

Citizens Advisory Council Executive Committee Meeting Notes-August 13, 2019

Overview	<p>The Executive Committee (EC) met for its scheduled August meeting via conference call. Attending: Officers: Peggy Layne, Peggy Richardson Committee Chairs: Bob Brink, Bryan Green, Justin Reid, and Jim Schuyler Mansion Director: Lindsey Watson The meeting was called to order at 1:05pm.</p>
Purpose Peggy Layne	<ol style="list-style-type: none"> 1. Update EC on pending CAC matters. 2. Begin preparing a project outline for the Historic Kitchen project
Pending CAC update	<p><u>New member status</u> Lindsey advised that there are 5 people in the appointment process. She expects them to join the CAC for the September meeting. There are 3 additional candidates who will be approached for their interest. Currently, there are 20 vacancies on the CAC. **Peggy and Lindsey will work on the orientation process for the new members.</p> <p><u>Committee fiduciary-OAG response</u> Peggy contacted our OAG attorney to get a ruling about if the MOU changed our fiduciary responsibilities. Flora Hezel advised that the MOU does not add additional responsibility beyond expected fiduciary responsibilities. Peggy will share this with the CAC at the next meeting.</p> <p><u>MOU Financials</u> Once we have our project plans detailed and create our budget, we should be able to get the funds that are available for this year. Peggy Richardson and Peggy Layne will get with the VCF staff to determine the reports needed for both parties.</p>
Historic Kitchen Peggy Layne	<p>Proposed the scope of the project.</p> <ul style="list-style-type: none"> ● Short term (start now-2020): The Kitchen <ul style="list-style-type: none"> ○ The existing space dedicated as the Historic Kitchen (HK) ● Long term (2020-2022): The South Room <ul style="list-style-type: none"> ○ The space across from the Historic Kitchen which was also a kitchen area but can be use as a place for interpretive/educational purposed ● We may be able to work on these concurrently.
Building & Renovations Bryan Green	<p>Continuing the project with the current HK (short term) makes sense because we have ready access to the space. Bryan is preparing an article that details what we know/don't know about the HK and the changes that occurred. He plans to have it ready for the next CAC meeting. When we develop plans for the South Room, we must consider whether the space will be on a temporary or permanent basis. Additionally, we must consider access issues: ADA requirements and Security. These decisions will impact the budget.</p>

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Education Justin Reid	Justin provided committee notes (copy filed in committee’s Google folder). The committee recommends: <ul style="list-style-type: none"> ● Have the HK as a separate tour (vs extending existing tour). ● Docents need to be trained on the new material ● Hire a researcher/consultant to find information on enslaved persons at the Mansion 1813-1865. The project scope must be defined. <ul style="list-style-type: none"> ○ Lindsey advised that the Library of Virginia already supports research for the Mansion and would be a good resource. ● Hire a consultant on a design/build basis to develop the final interpretative product(s).
Collections Bob Brink	The Collections Committee will wait until the project is defined to then determine what it role it will play. Lindsey advised that several portraits of the Wise family recently replaced the James Monroe painting.
Furnishings Jim Schuyler	The Furnishings Committee will wait until the project is defined to then determine what it role it will play.
Other topics	<u>Capital Square Preservation Council (CSPC)</u> Bob Brink is the CAC’s liaison with the CSPC. He advised that the CSPC’s project is to enhance the visitor’s experience (flow, signage, tours, etc.) at The Capital and The Capital Square which includes the Executive Mansion. We will meet with the FLOVA and Lindsey to gain their insight as to how to include the Mansion in their project. Lindsey advised that she and FLOVA have been working with the CSPC on this.
	<u>Google Drive for CAC</u> Lindsey describe the Google Drive created specifically to share documents. She provided each member the link to the site. Each committee has a folder. Members can retrieve a document and edit it. The system tracks the user and edits.
Adjourned	There was no additional business. The meeting adjourned at 2:00pm.w

Submitted by Peggy Layne

August 14, 2019