

Citizens' Advisory Council
Meeting Minutes
December 4, 2017

Jane Plum called the meeting to order at 12:32pm.

Approval of Minutes - Minutes from the September 2017 meeting were approved with one correction.

First – Daphne Maxwell-Reid

Second – Clay Hamner

Yay's – all

Nay's – none

Unanimously Passed

Opening Remarks (First Lady Dorothy McAuliffe) – Express on behalf of Governor McAuliffe and herself gratitude for the work over the last 4 years. Thank you to Bryan Green for the Valentine-Jackson Memorial Garden and the impact it has had. Thank you to Will Paulsen and Harry Davis and the restorations on the original kitchen. Thank you for all of the other projects, such as the pollinator garden, bee hive, growth in the green house, Virginia Green certification, vegetable garden on the back hill, composting, brochure, diversification of the art work on the first floor (Oliver Hill, Barbara Johns, Custodian), completion of the accessibility ramp and more.

The CAC has \$10,292 cash on hand from the financial report. A line by line report of spending during this administration will be sent out shortly to all of the members.

Jane Plum: Thank you First Lady for your stewardship.

Mansion Director's Report (K. Easley) -

Thank you everybody for all of your support, friendship, and comradery. Thank you for all of your hard work and commitment to the Executive Mansion.

Stakeholder Reports:

- Colleen Messick (VCF) – Susan Allen is now the Chair as of July 1, 2017, of the VCF board. The office is now located inside the Bell Tower. This summer we were able to raise the money to begin construction on the Indian tribute. It will be finished by the end of December and the ribbon cutting will take place in April. The groundbreaking of the Women’s monument took place today. Received a \$100,000 gift on Thursday and need \$142,000 more to finish project. It has been a pleasure to work on the case statement for the silver project and are working on the fundraising now. Annual report will be coming out. Andrea Seibentritt designed the 2017 Capitol ornament and will be selling them at the end of the meeting. VCF serves as fiscal agent to CAC.
- Andrea Siebentritt – The ornament design was chosen based off the history from 1850’s. The original fountain was a pile of rocks, so the existing fountain is not the original. Thank you to DGS for restoring the fountain.
- Justin Gunther (CSPC) – Over a dozen design firms were invited to respond to an RFP to redesign the Capitol Visitor Experience. This includes a website and branding. The responses were narrowed down to 2 finalists and on December 13th there will be a joint meeting to hear from the 2 finalists. Next year this will multi-year undertaking will begin. Keep an eye out for these developments and involvement in committees.
- DGS (Chris Beschler) – An inventory of furniture has been done and reconciliation is in the works. Relocation of the Edgar Allen Poe statue and has been moved farther north on Capitol Square on November 22, 2017. A special company was hired to move the statue that specializes in historic monuments. A more suitable location was chosen based on the scale of the new monuments being built. Bleachers have been installed for Inauguration. Capitol Square will be closed the week before Inauguration for security purposes. A steel structure is being installed on the inside and outside of Old City Hall to make sure it is more structurally sound.

Moment in History – (Lauranett Lee)

In 1932, 27 governors and wives came to Richmond for the National Governors’ Conference. Roosevelt was governor of New York at the time and he attended a concert given by Marion Richardson and lunched here at the Mansion.

On December 4th the WPA was dismantled.

Head Docent – (Linda Robinson) Thank you to the First Lady for the gracious events and being able to serve as head docent. We are in the process of waiting for the re-write of the docent manual. There are 2 new docents. We look forward to continuing in the New Year. Kaci – thank you for all your hard work over the years.

Resume Agenda – Back to Kaci Easley

Old Business:

Silver project – Kaci - We have been working with Eileen Lee and Tom Camden on the silver project and will go into more detail. Six pieces have been returned from Carol Givens, conservator. Working with Huntington Ingalls Industries (HI) on possibly securing funding for the project.

Tom - Two individuals are interested in conserving the project, Scott Nolley and Carol Givens. Over a year ago, Scott was contacted for a bid and did not return calls and emails. Therefore, Carol was secured as the conservator, despite her higher bid. Carol has come back with a revised estimate. Bottom line is we have two conservators competing for the business. We can use both conservators since the process is so time consuming. They both would like to have their names on this project. In the meantime, Collen, Eileen, Tom, and Kaci have been having conversations with a donor and a proposal is in the works.

Susan – Colleen talked to Kaci this week about particulars on getting a grant proposal finished to submit for potential funding.

Kaci – HI sent the grant application and Colleen is working on completing and submitting the application.

Brochure – Kaci – we will work with new administration on a photo and get with Mary Theobald who has a correction to the brochure. Brochures will need to go to the printer soon.

Committee Reports:

Building and Restoration (Bryan Green) – Found an authentic bourbon recipe for USS Virginia punchbowl.

Wanting to find/create tapes and transcripts of stories of people who have lived in the Executive Mansion project – looking for help on this project. There is a lot of steps to go through and looking forward to continuing this project with the new administration. Find Bryan afterwards if you are interested in helping.

Collections (Harry Davis) – Since we started work on the kitchen, I have turned my obsession with antique culinary items into a hunt. It has started to pay off when a woman from Baltimore called to donate 2 firkins. The importance of items like these in the kitchen is to humanize and have a learning experience in the kitchen. We are able to put a story together. We want to show the amount of labor in preparing meals in the original kitchen. The culinary arts have been ignored in recognition. Luranett introduced to me the book, *The Cooking Gene*, and how the food we eat today was developed, studied, and structured by enslaved people. If you are interested in this subject, take a look at this book. I will come up with a small wish list of items from the early 1800's timeframe for the original kitchen.

Education (Clay Hamner) – Updates to the brochure will be made with the new administration, as well as updated the photo.

Clay will get a quote to get 1,000 printed

Will get approval by call or email to the CAC when it is time to place an order

Furnishings (Will Paulsen) – Kaci relayed that Will sends his best and happy holidays. His inventory has been turned over to DGS as they prepare an overall inventory of the Mansion.

New Business:

Kaci - Board appointment letters and pins are on the back table

Closing:

Kaci - I will send around Scott and Carol's new bids, the silver case statement, the operating agreements (if possible), the punch recipe, the ending budget report, the CAC bylaws, the docent manual when complete, Will's final inventory, and my personal contact information.

Will work with Jane and First Lady for a conference call time next week. It will be Jane, Daphne, Mark, Luranett, Sarah, Will, and Leslie, Eileen, Tom Christy, would all be beneficial to have on the call with HI.

Jane – Is it a good enough business practice to go with two conservators or should a third be considered?

Leslie and Tom – No, we already did our due diligence.

Adjournment

The CAC meeting was adjourned at 1:44pm.

Attendees:

1. Jane Plum
2. Daphne Maxwell Reid
3. Tasha Chambers
4. Thomas Camden
5. Luranett Lee
6. Mary Theobald
7. Harry Davis
8. Clay Hamner
9. Rita Smith
10. Cindy Conner
11. Gretchen Bulova
12. Jane Plum
13. Margaret Richardson
14. Justin Reid
15. Sue Alefantis
16. Leslie Bowman
17. Sarah Scarbrough
18. Susan Allen
19. Eileen Lee
20. Mark Herndon
21. Bryan Clark Green
22. Beverly Davis
23. Christy Coleman

24. Linda Robinson, Head Docent
25. Chris Beschler, DGS
26. Andrea Seibentritt , VCF
27. Colleen Dugan Messick, VCF
28. Justin Gunther, CSPC
29. First Lady Dorothy McAuliffe

30. Kaci Easley, Mansion Director
31. Stacy Ellis, Deputy Mansion Director