

CAC Minutes
March 26, 2015
Executive Committee/General Meeting

Chairman Sarah Scarbrough called the meeting of the Executive Committee to order at 11:00 and adjourned it at noon; the General Meeting was called to order at 12:30 after a break for lunch. Because similar information was presented at each meeting, these minutes are a compilation of both.

Introduction of new Mansion Director - Kaci Easley was introduced as the new mansion director as of April 1, 2015.

Financial Report (G. Bishop) – Report from last quarter activities was attached to the minutes.

Report on Memorandum of Understanding (G. Bishop) – MOU (as prepared by the Attorney-General's office) defines the relationship between the CAC and the VA Capitol Foundation in matters pertaining to funding – specifically requests for funding, spending policy, allowable and non-allowable expenses.

After the MOU was read by committee, a motion was brought forth to adopt it as written. Motion unanimously carried.

Committee Reports

Furnishings (W. Paulson) – Mr. Paulson reported on the progress of his inventory project, in which he is examining and documenting furnishings in each room of the public area of the mansion. When completed, the project will note pieces in need of conservation and replacement as well as providing current market values and defining any need for future acquisitions. He has currently completed the Old Governor's Study and the Ladies Parlor.

Mr. Paulson has also donated two books for the start of a library on furnishings and decorative arts here at the mansion.

A proposal was put forth to reupholster a pair of Chippendale-style sofas that are in the South ballroom. CAC member Sue Alefantis has been charged with bringing samples of fabrics to the June meeting for further consideration.

Collections (A. Reeves) – Committee continues to look for VA-related artworks available for loan.

Education (J. Plum) – The committee met by conference call to discuss the creation of new brochures for visitors to the mansion. Committee members each conducted

independent research on brochures available at other mansions and communicated their findings by email. Other projects under consideration are the photos on display in the mansion hallway (changing and rotating them by season); and, the return of the glass showcase to the mansion to highlight historical items.

Buildings & Restoration (B. Green) – Mr. Green reported on an oral history project that he proposed at a previous CAC meeting. The project will involve taking oral histories of those who lived or worked at the mansion. Suggested outlets for the material are the Library of Virginia, VCU, and the mansion's website as a podcast. Project would require a grant to pay for transcriptions.

Department of General Services (A. Peeks) – Ms. Peeks reported on the status of the HVAC project that has begun in the mansion. The general contractor is Hyperion. Projected date of completion is early May.

DGS has begun a project to inventory all items within the storage area of the Patrick Henry Building. Mansion docent, Aurora Vicars, has volunteered to work on the project and will report on its status at the June meeting.

Capitol Foundation (A. Lynch) – Fundraising is underway to restore the Washington Monument on Capitol Square. The foundation is meeting with area corporate leaders for major donations.

A Capitol Celebration, the foundation's main fundraiser, was held at the Capitol building in mid-February. Four major corporate sponsors participated.

A total of \$751,401 is in the budget for future mansion projects.

First House book (A. Bridge) – Thus far, 131 books have been given to various Virginia libraries; 25 went to colleges. There are 2,784 remaining in inventory. Letters are going out to schools and private colleges to offer the book. A price reduction to \$15.00 will take place in October with a further reduction to \$10.00 for the holiday season.

This Day in History (L. Lee) – Ms. Lee provided a brief history of compulsory education in Virginia. Two original letters from Governor Campbell (1837-1840) have been found and suggested for future exhibit at the mansion.

Future Executive Committee Meetings (S. Scarbrough) – Because the information presented at both meetings is largely the same, a motion was put forward to hold future Executive Committee meetings by conference call as week before the General Meeting. Motion carried.

Respectfully submitted,
Victoria Lewkow
Deputy Director, Executive Mansion

Board Members at March Meeting:

Sue Alefantis
Rose Chen
Beverly Davis
Maureen Denlea
Bryan Green
Mark Herndon
Lauranett Lee
Will Paulsen
Jane Plum
Alexander Reeves
Davis Rennolds
Brownie Ritenour
Sarah Scarbrough
Rita Moyer Smith
Mary Theobold

Staff and Guests

George Bishop
Amy Bridge
Kaci Easley
Charlotte Gomer
Alice Lynch
Victoria Lewkow
Andrea Peeks