

Citizen Advisory Council Executive Committee

Meeting Notes-November 12, 2019

Meeting Notes approved: February 18, 2020

Overview	<p>The Executive Committee (EC) met November 12, 2019, 12- 1:30pm, at the Executive Mansion.</p> <ul style="list-style-type: none">● Attendees: Peggy Layne, Bob Brink, Bryan Green, Justin Reid, Jim Schuyler, and Lindsey Watson● Absent: Peggy Richardson
Purpose Peggy	<ol style="list-style-type: none">1. Update EC on pending CAC matters.2. Review progress on the Historic Kitchen project. <p>NOTE: Bold indicates action item assignment.</p>
Pending CAC update Peggy / Lindsey	<ul style="list-style-type: none">● FOIA<ul style="list-style-type: none">○ The CAC is an “advisory” vs “governing” board. Lindsey will get with Flora Hezel, OAG, to determine what the CAC is required to do regarding meeting requirements (on site vs virtual meetings, meeting notifications, etc.)● New Members<ul style="list-style-type: none">○ Committee Chairs are encouraged to contact each of their new members to get them engaged in their upcoming work.○ Peggy will contact newest member, Gayle Jessup White, to welcome her. She will be assigned the Furnishings Committee.● CAC Google Drive<ul style="list-style-type: none">○ CAC members will be expected to use the CAC Google Drive to share documents.○ Peggy developed a guide to using the Google Drive. Using the drive will be an agenda item at the next meeting.● Mansion update<ul style="list-style-type: none">○ First Lady and Siobhan Deeds are working on a Native American art/artifact for the Mansion.○ The First Lady and Lindsey continue working with <i>The Slave Dwelling Project</i>. A visit to the Executive Mansion is expected with Spring or Fall 2020.○ Lindsey and Justin will meet Ben Paviour, VPM political reporter, for an “on the record” interview regarding the role of enslaved people who labored in building the Virginia State Capitol during the 1780s and 90s.

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Pending CAC update Peggy / Lindsey <i>Continued</i>	<ul style="list-style-type: none"> ○ Event dates: <ul style="list-style-type: none"> ▪ Native American Tax Tribute: Nov 27 ▪ Capital Lighting: Dec 5 ▪ Friends of the Executive Mansion Holiday Open House : Dec 17 ○ Governor Colgate Darden's (served 1942-46) daughter unexpected visited the mansion and met with the First Lady. ● CAC Meeting "Mansion History" ideas <ul style="list-style-type: none"> ○ The purpose of this agenda item is to inform CAC members about the mansion's history, collections, and its residents. ○ Peggy will contact Linda Robinson for her ideas.
Historic Kitchen Overview Peggy	<p>Bryan developed a preliminary budget for the project.</p> <ul style="list-style-type: none"> ● Phase I-completion of existing kitchen ● Phase II-South room + items shared between the existing kitchen <p>Committees will use this as a starting point for their part in the project.</p> <p>Lindsey advised that the First Lady would like to plan on a means to announce the CAC's Historic Kitchen work in the Spring 2020 possibly to coincide with <i>The Slave Dwelling Project's</i> visit.</p>
Building & Renovations Bryan	Bryan is documenting what is known about the kitchens. The project's work will center around the Campbell administration (1837-1840), the time span for which information is available. When the document is complete, Bryan will make it available on Google Doc.
Education Justin	<p>There will be two parallel tracks:</p> <ol style="list-style-type: none"> 1. <i>The Historic Kitchen Phases I & II</i> <ul style="list-style-type: none"> ● Interpretation using the Campbell Administration as the basis for content (panels, instructional material, furnishings, etc.). ● When additional information becomes available, the material can/should be easily amended. 2. Research of the descendant families of enslaved persons working at the mansion during several administrations. <ul style="list-style-type: none"> ● Justin is working on this project. He has contacted several of the descendants who are willing to talk about their legacy. ● Lindsay will contact The Library of Virginia to enlist their help in this research. If they are unable to provide this help, the CAC will consider hiring a researcher.
Collections Bob	This committee's work will be determined once the project gets underway.
Furnishings Jim	The committee will review the items listed in the proposed budget. Two resources were provided to Jim to contact about securing some of them via donation or loan.

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Budget Tracking	The Executive Committee agreed to submit the entire proposed budget (\$97,956) for 2020 funding by the VCF. Committee Chairs will review the proposed budget and advise Bryan if any changes are needed.** Bryan will make the changes and provide the final budget to Lindsay. Lindsay will present the request to the VCF at their Dec 2019 meeting. Once the VCF advises of the funds to be made available, Peggy L, Peggy R, and Lindsay will meet with VCF to determine the reporting process.
	Should the CAC determine that a dedicated researcher is needed for the descendant families project, a separate request will be made.
Adjourned	With no further business, the meeting adjourned at 1:30pm.