not require any additional action or responsibility from the CAC.

Jim Schuyler motioned for the minutes to be accepted. Sunita Gupta, Parke Richeson, and Anne Geddy Cross seconded the motion, none opposed. Minutes were approved.

Opening Remarks

First Lady Pamela Northam

Mrs. Northam welcomed new members and reminded that the Virginia Executive Mansion is the oldest Executive Mansion in the nation. She recognized that that record is only possible because people like the CAC members work hard to make this happen. She also recognized that each member was appointed to serve on the board because they bring special talents to the team.

Executive Mansion Director's Report

Lindsey Watson

Director Watson welcomed members and explained the contents of the member's folders. She also mentioned that each member also received *First House*, a book about the mansion.

Director Watson introduced all new members stating that they all have extensive resumes and are welcomed to the board.

Director Watson introduced Caroline Corl and informed the board that Deputy Director Pinzon had her baby and is now on maternity leave.

Director Watson introduced guests from the Library of Virginia, Ashley Ramey and Catherine Fitzgerald Wyatt.

Director Watson informed the CAC on recent events.

- On Saturday (September 14), Mrs. Northam and Director Watson attended the Family History Conference at the Library of Virginia. Director Watson shared that the First Lady introduced the keynote speaker.
- Several people shared with Director Watson that they knew someone who was connected to the Executive Mansion. Director Watson thanked the Library of Virginia representatives for hosting them.

Director Watson provided an update on Executive Mansion artwork.

- New portraits have arrived and been hung in the North Ballroom. One is of Governor Wise's first wife (who was not First Lady) and their children.
- Director Watson is still working to find artwork of Virginia Indians in their traditional attire. Director Watson asked for members to let her know if they have any connections or leads on how to obtain such artwork.

Director Watson explained that she is working on finding families of enslaved individuals who worked at the Executive Mansion. She reiterated the Family History Conference that she and Mrs. Northam attended on Saturday was very helpful. Director Watson has been attending the Court End Council meetings to learn about the exhibits they are working on. Director Watson mentioned that the Valentine will cross promote exhibits with the Mansion. Director Watson informed the CAC that the Mansion will be hosting Court End Christmas with the Valentine on December 8th.

Director Watson informed that she has initiated contact with the Slave Dwelling Project. She informed the CAC that the Slave Dwelling Project would like to come visit and stay in the Historic Kitchen quarters. Director Watson added that Slave Dwelling Project is working on their 2020 schedule and will confirm dates soon.

Justin Reid mentioned that he works with the Slave Dwelling Project and that they recently held an event at Montpelier.

Anne Geddy Cross added that the Slave Dwelling Project did an event at Bacon's Castle and it was very successful.

Director Watson announced the Mansion's new work with Tricycle Gardens. She added that the Mansion has brought on 2 part time people to renovate the kitchen garden. They will also be looking at the landscape and ways to promote organic gardening methods.

Chairwoman Layne asked that all chairs of committees be informed of all these projects so they are not duplicating efforts.

Jim Schuyler added that it is valuable to share all projects with all members of the board so they can talk intelligently to people in the community and added that it would give an opportunity to be more efficient.

Chairwoman Layne asked how we might do this best and suggested a periodic update. Mrs. Northam suggested a news email to the board. Director Watson said that she would get to work on that.

Chairwoman Layne highlighted that the member's packet lists the Mansion's community partners and mentioned we have an interesting relationship with a variety of people. She encouraged everyone to refresh themselves. She also mentioned all new members are encouraged to have a tour of the Mansion by a docent within 3 months of joining.

Stakeholder Reports

- **Virginia Capitol Foundation (VCF)**

Colleen Messick

Colleen shared some sad news Buford Scott, a founding member of VCF, passed away.

Colleen shared that VCF finished their fiscal year strong: they exceeded ornament and brick sales, and their bench project is going well.

Colleen mentioned that VCF will mail their annual report soon.

Colleen shared that this year's the ornament honors 400 years of representative government. VCF Chair Susan Allen will present the ornament to Mrs. Northam in November. Colleen added that the ornament is manufactured in Virginia.

Colleen reminded board members that the Women's Monument dedication is on October 14th and that everyone should have received an electronic save the date. Invitations will go out in mail on Friday September 20th.

Colleen announced that the foundation has hired Amy Nisenson to lead a strategic planning session. Chairwoman Layne said to let her know if VCF needed anything from the Mansion for the strategic planning.

Colleen mentioned VCF's annual fund is doing well. She then handed out an overview of the restricted funds.

Restricted funds handout was passed out and Chairwoman Layne added that there is money available if and when the CAC needs it.

Chairwoman Layne reminded the board that the MOU with VCF states that the Mansion are seen as project managers and VCF are the fiscal managers. The Mansion presents a budget to VCF and VCF gives feedback. Chairwoman Layne added that the Mansion has not asked for any money yet. VCF will assist in fundraising and will give direction on things the Mansion might want to purchase. Chairwoman Layne also mentioned that anyone who makes a foundation donation and want it dedicated to the mansion make sure it is clarified that in the donation. She also added that anyone can dedicate their donation to a certain mansion project or just the general CAC fund. If they indicate just CAC, the donation goes into unrestricted funds. From there, the donation will be invested and will come back as part of annual allotment.

Parke Richeson asked if there was a general fund statement. Chairwoman Layne replied that it's in the member's folders. Chairwoman Layne reminded that the CAC cannot eat into the principle and CAC will continue to operate on the proceeds. She then clarified that if projects exceed the budget, the CAC has several options to consider including revising the budget, use carry forward funds, or get an advance. Colleen Messick added that you can have a 4% draw on 3 year average.

- **Capitol Square Preservation Council (CSPC)** **Craig Reynolds**
Colleen Messick reported from CSPC on behalf of Craig Reynolds.

Colleen shared that Ben Paviour from Virginia Public Media (VPM) reached out to CSPC to follow up on a 2016 Richmond Times Dispatch article on Kathleen Kilpatrick. Colleen reached out to Director Watson and Justin Reid to see if the CAC wants to be a part of that meeting. The meeting will take place next Tuesday (September 24).

Colleen shared that Governor Northam appointed Missy Benson to the CSPC to serve a term beginning July 1, 2019 and ending June 30, 2022. Missy fills the landscape architect requirement seat of the board. Colleen shared that Missy will be working on the landscape around the Capitol's Bank Street entrance. Colleen said they are working on a way to maintain it differently and shared that they might plant Virginia Creeper.

Colleen provided an update on the Capitol Visitor Experience efforts. The CSPC voted to use \$110,000 and \$50,000 in carryforward funds for outside and inside signage respectively. Mrs. Northam asked if CSPC had a target completion date. Colleen said construction documents are coming, but CSPC estimates between January and March 2020. Mrs. Northam asked about

interactive components around Capitol Square. Colleen said they will start fundraising for that project soon.

Colleen mentioned that her and Bert Schmidt from WHRO are meeting on Friday (September 20th) to discuss how they might work together.

Colleen shared that CSPC voted to use carryforward funds to hire part time staff member.

Chairwoman Layne added that Bob Brink serves as the liaison between the CAC and the CSPC. Chairwoman Layne also mentioned that Mrs. Northam, Director Watson, and Bob Brink met last week.

Colleen shared that CSPC will be doing 2 new exhibitions in Capitol. The first is named “Standing Together” and will be on display between December and May and will highlight 19th amendment. The second will begin in June and will highlight Virginia Indians.

- **DGS**

Dena Potter

Dena reported that all Capitol Square construction projects should be wrapped up by 2021. DGS are working on completing around a dozen projects.

Dena mentioned her appreciation for the leadership and vision of the Mansion and for leading the way with sustainable agriculture and landscaping. She added that in the next few years, we will see changes that will benefit the future.

Dena highlighted the parking difficulties around Capitol Square. She shared that beginning in September or October, 120 visitors spaces will become available in the 9th and Franklin Street parking deck. This visitor parking will cost money to users, but maxes out at \$20/ day.

Dena shared that DGS recently implemented the “Expect the Check” initiative to promote security in DGS operated facilities. Starting in October, she reminded members to be prepared to have a Government issued ID when visiting a DGS operated facility.

- **Docents**

Linda Robinson

Linda showed members the docent manual and reminded that docents have read it and learned it. She shared that all tours last 20-30 minutes and docents work to adapt the tours to the audience. Linda offered to give tours at the adjournment of the meeting.

- **Library of Virginia**

Ashley has been working on the genealogy project. She is starting to trace some families and will be traveling to find people. A lot of Governor’s papers have ended up at Duke or UNC Chapel Hill.

The Library has been having a lot of meetings regarding Governor's papers. They are going to make a list with all places that might have papers regarding formerly enslaved workers.

Committee Reports

- **Building and Restoration**

Bryan Green

**Given by Chairwoman Layne in Bryan Green's absence.*

Bryan has done a lot of work on the Mansion itself and the history behind it. Bryan developed the working blueprint for the historic kitchen project. Chairwoman Layne reiterated that this project was chosen in result of Mrs. Northam's great interest in it.

Chairwoman Layne explained Bryan's plan for the historic kitchen:

- a) Phase I: Reclaim the historic kitchen area which was storage. This part is complete.
- b) Phase 2: We are picking up from here. This phase will start with the existing kitchen and CAC will evaluate what needs to get done.
- c) Phase 3: The south room. CAC still needs to evaluate what needs to get done in there.

Bryan has also put together a budget for this project. He estimated the cost of some items/furnishings that he believes should be on display in the historic kitchen. Some items might be donated or CAC can buy used. Chairwoman Layne highlighted that there are tasks for every committee in this project.

Parke Richeson asked what time period we are restoring the historic kitchen to. Chairwoman Layne replied around 1834 is the target. She added that CAC knows the most about the kitchen during 1829. Parke Richeson mentioned that the Valentine is looking to sell some pieces from their collection and we could probably work with them. Kathleen Kilpatrick added that CAC should reach out to Department of Historic Resources to see if they have any items/furnishings in their collection. Mrs. Northam shared that her and Director Watson visited Department of Historic Resources a couple months ago. Kathleen Kilpatrick added Department of Historic Resources has a lot of kitchen items.

- **Collections**

Bob Brink

Nothing to report.

- **Education**

Justin Reid

Justin Reid reported that the Education committee held a meeting in between CAC meetings. The Education committee is very interested in how all the committees and moving parts fit together—for example, how might Capitol Square connect to other areas around like our courthouses.

The Education committee also discussed opportunities to recruit docents. They brainstormed that local universities might offer their students the docent opportunity.

Justin highlighted the current work being done at Monticello and how Virginia is serving as a leader in history research. He emphasized the importance that the Mansion include decedents of formerly enslaved workers in deciding what stories are being told. Justin reminded that there are three existing decedent networks and they connect to seven Virginia governors who lived in the Mansion. Justin added that CAC members are beginning to use personal connections to reach out to these networks initiate these conversations. He added that the CAC has decedents of Governor [James] Barbour that they will reach out to. He closed in reiterating that this is a long process but it is important and the CAC wants to demonstrate thoughtfulness and sensitivity.

Chairwoman Layne added that said Bryan Green included in the budget an opportunity for the South Room to become an interactive learning space. She reminded that there is no educational space in Capitol Square. Linda Robinson questioned how we would get visitors down there from an ADA perspective.

Mrs. Northam mentioned all committees are important.

Chairwoman Layne reminded that there is a lot of interest in the slave population.

- **Furnishings**

Jim Schuyler

Jim Schuyler expressed his hope that the meeting has encouraged new members to serve on the Furnishings committee.

He mentioned that Christy Coleman will be honored on October 10th at Virginia Center for Inclusive Communities. He added that this honor is very richly deserved for all that she has done and is doing. Mrs. Northam asked that Jim send information about the award ceremony so she [Mrs. Northam] can disseminate.

Historic Kitchen Project Plan

Peggy Layne

Chairwoman Layne said hers was incorporated with Bryan Green's Building and Restoration report.

Closing Remarks

Lindsey Watson

Director Watson informed the CAC will now meet next year on the third Tuesday of the month within the quarter.

She announced that meeting dates for next 2020 would be: Tuesday, March 17, Tuesday, June 16, September 15 and December 15.

Parke Richeson asked if she could make an announcement. She informed that Maymont tells the story

of the Jim Crow era in their Below Stairs exhibit. They are having an event and she passed around a flyer. She asked if CAC members would participate and/or share the news.

Adjournment

Peggy Layne

Chairwoman Layne welcomed again the new members again.

Chairwoman Layne adjourned the meeting at 1:32 PM.

Members Present:

Peggy Layne (Chair)

Jim Schuyler

Anne Geddy Cross

Sunita Gupta

Parke Richeson

Colleen Messick

Justin Reid

Kathleen Kilpatrick

Non-Members Present

Mrs. Pamela Northam

Lindsey Watson, Director of the Executive Mansion

Caroline Corl, Confidential Assistant to the Governor

Dena Potter, Department of General Services

Linda Robinson, Head Docent

Sibohan Deeds, Potential Member

Ashley Ramey, Library of Virginia

Catherine Fitzgerald Wyatt, Library of Virginia