

Capitol Square Preservation Council

MEMORANDUM

TO: The Honorable Timothy M. Kaine
Governor of Virginia

Members, Virginia General Assembly

FROM: James E. Wootton
Executive Director, Capitol Square Preservation Council

DATE: 30 November 2007

SUBJECT: *2007 Preservation Council Annual Report*

Pursuant to Chapter 976 of the 1999 *Acts of Assembly*, the Capitol Square Preservation Council “shall make a report on its activities and recommendations, if any, annually by December 1 to the Governor and General Assembly.”

It is my pleasure to present the 2007 Annual Report of the Capitol Square Preservation Council. This report reflects the effort and dedication put forth by the members of the Council, and I continue to be honored to serve as their Director.

Please feel free to let me know if you have any questions or if I may be of assistance.

Cc: The Honorable Viola O. Baskerville

CAPITOL SQUARE PRESERVATION COUNCIL

Annual Report—November 30th, 2007

Created by the Virginia General Assembly in 1999, the Capitol Square Preservation Council oversees “the architectural, historical, archaeological and landscape features of Capitol Square.” The fourteen-member Council recommends actions for “the enhancement of their historical and architectural integrity” and strategies “that will enhance interpretive and educational opportunities.” Council members “review all plans or proposals for alterations, improvements, additions, renovations or other disposition that is structural or architectural in nature. No implementation of such plans or proposals shall take place prior to review by the Council.” The Council is charged with making a report of its activities to the Governor and General Assembly by December 1st of each year.

2006-2007 Highlights:

- ❑ **Collaboration with agencies and committees on the Capitol Preview Gala and Re-Opening and Re-Dedication.**
- ❑ **Partner in securing a \$60,000 corporate grant to the Virginia Capitol Foundation.**
- ❑ **Partner in securing \$100,000 in foundation grants for conservation of the 1818 Capitol Square fence.**
- ❑ **Review of Civil Rights Memorial and capital projects.**
- ❑ **Development of gift-acceptance and donor-recognition guidelines.**
- ❑ **Over 90 lectures/tours to academic classes, civic clubs, organizations, and groups.**

The Council's work has been coordinated by Executive Director James E. Wootton since June 2000. In 2007 the Council and Director have pursued the following goals:

Historic Preservation and Conservation--*Develops comprehensive multi-year plan for conservation, restoration and refurbishment of architectural, historical, archaeological, and landscape features of Capitol Square.*

Action: Participation in completing the Capitol Restoration/Extension Project. Consultation with architects and with General Services staff on the Washington Building renovation, the Eighth Street-Ninth Street office complex, conservation of the Capitol Square fence, and landscape design details.

Inventories and develops a conservation plan, in conjunction with the Library of Virginia (State Library/Artwork Coordinator) and the Clerks of the House and Senate, for all works of art, including paintings, sculpture, decorative arts and antique furniture in a manner consistent with House Bill 1206.

Action: Ongoing working relationship with the Curator of the State Art Collection, Library of Virginia. Participated with the Curator and Capitol Historian for interpretation of the 1860s Virginia State Flag and for a proposed bust of Meriwether Lewis to be placed in the Old Hall of the House of Delegates.

Develops plans for the identification, preservation, and scholarly research of archives related to the Capitol, including written works, photographs, and electronic recordings.

Action: Ongoing research of the collections of the Library of Virginia, the Virginia Historical Society, and the Department of Historic Resources. Managed a summer research intern who documented the Capitol's repairs during its first twenty years. Received archival material to be placed in the Preservation Council collection at the Library of Virginia.

Administrative--*Carries out policies developed by the Council and reports, as requested, to the Council. Serves as a liaison with the Clerk of the House of Delegates, Clerk of the Senate, Secretary of Administration, Art and Architectural Review Board, and Department of General Services.*

Action: Reported to Council at four quarterly meetings and at two committee meetings. Organized committee review of proposed inscriptions for bricks placed on the *Pathway to Liberty*. Developed gift-acceptance and donor-recognition guidelines for committee review. Daily interaction with state officials and agencies.

Provides administrative support to the Council and performs other such duties as may be assigned by the Council.

Action: See above. Regularly reports to the Council Chair in person and by email and phone. Records and distributes minutes of quarterly meetings to Council members. Manages Council correspondence, inquiries, and financial records.

Schedules and conducts periodic meetings of the Council. Coordinates programs and presentations to the Council.

Action: Scheduled two quarterly Council meetings, six committee meetings, and weekly committee review of brick inscriptions. Coordinated agendas with the Council Chair. Arranged for special presentations from the Department of General Services, the Library of Virginia, the Virginia Capitol Foundation, and the Capitol Square Civil Rights Memorial Foundation.

Represents the Council before legislative committees as necessary to fulfill the requirements of the enabling legislation.

Action: Attended relevant meetings of the Executive Committee for the Capitol Restoration/Extension Project. Worked with the Clerk of the House, Clerk of the Senate, and Secretary of Administration on developing and installing temporary exhibits for the Capitol and Extension.

Develops and administers the Council budget. Complies with State procurement regulations.

Action: Maintains monthly budget report system with the Department of Legislative Services. Reviews and submits invoices, gifts, honoraria, and reimbursements. Distributes travel reimbursement materials to Council members as appropriate.

Initiates and coordinates fund raising activities as may be required to implement plans adopted by the Council.

Action: Collaboration with the Executive Director, Virginia Capitol Preservation Foundation, in securing \$60,000 from Alcoa for planting six trees on Capitol Square. Further collaboration resulted in \$100,000 in foundation grants for conservation of the Capitol Square fence. Received \$1,575 in speaker fees and honoraria. Ongoing collaboration with the Director of the Virginia Capitol Foundation to cultivate potential donors in the public and private sectors.

Interpretive Programs--*Develops programs to interpret the history of the Capitol and its environs.*

Action: Presented 92 lectures or walking tours of Capitol Square to the general public and to Elderhostel classes from the College of William and Mary and from Virginia Commonwealth University. Updated lecture content on the Capitol's history and restoration and developed a new lecture on the Capitol's restoration. Also lectured to groups and historical societies in Alexandria; Charlottesville; Daleville; Heathsville; Hopewell; South Boston; Williamsburg; and Winston-Salem, North Carolina.

Works with the Capitol hostesses to enhance further the existing visitor services program and accommodate tourists, school children, and special guests of the Governor and General Assembly.

Discussions with Capitol Historian and guides on exhibit content for temporary exhibits mounted in the Capitol and in the Extension. Regularly receives and distributes research findings with the Capitol Historian and with the Curator of the State Art Collection for use in interpreting the Capitol.

Utilizes all forms of information technology to educate the public about the history and modern day uses of the Capitol.

Action: Worked with a technology staff member from the House of Delegates to upgrade the Council's website. Updated PowerPoint presentations on the Capitol's history and restoration and developed a new presentation on the completed restoration and expansion of the Capitol.

Publishes materials as approved by the Council.

Action: Edited the text of the intern report on the history of the Capitol's early repairs. Discussions underway on a guide to Capitol Square.

Capital Development and Improvement--*In cooperation with the Clerks of the House and Senate, Art and Architectural Review Board, Secretary of Administration, and Department of General Services, develops plans and recommendations for the maintenance and preservation of the architectural, historical, archaeological and landscape features of Capitol Square and for the enhancement of their historical and architectural integrity.*

Action: Participation with staff and with architects for projects involving the Washington Building, the Eighth Street-Ninth Street office complex, and the Capitol Restoration/Extension Project. Review of projects, including the upcoming Civil Rights Memorial, for compliance with recommendations of the Capitol Square Landscape Master Plan.

Works closely with the Department of General Services in developing capital budget requests and appropriations for construction, renovation and improvements to the Capitol Square structures and grounds and in making recommendations to the Governor and General Assembly.

Action: Ongoing working relationship with Department of General Services. Maintain a memorandum of agreement the Director of General Services for projects involving Capitol Square Preservation Council, as required by enabling legislation.