

CAC Executive Committee – May 19, 2020

Meeting Notes

<p>Meeting Logistics</p>	<p>This meeting was conducted via electronic communication (Google Meets) due to the Governor’s declared state of emergency due to COVID-19. The meeting’s purpose is to conduct business for the CAC. The date and link were posted on the Executive Mansion/CAC web site to allow for public participation.</p> <div data-bbox="657 514 1279 1060" style="background-color: #4a697d; color: white; padding: 10px; text-align: center;"> <p>UPCOMING MEETINGS</p> <ul style="list-style-type: none"> • December 17, 2019 • March 17, 2020* • June 16, 2020 • September 15, 2020 • December 15, 2020 <p><i>*canceled in compliance COVID-19 guidelines</i></p> <p>NEXT EXECUTIVE COMMITTEE MEETING MAY 19, 2020</p> <p>Join Meeting</p> <p>or join by phone +1 617-675-4444 PIN: 483 327 227 1606#</p> </div> <p>The meeting was called to order by Peggy Layne at 12:05pm.</p>
<p>Attendees</p> <p>Quorum Present</p>	<p>Participants CAC: Peggy Layne, Anne Geddy Cross, Bob Brink, Bryan Green, Justin Reid, Peggy Richardson, Jim Schuyler Executive: Alexa Pinzon</p> <p>Anne Geddy Cross was welcomed as a new member of the Executive Committee. Her position as Vice Chairman will be voted on at the CAC’s June 16,2020.</p>
<p>Approve February Meeting Notes Peggy Layne</p>	<p>The Executive Committee Feb 18, 2020 Meeting Notes were approved. Motion to accept by Jim Schuyler/Second by Peggy Richardson. The document is in Google Docs-Executive Committee folder.</p>

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<p>New Procedures Peggy Layne</p>	<p>As a state agency affiliated with The Executive Mansion, the CAC comes under the auspices of the Secretary of Administration’s Division of Selected Agency Support Services. The following documents outline how the CAC and Support Services will work together. Each was reviewed and are filled in <u>Google Docs-Governance folder</u>.</p> <ul style="list-style-type: none"> • CAC & Division of Selected Agency Support Services-Financial and Accounting Process Support Services provide the following financial and accounting services for the CAC: <ul style="list-style-type: none"> ○ Deposit funds ○ Pay for goods and services ○ Financial reports ○ Audit <ul style="list-style-type: none"> ▪ It was suggested that the Audit be available for public review. [Assigned to: Peggy Layne] • CAC Donations <ul style="list-style-type: none"> ○ Notification of the Governor’s approval is forthcoming to comply with the state’s Appropriations Act criteria. ○ A collections policy is needed and should be aligned with IRS regulations and other museums. [Assigned to: Anne Cross to provide Jim and Peggy with the Preserve Virginia collections guidelines.] ○ Guidelines are needed for intangible donations, such as a service. [Assigned to: Peggy Layne] ○ The Donor Acknowledgement Letter/Receipt will be developed with the guidance from the Office of the Attorney General (Flora Hezel). [Assigned to Peggy Richardson and Peggy Layne] ○ CAC will need stationery for the letter/receipt and other correspondence. [Assigned to: Alexa Pinzon to check for standards and refer Peggy Layne to the appropriate department.] ○ The suggestion was raised for the CAC to adopt a “doing business as (dba)” that is less cumbersome. Example: Friends of Virginia’s Executive Mansion [Assigned to: Peggy Layne to confer with Flora Hezel] • Roles & Responsibilities for Financial Reporting & Donations <ul style="list-style-type: none"> ○ Each CAC officer and committee chair accepted the additional duties to support the above procedures.
<p>Historic Kitchen</p>	<p>The activities and status of committees working on the project were discussed.</p> <p>The Mansion’s project team has not yet engaged significantly. Chidi ... has assisted in some areas.</p>
<p>Building & Restoration Bryan Green Alexa Pinzon</p>	<p>Work on the restoration/conversion of the South Kitchen into an educational center has begun. DGS handles the work for anything that would “convey” between administrations: (physical repairs-painting, re-plaster), wiring (lighting and electronics), etc. The CAC’s project funds the purchase of lights, AV/electronics, and furniture. Alexa and Bryan are collaborating on the furniture selection.</p> <p>Bryan is working on acquiring cases to display artifacts that would be loaned from the Dept of Historic Resources.</p>

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<p>Education Justin Reid Alexa Pinon</p>	<p>Work need to begin on developing the material both for the school curricula and the docents.</p> <ul style="list-style-type: none"> • Focus of educational material should complement Social Studies SOL for grades 4 [Virginia history] and 7 (US history) to tell the story of the enslaved working at the mansion. <ul style="list-style-type: none"> ○ This may require 2 Instructional Designers ○ Justin suggests using the catalog available through the Library of Virginia ○ Justin posted 3 documents relative to preparing materials in Google Docs-Education folder. • Tour material for the docents needs help the volunteers to engage visitors in what may be difficult material to cover accurately. <ul style="list-style-type: none"> ○ Students studying history or related curricula from area colleges may be available to become docents. • A 5-6 minutes film to complement the experience of both the students and mansion visitors was discussed. It would be similar to ones at other sites such as Monticello and Montpelier. [Assigned to Justin Reid to explore concept and develop a budget.] <p>Justin maintains contact with the descendants of the enslaved who worked at the mansion, several of whom attended the dinner in March. He find their continued willingness to work on telling the story. To support this initiative, the Executive Committee voted to establish a “Descendants Project” sub-committee working under the Education Committee. (Motion: Jim Schuyler/Second: Bob Brink).</p> <ul style="list-style-type: none"> • The Descendants Project would be lead by a CAC member. Gayle Jessup White was suggested as the first committee leader. [Assigned to Justin Reid to approach her.] • The initial mission would be to advise the Education Committee. • Committee members would be both CAC members and non-CAC members. <ul style="list-style-type: none"> ○ Non-members may be eligible to join the CAC.
<p>The Slave Dwelling Visit Alexa Pinzon</p>	<p>The Slave Dwelling visit has been rescheduled for October 2-4. The Descendants will be invited to participate. The estimated budget is \$3400.</p>
<p>Furnishings & Collections Jim Schuyler</p>	<p>The Committee seeks guidance on the process to acquire items and to refurbish existing items.</p> <ul style="list-style-type: none"> • See CAC Donations re: the need for a “collections policy.” • There are currently several items to be refurbished/restored/repared: <ul style="list-style-type: none"> ○ Recover 2 chairs in the Ladies’ Parlor ○ Polish brass candle sticks ○ Repair Ballroom rugs [Assigned to Jim Schulyer to secure estimates] • The CAC needs to purchase chains used to suspend artwork on the walls without permanently hanging an item. [Assigned to Alexa Pinzon to secure estimates]

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<p>Master Plan Review Bryan Green/Jim Schuyler /Alexa Pinzon</p>	<p>The document is in Google Docs-Building & Restoration Committee folder. This document was intended to be used as a planning guide for both the CAC-Furnishings & Collections and DGS. Written in 2013, it needs to be updated to address current conditions.</p> <ul style="list-style-type: none"> • Furnishings & Collections will use the assessment to plan and prepare a budget for the upcoming year. • DGS maintains an extensive inventory of items at the mansion and in storage in the Patrick Henry Building.
<p>Executive Mansion Update Alexa Pinzon</p>	<p>The mansion is included in a film highlighting the 100th Year Anniversary Garden Tour. The tour was originally planned for April but cancelled due to pandemic restrictions.</p> <p>The mansion is participating the Court End Council's "Historic Bingo." Each location has a specific item that the Court End participant must locate for their card. The mansion's item is a Virginia Black Bear and will be sitting in the front lawn area.</p> <p>Kathy Pemberton replaces Linda Robertson as Head Docent. Linda will be invited to the next meeting to make the transition and be recognized for her CAC support.</p> <ul style="list-style-type: none"> • Jim Schuyler requests Kathy to participate on his committee. <p>We have 2 new members: Dr. Laurant Lee is returning to the CAC. Ethan Brown joins for the first time. [Assigned to Alexa Pinzon to update the roster and welcome them to the CAC.]</p> <p>Work is underway to determine how/when to reopen the mansion. Alexa is in touch with other directors to learn protocols and plans.</p>
<p>Funding Plan Peggy Layne</p>	<p>Peggy prepared the Funding from VCF (V3-May 2020) and is filed in Google Docs-Financial folder.</p> <p>Committee Chairs are asked to prepare a budget for the work they are responsible for. Their plans are to be sent to Peggy Layne by June 10th which will allow time for compiling the information for the June 16th CAC meeting.</p>
<p>VCF-CAC Portfolio Peggy Layne</p>	<p>Peggy read a draft of correspondence to the VCF regarding the fiscal agent arrangement currently in effect. The request is to take sole possession of the portfolio and place it with the Treasurer of the Commonwealth in the Local Government Investment Pool (LGIP). Has the funds been in the LGIP as of January 1, 2020, the principle would have increased approximately \$3K rather than losing approximately \$170K investing in the stock market (Wells Fargo).</p> <p>Flora Hezel, Office of the Attorney General, has been asked for her assistance in this request and we await her input.</p> <p>Motion: Jim Schuyler/Second: Peggy Richardson. The Executive Committee unanimously endorsed this approach.</p>

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New Business	Juneteenth celebration <ul style="list-style-type: none">Justin advised that the General Assembly has a committee organizing a Juneteenth Event. Jobie Hill (founder of the Saving Slave Houses) is a participant. He suggested that the CAC should consider being a sponsor of the event. [Assigned to Justin Reid to advise Peggy Layne of the sponsor details] June CAC meeting logistics <ul style="list-style-type: none">The next quarterly meeting should be virtually.Alexa will make the arrangements and send out the invitations.
Adjourn	There was no other business before the committee. The meeting was adjourned at 2:15pm.

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