

CAC Minutes
September 3, 2015

Chairman Scarbrough called the meeting to order at 12:30 p.m. Minutes from the July meeting were approved as written.

Mansion Director's Report, Kaci Easley:

- Visitors to the Mansion: 176 in June, 371 in July, and 176 in August.
- Bylaw Review: The bylaws have not been updated since 2005. Members are encouraged to review them and suggest any changes or corrections. A reminder of such will go out in October.
- New Staff Introductions: Lindsey Watson, new executive assistant to the First Lady, and Gina Burgin, Deputy Secretary of Finance who will be assuming the responsibility of CAC member training. Training will include both new members and those already on the board and will begin in March.
- Financial Report: Attached to agenda. No new expenses were reported from the last meeting.

Committee Reports

Bryan Green, Building and Restoration:

- Old Kitchen Project: Mr. Green has organized a project for his students at VCU to conduct an architectural analysis and interpretation of the old kitchen quarters at the mansion. Included in the project will be a history, an educational plan, a fundraising strategy, and publicity. Class members will visit the old kitchen and will give formal presentations at Hibbs Hall on the VCU campus, and at the December CAC meeting. Complete information with dates can be found in the handout passed to members at this meeting.

Lex Reeves, Collections:

- Art Acquisitions: The committee plans to work with the VMFA and other venues to obtain more contemporary art for the mansion.

Will Paulson, Furnishings:

- Inventory Project Mr. Paulson presented his updated furnishings report that included a thorough assessment and inventory of the Old Governor's Study and the Ladies Parlor. The report was passed among members of the board.

A request was made that the report be emailed to every member. Members of the board commended Mr. Paulson for his excellent work and for his time on this project.

Deputy Director, Victoria Lewkow (for Jane Plum), Education: Ms. Lewkow gave a report on several projects undertaken by the Education Committee:

- Photo Gallery in Mansion Hallways: Photos from past administrations currently hang in the two small hallways behind the front rooms of the mansion. The photos are small and poorly hung, and have not been changed since the 1990s. The committee would like to replace some of the photos, enlarge them for better visibility, and have all reframed. Cost for the project is approximately \$2,160.00. (Sixteen photos @ \$135/per Rick's Frame Shop). Chairman Scarbrough motioned for a vote of approval. Committee member, Rita Smith, suggested increasing the amount to \$2,500.00 to cover unexpected costs. Motion seconded and unanimously carried.
- Mansion Brochure: A new brochure specifically about the mansion was suggested as a project at the March meeting. The committee did research on brochures from other historic sites. A four-fold design was selected as a template and Ms. Lewkow was charged with writing the verbiage and presenting it to the committee for approval by email. Member Clay Hamner volunteered to work on the design. Two completed samples will be presented for approval at the December meeting.

Capitol Foundation, Alice Lynch:

- Fundraising for New Monuments: Generous gifts have come in from Frances Crutchfield (\$100k); Altria (\$250k); a challenge grant of \$100k for the Women's Monument; and \$400k from Dominion for the overall campaign.
- Holiday Ornament: The 2015 ornament will be of the Washington Monument at the entrance to Capitol Square. This and ornaments from former years will go on sale in October.
- Women's Monument: Ms. Lynch requested nominees for the Wall of Honor, which beyond the actual monument, will list other outstanding Virginia women. Forms are available on the Capitol Foundation's website.

Department of General Services, Andrea Peeks:

Ms. Peeks reported on the progress to repair of the Washington Monument on Capitol Square. She also provided details on the UCI Bike Race, which begins on September 19.

Capitol Preservation, Kathleen Kilpatrick:

- Handout: Information on Capitol Square is now available in handout-form in several different languages.
- Anniversary: March commemorates the 70th anniversary of Winston Churchill and Dwight Eisenhower meeting at Capitol Square.
- Art Exhibit: An art exhibit of the Capitol through time is being planned.
- Collection Management: Also being undertaken is an inventory project.

New Business:

- Sara Scarbrough and Mark Herndon have offered to head up the committee for furnishing the Old Kitchen. They are asking for members from the CAC.
- Mary Theobald reported on a request from the governor's mansion of Georgia for assistance with a book similar to Virginia's *First House*.
- Kaci Easley requested \$240.00 from the CAC to pay for broken casters on the Sheraton sofas in the mansion's ballroom. A motion was put forth and carried for that amount.

First Lady Dorothy McAuliffe thanked board members for all their assistance with maintaining the mansion and for the work they have in progress with future projects.

Attendance:

Leslie Greene Bowman
Thomas Camden
Rose Chen
Beverly Davis
Harry Davis
Mary Theobald

Bryan Green
Clay Hamner
Mark Herndon
Lauranette L. Lee
Will Paulsen
Gina Burgin

Monica Rao
Alexander Reeves
Brownie B. Ritenour
Sarah Scarbrough
Rita Moyer Smith
Andrea Peeks

D. Anderson Williams
Steven Wood
Kaci M. Easley
Lindsey R. Watson

Alice Lynch
Charlotte Gomer
Kathleen Kilpatrick
Victoria Lewkow

Respectfully recorded and submitted by
Victoria Lewkow
Deputy Director, The Executive Mansion