



**Citizens' Advisory Council on
Furnishing and Interpreting the Executive Mansion**
Wednesday, June 26, 2019
Executive Mansion, Dining Room

Note: These are the meeting minutes as transcribed.

Agenda

- Welcome and Call to Order Peggy Layne
 - Chairwoman Peggy Layne called the meeting to order at 12:23 PM.

- Review of Minutes Peggy Layne
 - Minutes from the previous meeting were reviewed and Christy Coleman motioned for minutes to be accepted. Peggy Richardson seconded the motion, none opposed.

- Opening Remarks First Lady Pamela Northam
 - The First Lady welcomed CAC members and thanked them for their continued effort and hard work.
 - Introduced First Lady's office Fellows, who were observing CAC meeting.

- Executive Mansion Director's Report Lindsey Watson
 - Director Watson welcomed everyone and thanked Chairwoman Layne and Colleen Messick specifically for their work on revising and updating the MOU.
 - Updated everyone on the arrival of the Wise Family portraits.
 - They will be arriving in July and replacing Monroe in the North Ballroom
 - They will be on loan from the Library of Virginia, which is where the Monroe portrait was on loan from.
 - Director Watson reviewed the Executive Mansion's recent successful events;
 - Welcoming the Indonesian Ambassador
 - Hosting the Governor's Volunteerism and Community Service Awards
 - "Bees in the Backyard" themed Garden Day was a success with almost 700 attendees. Special thanks to the docents, DGS and garden club who participated.
 - Hosting successful PRIDE reception
 - Mentioned that our current CAC group is smaller than desired, would like 18 members total.

- Currently have 10 members with 4 new members being sworn in before the September meeting.
 - Accepting recommendations/referrals for new members
 - Reviewed content of folders at each seat, including: agenda, previous meeting minutes, code of VA, member roster, power point presentation and financial report, mentioning that the bylaws will be out electronically later due to printing issues
 - Chairwoman Layne spoke up and mentioned that she and Director Watson will begin working on a new member packet over the next few months

- Treasurer's Report Peggy Richardson
 - Nothing to currently report.
 - Will review the financial statement provided with the MOU
 - Christy Coleman inquired into the profit loss by class page. Explained that it is part of the VCF, not CAC

- Overview and Update on CAC and VCF MOU Peggy Layne
 - Chairwoman Layne began an explanation of the Memorandum of Understanding (MOU) and that it arose from money designated for silver restoration and an effort to manage unused funds
 - Defined that the VCF is a 501.C.3.organization while the CAC is an agency of the Executive Branch.
 - When VCF was formed in 2006, it acquired assets from Foundation for the Preservation of Virginia's Executive Mansion
 - Two types of funds were established; restricted donations (donor specified) and unrestricted donations not earmarked for a particular project. Neither of these funds are comingled with VCF's funding
 - In the updated 2019 MOU it is established that VCF will:
 - Act as a fiscal agent for the CAC
 - Be paid \$1,000 annually for their services
 - Establish annual allotment
 - Be paid 4% of monies raised for CAC projects
 - Disburse payments for CAC projects/programs/purchases
 - In the updated MOU, the CAC will be responsible for:
 - Projects promoting history and significance of Executive Mansion
 - Educational activities
 - Acquisition and/or restoration of important furnishings, historical fabrics and decorative items
 - Interpreting the Executive Mansion
 - CAC will not handle any maintenance or non-historical projects
 - In discussion of our annual funding, Chairwoman Layne noted that CAC may receive up to 4% of average balance of unrestricted funds based on previous 12 quarters as of December 31st.
 - Restricted funds are distributed as available and based on project specifics
 - Chairwoman Layne noted that any unspent funds may either be returned for reinvestment or set aside in an additional account for future use (i.e. last minute auction items, etc)

- Treasurer Peggy Richardson will track the annual allotment and report
- Current restricted funds available are \$11,000 for historic kitchen restoration and \$5,400 for silver restoration
- In the planning process, CAC will act as project manager. Its role will be to:
 - Define the project purpose and scope, each subcommittee will provide detailed project components
 - Develop budget and submit request to VCF for review and funding
 - Complete required documentation – Treasurer Peggy Richardson will submit invoices to VCF for payment once project is completed to CAC’s standards
- During the procurement process, VCF will act as a fiscal agent. It’s role will be to:
 - Review submitted budget and provide CAC with timely feedback
 - Verify required documentations and inform CAC of best practices and resources
 - Disburse funds based on invoices
 - Assist with fundraising efforts if required
- In the event that an expedited procurement process is needed, funds may be available from the following areas;
 - A revision in the current year’s budget
 - Unspent funds accumulated from previous years
 - An advance on the next years allotment, which would require VCF board approval
- At the conclusion of the presentation, Jim Schuyler inquired about the smaller funds and why the restricted funds have no returns. He recommended moving them to easily accessible growth accounts.
 - Chairwoman Layne noted the good point, which had been raised before, and the determination was that the growth account would interfere with VCF’s accounting system and the funds would not actually be readily available
- Jim Schuyler next inquired if we will be drawing the full amount available each year and asked when does our fiscal year end.
 - Chairwoman Layne replied that we need to present a budget and plan, regardless, to draw funds from VCF
 - The MOU is established so CAC does not get an unrestricted full amount annually
 - Chairwoman Layne would like to roll over any unused annual funds for availability the next year
 - Noted that our fiscal year begins in July but the annual disbursement calculations will be based on the calendar year, ending on December 31st.
 - Treasurer Peggy Richardson noted that any unspent money goes back to the investment account
- Chairwoman Layne noted that the OAG was very helpful in updating the MOU
- The First Lady noted that it is very important to be responsible stewards and take action on the opportunities the CAC has here. She thanked Chairwoman Layne for her work
- Christy Coleman asked if individuals who donate to the VCF have the ability to specifically give to the CAC.
 - Chairwoman Layne said yes, but the donations must be specified restricted or unrestricted

- The First Lady asked the VCF if the Executive Mansion was on their list of sites to donate to. It is not. She requested that the CAC look into adding the Executive Mansion to that list.
 - Jim Schuyler asked if members have fiduciary responsibilities and what their roles are
 - CAC's responsibility it to spend the funds wisely, and will have OAG send over document detailing those roles.
 - Bob Brink asked what the adoption process is for the revised MOU
 - Peggy Richardson motioned to adopt the MOU as written, Christy Coleman seconded the motion. Motion passed.
 - Chairwoman Layne noted that the MOU will be in effect for 1 year and may be amended next year to remain in effect for 3 years

- Stakeholder Reports
 - VCF Colleen Messick
 - Colleen was unable to attend today's meeting, but has been working closely with Director Watson and Chairwoman Layne on the MOU revisions

 - CSPC Craig Reynolds
 - Craig Reynolds thanked Chairwoman Layne for MOU overview and stated that CSPC operates in a similar agreement with VCF
 - Work has been submitted by C&G Partners for final review to enhance the visitor experience
 - They are looking to assemble a management committee of 10-12 members by September would welcome members from Executive Mansion, CAC, DGS, Clerks Office etc.
 - The hope is to present a plan for refinement in September, would love CAC's and Executive Mansion's opinions on plan
 - Christy Coleman asked why is there a CSPC, it seems like an additional unnecessary piece.
 - Craig responded that CSPC is a legislative agency that works with the General Assembly, House, Senate and Executive Mansion. Established and bound by Virginia Code that began with a focus on the Capitol and eventually expanded to Capitol Square
 - Craig stated that there was no previous system to develop/distribute educational materials. Before this, the visitor experience was controlled by the Library of Virginia. There were plans to dissolve in 2007, but demand for further educational plans increased
 - Does CSPC work with the mansion docents? No they currently don't however Linda Robinson, head docent, was interviewed for their educational material and is happy to help
 - Christy noted that there should be one overall vision to unify visitor experience, currently too many conflicting qualities and sources of information. We have a great opportunity here, would like all involved to think holistically.

- Craig noted that the report is aiming for a holistic vision and unifying information through consistent and updated signage, website redesign and an online reservation system.
 - All agreed to encourage getting all groups interacting with visitors involved to collaborate on this.
 - CSPC is collaborating with Monticello, VCU's Virtual Curation Laboratory, the Library of Virginia, and the Clerks of the House and Senate on a project to digitally scan and create a 3D model of the 2002 replica of Jean-Pierre Fouquet's 1785-86 Capitol model.
 - Three days have been set aside for the scanning in the Capitol where visitors can watch.
 - The 3D print will be on long term display at the visitor and education center at Monticello
- DGS
 - Dena Potter
 - Dena distributed a map of all of the Capitol area properties that are currently undergoing renovation
 - All renovations are slated to be finished by the end of the Northam administration
 - The Zincke Lot is being turned into a temporary parking lot for the 50 displaced parkers from other construction. It will return to a green space after 2021.
 - The old aluminum building is now an event space for On the Square. Weekly farmers markets, food truck events, trainings and other events are being held there.
 - Construction on Governor Street will begin in July. It will be closed to the public. Capitol Police post will be installed as well as gate arms. Additional greening and granite block seating will go up to encourage pedestrian traffic.
 - The General Assembly Building has a 300+ ft crane for vertical construction that will take place through 2021. All updated safety precautions have been taken.
 - The tunnel from the GAB to the 9th and Broad Street parking deck is slated to be completed in July.
 - The General Assembly approved around two million dollars for enhancements to North Drive Security. DGS is working with preservation groups, CSPC and others to preserve the integrity of the landscape and architectural designs.
 - Beginning in December, the 9th and Franklin deck will eventually provide 150 spaces for visitors to Capitol Square and agencies. Validation process is being determined.
 - Fencing will be going up around Old City Hall and Morson's Row for construction and renovation scheduled to begin the end of 2019 and last through 2021.
 - At the end of the year, the Ferguson Building will be renovated to include a storage and training area for the canine division of the Capitol Police.
 - Bob Brink asked when the target date of completion is for this work. Dena responded that the end of 2021 is the goal.
 - Thanked everyone for their support and involvement of On the Square programs

- Docent Update Linda Robinson
 - Linda noted that we are having a “busy slow” season here at the mansion with a lot of walk in tours.
 - She would like to collaborate with mansion staff on ongoing docent training as well as updating information
 - Would like to work with CSPC on better notification of programs for visitors
 - Linda thanked the First Lady for her involvement and support of the tours. It is a wonderful treat for guests when she participates.

- Committee Reports
 - Building and Restoration Bryan Green
 - Bryan was unable to attend the meeting, but has sent his information on the historic kitchen to the other members of the executive committee.

 - Collections Bob Brink
 - Nothing new to report, will defer to memos from Bryan and Justin regarding the historic kitchen.

 - Education Justin Reid
 - Justin was unable to attend the meeting, but conferred with the executive committee to focus for the historic kitchen.

 - Furnishings Jim Schuyler
 - Have not yet begun finding furnishings for historic kitchen, happy to have Anne Cross on this committee.

- Historic Kitchen Follow-up Peggy Layne
 - Chairwoman Layne has provided everyone with Bryan Green’s information on the historic kitchen.
 - The information is so comprehensive that all the members of the Executive Committee have agreed that every subcommittee should be involved.
 - The First Lady has requested that an educational component is created and to involve the docents and procure additional furnishings.
 - The Executive Committee will meet in August to share preliminary thoughts on plans for the historic kitchen.

- Historic Kitchen Tour First Lady Pamela Northam
 - The First Lady took members to the see the historic kitchen, which is such a valuable educational space because it is has never been rebuilt, it is the original space.
 - Some of the furnishings in the space are not related to the 1830-1840’s period, would like Furnishing Committee to focus on finding period appropriate pieces.

- Closing Remarks Lindsey Watson
 - Director Watson thanked everyone for their hard work and dedication.

- Adjournment
 - Meeting adjourned at 2:24 PM

Peggy Layne

Members Present

Peggy Layne (Chair)

Bob Brink

Christy Coleman

James Schuyler

Anne Cross

LaTasha Chambers

Margaret Richardson (Treasurer)

Non-members Present

First Lady Pamela Northam

Lindsey Watson, Director, Executive Mansion

Alexa Pinzon, Deputy Director, Executive Mansion

Dena Potter, DGS

Linda Robinson, Head Docent

Craig Reynolds, CSPC

Chaniece Williams, Governor's Fellow

Isabela Silva, Governor's Fellow