

CAC Executive Committee

Meeting Notes February 18, 2020

Meeting Logistics	Date: February 18, 2020 Called to order: 12:00 Location: Patrick Henry Building, Conf Room 1 1111 East Broad Street Richmond, VA 23219		
Attendees Quorum Present	Attending Peggy Layne Bryan Green Justin Reid	Alexa Pinzon Jim Schuyler	Dialed-in Bob Brink Peggy Richardson
	Note: Bold indicates an assigned task for the CAC/member or decision.		
Minutes Approval (Layne)	The meeting notes from the November 12, 2019 CAC EC meeting (see Google Drive-Executive Committee) were offered for approval. Motion to approve: Jim Schuyler Second: Peggy Richardson		
Fiscal transfer (Layne)	Peggy reviewed progress to date about the VCF-CAC fiscal transition. According to the OAG's office, the CAC has the legal authority to negotiate with VCF for the acquisition of the investment port folio currently owned/managed by VCF. However, the OAG's office also advises that the CAC has no legal obligation to pay a fiduciary fee beyond the MOU. EC decided to <ol style="list-style-type: none"> 1. Request an update from the VCF regarding the Jan 23rd offer and then evaluate whether to stand with offer or make a counter offer. 2. Request "restricted funds" from VCF now. (Layne) <ol style="list-style-type: none"> a. Open a checking account (Layne/Richardson/Pinzon) b. Deposit funds in the short-term Local Government Investment Pool (LGIP). 3. Request the OAG's office help in applying for the IRS status for public entities (Layne) 		
Governance/ By-Laws (Layne)	Executive Committee	The CAC's By-laws indicate that First Lady (FLOVA) is an EC member and will be included in future meeting notices. She also has the prerogative to appoint 1-2 CAC "members-at-large" to the EC. If/When the two additional officers are appointed and expand the EC (see notes below), then the future "members-at-large" should be potential CAC officers/committee chairs.	
	By-Law changes	A quorum at the March meeting will be required to enact the changes: combine the Furnishings & Collections Committees and establish Building & Restoration Committee as a standing committee. Peggy e-mailed the proposed changes to the CAC members to comply with the By-law requirement of providing 30-day notice prior to a vote.	

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Governance/ By-Laws (Layne) <i>continued</i>	Officers/ Committees	<p>Two officer positions need to be filled to support the CAC's operation.</p> <ul style="list-style-type: none"> • Vice-Chair: assume Chair roles when necessary; joins EC • Secretary: responsible for CAC records as required in the By-laws; joins EC. <p>Peggy will discuss with FLOVA for her input. The EC recommends filling these positions before the March meeting.</p>
		If/When the CAC assumes responsibility for its own fiscal transactions, a Financial Committee will be necessary.
The Historic Kitchen	Task Team	FLOVA is assembling a team to help with the implementation of several projects. Included on the team are members from the Administration (Chide-Office of Diversity & Inclusion), the CAC (Bryan Green & Justin Reid), and other community stakeholders (ex. Black History Museum, et al). This team will collaborate on the physical, educational, and communication aspects of the Slave Dwelling Visit and The Historic Kitchen.
	Slave Dwelling Visit (Pinzon/Reid)	<p>The visit is May 15-17. The Task Team will coordinate.</p> <ul style="list-style-type: none"> • The Friday night event is private. Invited guests will stay at the Mansion, share dinner, and gather around a campfire to share stories. • The remainder of the visit will be more available for public participation. <ul style="list-style-type: none"> ○ The location and events: TBD • The visit will serve as an announcement of the CAC's plan for the Historic Kitchen. <ul style="list-style-type: none"> ○ General concept/no specific time frame ○ Bryan Green will repurpose existing panels for use during the visit.
	Descendant meetings (Reid/Pinzon)	<p>Several families have been contacted and are interested in meeting. A dinner is planned for March 11 at the Mansion. It will be an opportunity to share stories and learn about their families' time at the Mansion. The EC CAC will be invited to attend. Niya Bates with Monticello will facilitate; Hannah Scruggs (formerly with Montpelier) will also participate.</p> <p>Expenses: The CAC can cover the lodging and transportation expenses.</p> <ul style="list-style-type: none"> • Alexa will make the hotel arrangements. • Peggy L will determine how to reimburse the state or pay the expenses <p>To effectively accomplish the research for the descendants, the CAC will utilize a professional genealogist. The Library of Virginia has been unable to support this initiative. Searching for this contractor will begin soon.</p>

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The Historic Kitchen <i>Continued</i>	Implementati on Plan (Green)	Bryan will update the Implementation Plan. The <i>Assign To</i> column will be blank to allow for the Committee Chairs and Mansion Director to identify their tasks.
Other Topics	Additional topics were discussed during the meeting. <ul style="list-style-type: none"> • There are two people interested in joining the CAC. <ul style="list-style-type: none"> ○ Dr. Laurant Lee: previous member now eligible for reappointment. Alexa will contact Kelly to discuss her appointment. ○ Colleen Messick: former VCF Exec Dir—will wait the outcome of the VCF transition before moving forward. • A Montpelier representative on the CAC was suggested. • Currently, state employees are not allowed appointments to the CAC (example: Christy Coleman is now a state employee and ineligible for any future appointments). We should consider changing this language. • Bryan, Jim, Alexa, and Dena Potter(DGS) will meet to review and update the 2013 Master Plan as well as The Historic Kitchen project. <ul style="list-style-type: none"> ○ Alexa & Jim will confer with the FLOVA on furnishings that need attention. 	
2020 CAC EC Meeting Dates (Layne)	Proposed: dates below/12noon-2pm <ul style="list-style-type: none"> • May 19 • Aug 18 • Nov 17 Location: TBD	
Adjourned	The meeting adjourned at 2:10pm	

Notes submitted by Peggy Layne

Approved: May 19, 2020