



Citizens' Advisory Council

Monday, June 25, 2018

Meeting Location: The Executive Mansion Dining Room

Meeting Minutes (Approved on September 25, 2018)

- Welcome and Call to Order Jane Plum
 - Chair called the meeting to order at 12:22 PM.
 - Chair noted an absence of quorum and so no major voting occurring during the meeting.

- Review of Minutes Jane Plum
 - Chair noted although no quorum any addendums to the previous minutes.
 - No addendums made.

- Executive Mansion Update Michael Carey
 - Chair introduced Mansion Director, Michael Carey for an update.
 - Director Carey noted that a lot of traveling so smaller attendance this time and we would be solidifying the September date soon for everyone.
 - Director Carey had some updates for everyone including:
 - Deputy Mansion Director, Stacy Ellis has departed for a new opportunity and the position had not been filled.
 - The Executive Mansion had a successful Garden Day this year for our first with it being hosted by Three Chopt. If you have not seen pictures it is on the Governor's Flickr Page
 - Advisory Council Member Schuyler spoke up to praise how nice it was this year.
 - Director Carey announced to date, the Northam's have done over 52 events at the Executive Mansion including opening the home to participate On the Square Programming and the First Interfaith Seder at the Executive Mansion
 - The Executive Mansion has also been designated a James River Hero Home for our commitment and dedication to our community.
 - Director Carey mentioned the revamp of the Executive Mansion website to be aligned with Governor and FLOVA including adding a page for the CAC with the membership and minutes to be included which helps make us compliment with the Secretary of the Commonwealth.
 - The Executive Mansion has also increased our Social Media with over 65% increase in followers
 - Established an event database that allows full cycle of a guest from invite to attending an event.
 - Director Carey mentioned that although it has been about six months being in office at this point, it has been a busy and productive one.

- Stakeholder Reports

- VCF

Colleen Messick

- Chair noted that there was no representative from VCF.

- DGS

Dena Potter

- Chair recognized Dena Potter from DGS.
 - Ms. Potter announced the transition of the Northam's was complete with new Virginia made furniture in the Capitol Room
 - DGS continues to do touch up paint throughout the home.
 - Ms. Potter mentioned that there has been security improvements including implementation of the key cards.
 - Ms. Potter announced upcoming projects include resealing work on the Gillette Garden fountain and some landscape work (pruning and cleanup)
 - Ms. Potter mentioned how supportive the mansion has been with On the Square including tours for state employees; ice cream, and popcorn.
 - Ms. Potter gave an update on Capitol Square in general including: Recently painted the fence around Capitol Square and the fountains and light poles; GAB – last of building down this week, then haul away and get ready for construction early next year (possibly sooner) – completion in 2021; Working on parking deck design and will begin Old City Hall renovations this year
 - General Assembly included money for DGS to start planning the renovation of Morson's Row, a national historic landmark.
 - Request for Proposals for removal of the Aluminum Building
 - Virginia State Capitol Master Plan = Removal = green space
 - Unique history – early example of the use of aluminum for a prefabricated building – we wanted to offer it for removal rather than tear it down
 - Ms. Potter gave an update on behalf of VCF projects including the Virginia Indian Tribute dedication ceremony on April 17 that was attended by the Northam's and Former Governor and Mrs. Allen. DGS is now working on a sign.
 - The Virginia Women's Monument project included moving ground earlier this month and expect the plaza to be completed by late 2018.

- Docent Update

Linda Robinson

- Chair recognized Linda Robinson.
 - Ms. Robinson noted we have two new docents that will be coming on to give tours with one going through their test on July the 5th.

- Overview of DGS Cataloging

Dena Potter

- Chair recognized Ms. Potter.
 - Directory Carey interjected to let folks know the basis of this project. It had started many years ago with a former CAC Member Will Paulson. When Director Carey came in, he wanted to know where things came from and why to better tell the story of the house.
 - Director Carey is now trained on the program as well.
 - Ms. Potter introduced her colleague, Kristy Martin who is the lead on the project.
 - Ms. Potter stated, DGS is required by Code to take inventory of all public property and furniture in the Executive Mansion every four years during transition and provide that to the State Comptroller.
 - DGS works with the Mansion Director to maintain an up-to-date inventory. Every item is accounted for, including its location on the grounds or in storage.
 - DGS has approximately 800 items in the Mansion Inventory

- Late last year, DGS brought in an appraiser to update the inventory- Ms. Christine Corbin who has worked at Shirley Plantation, Lincoln's Presidential Collection, Robert E. Lee's Documents and Library, United Daughters of the Confederacy Collection and many more.
- Ms. Corbin updated the descriptions and noted the condition and other physical changes along with cross reference and update physical locations as needed.
- DGS also documented ownership and source by cross referencing paper files, such as CAC minutes going back decades
- All items and papers stayed on site – worked in our offices
- Ms. Potter mentioned that previously our descriptions would state something like silver set from 1800s, now we have George III Silver Six-Piece Coffee and Tea Service, Paul Storr, London, 1815 with description, that it was received from Mrs. Leonard D. Henry and is appraised at \$100,000
- The project focused on historic pieces – not rugs and lamps from Crate and Barrel
- Soon Kristy will come in and update locations of all now that family is getting settled
- Ms. Potter expressed her appreciation to Director Carey for keeping us updated
- Transitioned to new inventory database – COVA Trax is asset inventory system we use to track real estate and other assets
- Ms. Potter asked if there was any questions.
- No questions were asked.

- Committee Reports
 - Building and Restoration Bryan Green
 - Mr. Green gave an update on the oral history project and hitting some snags with information from the Library of Virginia.
 - Docent Robinson mentioned she may have a copy of it previously that she would look up.
 - Mr. Green explained the process of what he was looking for the oral history along with the tools he would use.

- Adjournment Jane Plum
 - Chair adjourned the meeting at 1:03 PM.