



Citizens' Advisory Council
Furnishing and Interpreting the Executive Mansion
Monday, March 18, 2019
Executive Mansion, Dining Room

Minutes as transcribed.

Agenda

- Welcome and Call to Order Jane Plum
Meeting called to order at 12:29 PM.

- Review of Minutes Jane Plum
Review of minutes from previous meeting, no corrections. Seconded by Peggy Layne, none opposed.
New member Anne Cross welcomed.

- Opening Remarks First Lady
Pamela Northam
First Lady welcomed CAC members and thanked them for their continued work.
Updated CAC on previous Director, Michael Cary, who has taken a new opportunity outside of the mansion.
Introduced new Mansion Director, Lindsey Watson.

- Executive Mansion Director's Report Lindsey Watson
Lindsey introduced herself and reported on mansion accomplishments.
 - 2018 On the Square events were a big hit; yoga, tours for state employees, ice cream, car show, Halloween, etc.
 - 2019 On the Square events start this Wednesday, 3/20 with "Pop in for Popcorn"

- 5/3 is Garden Day at the Mansion with a “bee friendly” theme encouraging pollinator gardens.

Met with Bryan Clark Green to discuss research on historic kitchen.

- Bryan Clark Green is working on interpreting the findings from his research to share with the Education Committee for review. This work will eventually be developed into curriculum for incorporating the kitchen into tours of the mansion.

The mansion is getting 2 new paintings on the first floor of Governor Wise’s family. The portraits are of his wife and additionally of his children.

Lindsey asked each member to choose a committee to join and then requested the committee chairs organize a monthly conference call amongst the members.

- Overview of CAC History and Partnerships Jane Plum
 - Shared concern over returning Barbara Johns portrait, was revealed that we have a print here on display and the original has been returned to the museum. We will also need to return the Oliver Hill portrait in a year.
 - Previous CAC history given to members was not very easy to digest or not given at all. Chairwoman expressed desire for orientation for new members as well as a simplified document explaining role of CAC and partners.
 - Draft of document clearly defining partnerships with VCF and CSPC was passed around for member review.
 - Noted that Treasurer Peggy Richardson was absent but all members should have access to a treasury report at any time.
 - Noted that all minutes and current member list is posted on Executive Mansion website and that meetings are open to the public.

- Stakeholder Reports
 - VCF Colleen Messick
 - Introduction and provided updates on VCF projects.
 - Presented First Lady with annual ornament in November 2018. Ornament was designed around 400th Anniversary of Capitol Police.
 - Memorialized philanthropist Neil November with bench on Capitol Square.
 - “Pathway to Liberty” commemorative brick sales on Bank St. are doing well.
 - Women’s Monument has raised 3.2 million dollars but still needs \$500,000 more. Dedication is planned for October 14,

2019. A sneak peek unveiling of the wall was well received this past November.

- Noted that she brought VCF annual reports for anyone who would like a copy.

○ CSPC

Craig Reynolds

- Current large focus is the study of the visitors experience on Capitol Square. Studying the relationship between the city and its visitors.
- CNG Partners will be issuing its report on this soon.
- Hoping to use report findings to update, elevate and strengthen tours and the visitor experience.
- Encouraged everyone to visit the exhibit in the Capitol in honor of the 400th Anniversary of Virginia's General Assembly, complete with original speaker's chair from 1730.
- Returned discussion to focus on enlivening spaces through digital enhancement for visitors and students. Accessible via mobile devices this will offer pre, during and post visit curriculum for teachers as well as interactive features.
- Colleen Messick noted that a grant has been given to develop this project within 1 year.
- Member Christy Coleman asked the question of what does this app hope to accomplish? Teachers have minimal time for additional curriculum, can teachers be involved in this development to create "drive time" lesson plans?
- Peggy Layne seconded Christy's point.
- Justin Fairfax asked when the visitor experience will be available.
- Craig responded that within the next few weeks they will be analyzing study results, receiving feedback and deciding where to act 1st. This will be rolled out over multiple years. He looks forward to sharing report with CAC to start the conversation.
- James Schuyler mentioned that there are many more opportunities beyond Capitol Square to create reengagement. How can we expand the visitor experience? Can we offer places for additional learning?

○ DGS

Dena Potter

- DGS will be performing regular maintenance in mansion; chandelier cleaning and garden day landscaping are current projects.

- Aluminum building on Governor's St. will be coming down in the next few weeks, detaching from Morson's Row.
 - Morson's Row will be designed as an open office space
 - In April and May security enhancements on Governor's St. will begin with a guard gate as well as enhancing green spaces to encourage foot traffic.
 - General Assembly Building façade still standing and they have started digging the basement and tunnel for parking structure. Expected completion is in 2021.
 - Found tenants for Old City Hall, will be designing spaces interior.
 - Capitol Square updates are ongoing with spring landscaping and new brickwork.
 - Docent Update Linda Robinson
 - Reviewed tour schedule, since September the docents have given 130 tour sessions to between 300-400 people.
 - We have 26 volunteer docents.
 - Thank you to the First Lady for opening up the Lafayette Bedroom to the Friends of Lafayette tour group, was a special treat.
 - Looking forward to garden week and always recruiting more docents.
- Committee Reports
 - Building and Restoration Bryan Green
 - He is working on a master plan to develop and update the curriculum for the historic kitchen.
 - The first phase was the Valentine-Jackson garden.
 - Have records of previous kitchen inventories from 1800's detailing the use and change over time.
 - Would like help from Furnishing and Education committees in obtaining materials to exhibit and interpreting the story of everyone who worked at the mansion.
 - Collections Bob Brink
 - DGS has an inventory of 800+ items of mansion collections
 - Went to visit storage area on November 15, 2018. Wide variety of items, majority need to be deaccessioned by CAC.
 - Some items may be applicable to historic kitchen.
 - Bryan Green noted that former member Will Paulson made a detailed inventory of mansion furnishings.

- Dena Potter said DGS should have a copy.
 - Chairwoman Plum noted that former director Michael Cary did not have a copy of that record in his possession.
 - Education Justin Reid
 - Staff of Monticello and Montpelier have tour historic kitchen.
 - Working on finding documentation of enslaved persons who worked here at the mansion.
 - Monticello has most well researched documentation of enslaved persons, will collaborate to use resources. Thomas Jefferson's daughter was previous First Lady of Virginia in 1819-1822.
 - Furnishings
- New Business Jane Plum
 - Michael Cary, Peggy Richardson, Peggy Layne and Chairwoman Plum attended a meeting with Colleen of VCF and others to discuss revisions to MOU from 2014.
 - Summarized MOU and will need to be reviewed by Attorney General.
 - Primary focus is CAC fund controlled by VCF of roughly \$900,000. Money is meant for council work over many administrations.
 - Proposed management is annual withdrawal of 4%, roughly \$30,000.
 - VCF will be paid \$1,000 annually for operations.
 - VCF will continue to do fundraising for specific projects and receive 4% of those proceeds, i.e. silver service.
 - Colleen noted that outside counsel from Warren Whitney was hired to review and advise on MOU since previous versions didn't get agreed upon.
 - Peggy Layne noted that unused portions of the annual 4% withdrawal will be roll over to the next year.
 - Christy Coleman asked to see the draft.
 - Chairwoman Plum noted that a draft will be sent to all CAC members.
 - Tasha Chambers noted that this is very helpful and inquired about the selection of chairpersons and committee appointments.
 - Chairwoman Plum said everyone will receive copies of bylaws and the committee nominates and votes on all appointments.
 - Silver service update
 - A portion of the pieces have been professionally conserved.
 - The rest are in need and a museum quality conservator is able to do this, we need to restart the restoration process.
 - Need a list of pieces to be conserved.

- Lindsey Watson and Colleen Messick will create a RFP for these and return to the CAC with bids, there are specific funds for this project.
 - CAC previously published “First Families” book, have 2,300 copies remaining.
 - Books have been removed from inventories and would like to be returned to CAC, information has been given to mansion director and VCF.
 - Colleen noted we have \$5,400 remaining in the silver restoration fund and \$12,000 remaining for the historic kitchen.
 - Chairwoman Plum moved to elect a new Chairperson.
 - Bryan Green nominated Peggy Layne.
 - Beverly Davis seconded.
 - Bob Brink moved the nomination be closed, none opposed.
 - Peggy Layne is new Chairwoman of CAC.
 - Chairwoman Plum provided recommendations of changing meeting dates of CAC to before VCF meets, establishing templates for quarterly financial reports and annual budgets. Also mentioned items that all members should receive; roster, establishing legislation, by-laws, current budgets and financial statements, copies of MOU.
- Closing Remarks Lindsey Watson
 - Thanked members who’s terms are ending; Jane Plum, Beverly Davis, Leslie Bowman, Cynthia Conner and Monica Rao
 - First Lady presented outgoing chair with a gift
- Adjournment Jane Plum
 - Meeting was adjourned at 2:06 PM.

Members Present

Jane Plum (Chair)
 Kathleen Kilpatrick
 Bryan Clark Green
 Eileen Lee
 Bob Brink
 Christy Coleman
 Leslie Bowman
 Tasha Chambers
 Justin Reid

Beverly Davis
James Schuyler
Anne Cross
Peggy Layne

Non-members Present

First Lady Pamela Northam
Linsey Watson, Executive Mansion
Alexa Pinzon, Executive Mansion
Dena Potter, DGS
Colleen Messick, VCF/CSPC
Craig Reynolds, CSPC
Linda Robinson, Head Docent