

**Women of Virginia,**  
Commemorative Commission  
October 18, 2012, 2 PM  
Senate Room A, General Assembly Building  
Richmond, Virginia

**Minutes**

Members in attendance:

Secretary Lisa M. Hicks-Thomas  
Senator Jill H. Vogel  
Em Bowles Locker Alsop  
Mary Easterly  
Alice Lynch  
Kitty Claiborne  
Susan Schaar  
Senator Mary-Margaret Whipple

Delegate Jimmie Massie  
Paul Nardo  
Lissy Bryan  
Sandra G. Treadway  
Rita McClenny  
Mary Abel-Smith  
Jacqueline Hedblom

The meeting was called to order by the Chair, Secretary Lisa Hicks-Thomas. Member introductions were made, having 15 members of the Commission present, establishing a quorum. The Commission then adopted the minutes from the last meeting on July 12<sup>th</sup>, 2012.

The Chair then reviewed the updates and concerns shared at the Executive Board meeting that took place earlier in the morning. She shared the Richmond Times-Dispatch article written about the Monument, and informed the Commission she was approached by the Council on the Status of Women asking that someone on the Commission come to speak to them about the purpose and mission of the Women's Monument Commission. In response to the request Secretary Hicks-Thomas and Susan Schaar met with the Council and brought them up to date on the Commission's work.

After the Chair reminded the members of the FOIA requirements, and the need to respect and follow the rules pertaining to it, the discussion then turned to Alice Lynch, Executive Director of the Virginia Capitol Foundation and Commission member, to give her report on funds. She said the Foundation met and agreed upon some language that would be included in an addendum to the letter that is given to donors to the Monument Commission. The addendum clarifies that the design, location, and materials used shall be determined in sole discretion by the Commission and in compliance with Joint Rules. The letter also clarifies that the Commission, not the Foundation, has full control over funds. Gifts directed to the Capitol Foundation should include a note in memo line/accompanying paper work giving designation for the Women's Monument. Susan Schaar informed the Commission that the Joint Rules Committee gave the Commission a loan of \$25,000 to use as seed money.

Ms. Lynch then followed up along with Lissy Bryan, reporting on the Fundraising Campaign they are heading up for the Executive Board of the Commission. They expressed the need for more statewide, geographic diversity in fundraising to expand the Richmond-focused

fundraising. The Commission needs to pick representatives to serve on the Capitol Foundation, and the Chair asked that anyone interested in serving contact her individually. Proposed nominations could include one commission member and one non-member. Ms. Lynch reminded members that the next Governance Meeting will be on Dec. 6, so nominations should be decided upon beforehand.

The Chair then gave a report on the proposals that were received in response to the Request for Proposals. 34 proposals were received from all over the world, and the Executive Committee is working on narrowing the selections down to no more than 5 finalists to be recommended to the Full Commission. The Executive Board is meeting with the team of advisory consultants (of whom almost all that were contacted agreed to serve) on Sunday, October 28, 2012 to review the proposals. Dr. Sandra Treadway is serving as the liaison between the Commission and the consultants. There is an opportunity to review the proposals in-person, by way of contacting the Secretary of Administration's office, as well as remotely for consultants and Executive Board members through a secure website. Sec. Hicks-Thomas reviewed the scoring/evaluation process that is based on: qualifications of artist/team, work experience, elucidation of women's history, adherence to specifications, and time frame, which all adds up to 100 points. Any costs associated with this process will be paid for by the seed loan given by Joint Rules.

In closing, a few questions were raised by members. Kitty Claiborne asked what the procedure will be if none of the proposals are agreed upon, to which the Secretary responded that the RFP process would restart. The question of a timeline was raised, and it was stated that the 5 finalists will be notified by Nov. 16, 2012, so the Commission will meet again on Nov. 8th @ 2 PM.

The meeting was adjourned by the Chair at 2:55 PM.