



**Citizens' Advisory Council**  
**Tuesday, September 25, 2018**  
**Executive Mansion, The Dining Room**

**Minutes as Transcribed.**

**Agenda**

- **Welcome and Call to Order** **Jane Plum**
  - Chair Jane Plum called the meeting to order at 12:16 PM.
  - Chair Jane Plum welcomed new members Peggy Layne who was in attendance and Anne Geddy Cross who was not in attendance.
  
- **Review of Minutes** **Jane Plum**
  - Chair Jane Plum asked if there are any changes to the minutes from June
  - Chair Jane Plum asked for a motion to accept the minutes.
  - Member Bob Brink moved the motion.
  - Member Monica Roa seconded the motion.
  - Minutes approved by members. No objections.

- **Opening Remarks from Mansion Director** **Michael Carey**
  - Chair Jane Plum recognized Mansion Director Michael Carey.
  - Director Michael Carey introduced Alexa Pinzon as Assistant Mansion Director/Pastry Chef.
  - Assistant Director Alexa Pinzon reported on gift of additional serving China from Governor Wise's administration
  - Director Michael Carey provided greetings on behalf of FLOVA who had another commitment
  - Director Michael Carey provided updates on Executive Mansion Benchmarks including:
    - Year to Date Total Events: 101
    - On the Square: 12
    - Guests Welcomed to Mansion
      - Year to Date: 4424
    - Public Tours
      - Year to Date: 1,176
    - Electricity Usage in the Mansion
    - Compared to Last Year 5.25% Decrease
  - Director Michael Carey mentioned an upcoming Halloween Open House on October 31st
  - Director Michael Carey announced the Tree Lighting and Open House is November 28, 2018
  - Our theme will be Family First- which has always been a focus for the Northams including over the past year with Medicaid Expansion, Early Childhood

#### **Stakeholder Reports**

- **VCF** **Colleen Messick**
  - Colleen expressed her thanks for the success of the Indian Tribute Monument in April. Spoke on the estimated date of completion for the Women's Monument and how much addition funding they are still trying to raise

- Colleen introduced Dr. Craig Reynolds who spoke on his work on the exhibit in the Capitol for the 400th anniversary of the Capitol Police.
- They will be presenting their 2018 holiday ornament to the First Lady on November 13.

- DGS

Dena Potter

- Dena Potter welcomed Kileen King from her office at DGS
- Dena Potter gave an update on GAB as Demo is complete DGS is developing the foundation design, which should take a couple months, and you should begin to see activity there again by the end of the year
  - DGS has salvaged several pieces to incorporate into the new building, including the clock, the lamp on the Broad Street side and the archway over the entrance.
- Dena Potter gave an update on the Parking Deck as design will go before the AARB on October 5th.
- Dena Potter gave an update on Old City Hall renovations with next steps on waiting on tenants to be ID'd and have completed preliminary design, including exterior repointing and development of a new skylight.
- Dena Potter gave an update Morson's Row with complete funding; A/E hired and doing historical research.
  - Member Kirkpatrick asked if architect has been picked. Dena Potter needs to get back with an answer.
- Dena Potter gave an update on Governor Street as moving ahead with security enhancements with Gate access at North side near PHB

- Docent Update

Linda Robinson

- Linda thanked Michael for Docent outings to the Valentine Museum and Capitol behind the scenes tour.
- Discussed how well received the state employee Mansion tours were
- Will notify everyone when the holiday tour schedule is active

## Committee Assignments

Michael Carey

- Director Michael Carey stated with smaller CAC, we are asking members serve on one committee- excluding the Chair and Treasurer
- Assignments are based upon first request of those that wish to.
- Director Michael Carey will speak separately with new members to see their requests
- Director Michael Carey has spoken to the Chairs and expectations -- to do a monthly Committee Call.
- Director Michael Carey hope is to have the first series of calls in October to discuss the projects each will focus on.
- Director Michael Carey mentioned still needing a Furnishing Committee Chair that will be discussed on the Organization Call.

## Committee Reports

### ○ Building and Restoration

Bryan Green

- Chair Jane Plum mentioned Bryan was not able to make meeting and had no update.
- Linda Robinson provided her copy of the oral histories that were previously taken

### ○ Collections

Bob Brink

- Member Brink had no updates, but looking forward to working with everyone.

### ○ Education

Justin Reid

- Member Reid discussed working on the historic kitchen.
- Member Reid excited about progress being made on the historic kitchen with the descendent engagement through Monticello and Montpelier

## Adjournment

Jane Plum

- Chair Jane Plum asked for a motion for adjournment.
- Member Bob Brink so moved. Member Peggy Layne seconded the motion.
- Meeting adjourned at 12:53 PM.