

**Citizens' Advisory Council**

**Thursday, March 6, 2014**

**1:00**

**The Executive Mansion**

Meeting of the Executive Board came to order at 12:15 p.m.

Members in Attendance:

First Lady Dorothy S. McAuliffe  
Sarah Scarbrough (Chairman)  
George Bishop (Mansion Executive Director)  
Victoria Lewkow (Mansion Executive Assistant)  
Lincoln Saunders (First Lady's Chief of Staff)  
Liza Purcell (First Lady's Executive Assistant)  
G. William Greer  
Laura Lee Garrett  
Andrea Peeks (Department of General Services)  
Lauranett Lee  
Richard Carter  
Charles MacFarland  
Ashley Peace  
Bryan Green  
Steve Wood  
Susan Brown Allen  
Mary Theobald  
Rose Chen  
Tom Camden  
Willis Kim  
Harry Davis  
Clay Hamner  
Mark Herndon  
Jane Hostetler (Head Docent)

Welcome and Call to Order (Sarah Scarbrough)

Introductions around the table

Approval of Minutes: Minutes from the December 5, 2013 were approved as written.

Treasurer's Report (Charles MacFarland):

- The CAC has received a report from the Virginia Capitol Foundation outlining the amount of money that is being held for use at the Mansion.
- All funds with the Capitol Foundation have been acknowledged. The fund is healthy, and in fact, the growth in the fund based on investments exceeds the amount that has been spent since the time of the merger.

- The Capitol Foundation Executive Director and the Mansion Executive Director will develop a proposed Memorandum of Understanding to outline for each group the process by which the need for funds are identified by the CAC and requested from the VCF.

Historian (Lauranett Lee)

History Moments:

- In 1973, the General Assembly authorized the hiring of an Executive Assistant for Mrs. Linwood Holton, thus providing the Mansion and the First Lady with a professional assistant for the first time in its history.
- On this day in Virginia history, Madison College was founded in 1908 as The State Normal School for women interested in the teaching profession. The school became co-ed in 1966 and was renamed to James Madison University in 1977.

Building and Restoration: (Bryan Green)

The Preservation and Capital Master Plan for the Executive Mansion has been completed. While the plan has been adopted, it can be revisited and changed as needed. Included in the plan will be an inventory of furnishings that the Department of General Services does at the start of each administration.

Goals for the future include the following:

- Evaluation of furnishings in need of repair and maintenance.
- Working with DGS on an inventory of pieces in storage

Education (Richard Carter)

Docent Manual: Last year the manual was revised, thanks in large part to the work of a committee of docents. The manual's format should be easy to revise when future changes are needed.

*First Home* book: Approximately 5000 copies of the book have sold through the Library of Virginia. Prices on the remaining inventory of 3000 unsold books have been reduced from \$35 to \$20. For the future, an update of the book should be considered with a new introduction and changes in some of the photographs. Cost of reprints should be cheaper than the original printing.

(see attached report)

Collections (G. William Greer):

Furnishings for the Mansion should be evaluated with the thought of upgrading existing pieces with finer acquisitions, especially those with a provenance from Virginia. Quality antiques dealers from the East Coast could be alerted to notify the committee when those pieces become available for consideration and purchase.

Mansion Director's Report (George Bishop)

A report on recent activities to do with the furnishings and maintenance of the Mansion was provided.

- The Virginia Capitol Foundation's Mansion fund analysis was submitted for review. (see attached)
- The James Monroe portrait on loan for two years was removed on February 19 and replaced with a reproduction of a portrait of George Washington. The original, by Charles Willson Peale,

hangs in the chapel at Washington & Lee University. A committee member mentioned that a fine reproduction of the Monroe portrait exists and may be available as a substitution.

- Greenhouse: Construction of the greenhouse is currently on hold until outdoor temperatures remain above the 40 degree mark for several weeks. The original time estimate for the project's completion was March 31.
- Lampshades: Lampshades throughout the first floor of the Mansion were in poor condition and in need of replacement. A local vendor, Shades of Light, came to the Mansion to evaluate all the lamps and shades and provided an itemized list for repairs and replacements. Total cost came to \$1294.00 (see attachment). Chairman Scarbrough made a motion to accept the quotation and to approve any possible pickup or delivery charges up to \$200.00. The motion was seconded and passed unanimously.

#### Comments from First Lady (Dorothy McAuliffe)

First Lady, Dorothy McAuliffe introduced herself and gave a brief background on her family. She mentioned her initiative on the importance of fresh foods and the promotion of Virginia's agricultural products. Her plans include the planting of a kitchen garden at the Mansion and use of the greenhouse for growing vegetables. The First Lady was pleased to announce the hiring of Chef Chris Blain, who will begin on March 24. Mrs. McAuliffe expressed thanks and appreciation for the work of the CAC.

#### New Business for June 5 meeting:

- Introduction of new appointees
- Updating of bio's for all members of CAC
- Mansion newsletter for the website.
- Recognition for Mrs. 'Jinx' Holton

Meeting adjourned at 2:25 p.m.