

# **Citizens' Advisory Council**

## **Meeting Minutes**

### **December 2, 2016**

---

Jane Plum called the meeting to order at 12:29 p.m.

**Approval of Minutes** - Minutes from the June 2016 meeting were approved as written.

**Mansion Director's Report (K. Easley)** - Ms. Easley reviewed the past financial report. Visitors to the Mansion were as follows: June (210), July (500), August (236), September (162/230 Capitol Square Fair), October (206), November (426), Holiday Open House (412). Holiday décor was done by David Pippin with contributions by DOF and local farms. Executive committee voted to reimburse funds – 1<sup>st</sup> by Thomas Camden. The new brochure is completed and the Executive Committee voted to reimburse for printing expenses (\$1283) – 1<sup>st</sup> by Jane Plum. The Mansion staff will let CAC know when the brochure supply is low and is also interested in getting a PDF version of the brochure to upload to the website.

**Moment in History** – December 2, 1823: President James Monroe delivers message to Congress, the Monroe Document.

#### **Committee Reports:**

##### **Building and Restoration (Bryan Greene)**

- The students who developed the concept for the Memorial Garden began working on a curricula guide and want to work with Clay to create a brochure for the kitchen.
- Bryan Greene has a proposal of the oral history of occupants of the Mansion and anyone interested should reach out to him directly.

##### **Collections**

- We need a volunteer to temporarily take over the Collections Committee for Lex Reeves.
- Harry Davis will take over.

##### **Education (Clay Hamner)**

- Future brochure edits should be approved by the historian.

### **Furnishings (Will Paulsen)**

- Will Paulsen is working through the last room for his appraisal, the Queen's Bedroom. Once complete, this part of the project will come to a close and the next process is research.
- Need to have beds in the Queen's Bedroom and Lafayette Bedroom looked at because the bed bolts need to be tightened. DGS will work with the Mansion to ensure this is done.
- Consider switching to alternative lightbulbs to get full color spectrum on the artwork. This switch would come out of the Mansion budget.

### **Silver Restoration**

- Quotes received from vendors were passed around.
- Vendor needs to be chosen soon that will complete the silver restoration project.
- This vendor should be an AIC member.
- Need to determine the funding and timing of the project.

### **Stakeholder Reports:**

#### **DGS (Andrea Peeks)**

- Update on the rehabilitation of Old City Hall, the General Assembly building moving to the Pocahontas building, and the potential construction of a parking deck.

#### **VCF/CSPC (Colleen Dugan Messick)**

- Possibility of raising funds for silver restoration project
- Capitol Square Preservation has assimilated into the Virginia Capitol Foundation. Colleen is the Executive Direction of VCF.
- VCF has new website and wants to incorporate the Executive Mansion as part of their website.
- Mentioned creating special donation forms for specific donors (i.e. silver, lights, etc.)
- The Indian Tribute has raised 309k of its 1 million dollar goal.
- Unveiling of the 2016 Thomas Jefferson ornament.
- Capitol Celebration will be held on 2/9/17 for annual donors.
- VCF is looking for an architectural interpreter to join their staff.

**New Business:**

- Peggy Richardson – December 14 deadline for financial disclosure statements.

**Closing Remarks (Kaci Easley)**

- Reminder: December 6 at 5pm - Friends of Executive Mansion Reception

**Adjournment**

The CAC meeting was adjourned at 1:27p.m. The date for the next meeting is TBD.

