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# Idaho State Capitol Commission

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## Official Minutes, December 15, 2010

A meeting of the Idaho State Capitol Commission was held on this date in Flex Room WW17, Idaho State Capitol Building, Boise, Idaho. Acting Chairman Jeff Youtz called the meeting to order at 9:30 a.m.

### **Members Present:**

Evan Frasure

Stephen Hartgen, Representative

Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Jan Gallimore, Executive Director, Idaho State Historical Society, Ex-Officio Member

Teresa Luna, Interim Director, Department of Administration, Secretary/Ex-Officio Member

### **Others Present:**

Tim Mason, Administrator, Division of Public Works

Jan Frew, Executive Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Michelle Lynch, Idaho State Historical Society

Kelly Berard, Relocation Project Manager, Division of Public Works

Vivian Otero-Epley, Idaho State Building Authority

Keith Reynolds, Division of Financial Management

Robyn Lockett, Capitol Services Coordinator

Robin Finch, Department of Administration

Jennifer Pike, Department of Administration

## **General Commission Business**

Approval of Minutes

**MOTION: Commissioner Gallimore moved to approve the minutes from the September 22, 2010 Capitol Commission meeting as written. The second was by Commissioner Hartgen; the motion passed unanimously.**

## **Budget and Funding Issues**

### **Revenue & Expenditures; *Connie Smith***

Ms. Smith presented the FY2011 Budget Worksheet and June FY2011 Sources and Uses of Funds reports for Period Ending June 30, 2011. Please note there is no balance in the Permanent Building Fund or the Furnishing Fund.

Ms. Smith presented the FY2011 Budget Worksheet for period ending November 30, 2011 as follows:

	<u>Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2011 Balance</u>
Nov. Dept. of Lands Fees	\$ 30,872	\$ 61,743	\$ 65,357
Paul Hosefros Capitol Exhibit	\$ 3,600	\$ 3,600	\$ 0
Subtotal Administrative Expenses	\$ 34,472	\$ 69,586	\$422,509
Carryover			
Total Operations	\$ 34,472	\$ 69,586	\$ 749,709

Commissioner Hartgen asked if the art project rotations for the Capitol had an ongoing budget or if these exhibits would be dealt with on a one-by-one basis. Commissioner Gallimore responded that there is a small amount in the budget to continue the Capitol Curator Program. In the case of Mr. Hosefros, he did not have the framing and matting needed for his exhibition. She is working with him to donate the photos to the State Historical Society. Additionally, most art pieces come from the places like Water Color Society, and the pictures/photos are already framed and mounted. Commission Youtz commented that there is some flexibility in the budget, and such projects are within the mission of the Capitol Commission and can be approved out of the budget.

Ms. Smith then presented the FY2011 Sources and Uses Fund Worksheet. This handout looks different than before to reflect on the Income Fund and Endowment Fund balances. Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 1,441,356	\$ 0

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 622,061	\$ 0

The estimated market positions, as of October 31, 2010 are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 647,511	\$ 19,790,806

Commissioner Youtz summarized that the budget requests were approved in the previous meeting with the Commission's total operating budget for the year is \$327,200; however, the Commission's cash balance is \$622,061. Therefore, the Commission may be able to go one more year before taking another transfer from the Permanent Endowment Fund.

## Capitol Restoration Updates, Jan Frew

### Project Status & Budget

Ms. Frew summarized:

- The project is almost complete.
- We have completed the 1-year walk through on warranty items, and very pleased with the results.
- Processing the final contractor payments.
- The Capitol Services Committee continues to work on several continuing items.

- Based on the information available right now, it appears that the entire project (Capitol Restoration and Garden Wing Expansion) will come approximately \$1 million under budget.

Commission Youtz asked at what point will that project fund close? Or would further expenses be handled by the Permanent Capitol Building Fund? Ms. Frew responded that the project fund is not accepting any new requests. All requests must go through the standard process and be paid out of the Capitol Building Fund. Ms. Frew suggested that the Capitol Commission may want to set up an annual review of the special projects requested every year as there will always be additional work necessary or requested.

Commissioner Hartgen asked if the electrical issue on the Senate side had been handled. Ms. Frew responded that the issue has been resolved, work has been done in that area, and they are keeping a close eye on it.

Commissioner Hartgen also asked about the House side dome and possible moisture behind the paint. Ms. Frew was unaware of any such issue. However, the paint is peeling on the oculus shield, where the stars are. This will be addressed after Legislative Session since it will require scaffolding in the rotunda.

#### **State Street Update**

- Ms. Frew presented the Project Budget Report for the State Street Project. This project is complete and came in significantly under budget.

Ms. Smith asked if the remaining project funds would be transferred back in to the Capitol Commission budget. Ms. Frew said she would have to verify the status of those funds and get back to Ms. Smith.

#### **Update on ADA Issue**

- DPW has begun the process to install an automatic door button on the double doors that lead in to the Garden Level Rotunda. This project was paid for by the Legislative Services Office (LSO).

## **Public Outreach, Art & Culture**

### **Arts, History and Culture Committee Report, *Jan Gallimore***

Commission Gallimore noted that several of the photos from the previous display, including photos of Eisenhower and Borah, have been installed in the Orientation Room of the Capitol located near the Capitol Service Desk.

The Historical Society is also working on a capitol collections policy that will address what to do with items such as gifts from trade missions. They have begun to implement this type of policy for gathering Legislative records, but want to look in to the future such as collecting First Lady inaugural ball gowns. They want to look strategically about how to build these broad collections.

We just finished the Employee Charitable Giving Campaign with a big thanks to Jan Frew. Because we were mindful that we wanted to reward employees for their giving, we were able to give them the “gift of experience”. The first level, for 1% gifts, were given a tour of the Capitol by Ms. Frew. The second level, for 1/2% gifts, were given a tour of the Old Penitentiary. Having the Capitol tour as the premium incentive was very popular. There were more 1% pledges this year than in previous years.

Commissioner Gallimore then presented the Idaho State Capitol Building Changing Exhibits Program handout. This handout gets back to the question regarding the cost of exhibitions. When the Commission first discussed the exhibition program two years ago, they discussed building a collection of paintings and fine art; however, there was a lack of funding to do this. Therefore, the Historical Society has been working with the Arts Commission to engage the arts community across the State to take this program to the next level. They have strategized different quadrants of the State that they will target over the next three years in working with local arts commissions and galleries to bring art to the Capitol as part of the traveling exhibition program. The goal is to make this a low cost or no cost program to represent fine art from around the State.

Commissioner Youtz inquired about the next exhibit for the Capitol. Michelle Lynch from the Historical Society reminded the Commission that next up would be the Kevin Swan old building photographs.

Lastly, Commissioner Gallimore presented the Capitol Curation Program FY2011 fact sheet. Chairman Erstad had requested this information in a previous meeting. This fact sheet supports the expense for the curator position as well as the expenses for the storage facility that houses the collections relevant to the Capitol, storage for records and exhibition expenses.

Commissioner Hartgen asked if the Capitol Curator position was housed at the Capitol so that she is available for those who have questions about the curator position or programs. Commissioner Gallimore responded that Michelle Lynch rotates between the Capitol, the storage facility and the museum. Michelle does spend a lot of time at the Capitol rotating exhibits and at the Welcome Desk.

Commissioner Hartgen asked for the status of the Capitol Commission plaque. Ms. Frew responded she is continuing to work on getting the plaque made and displayed in the Capitol.

## **Other/New Business**

### **Review of the Capitol Commission Statutes, *Jeff Youtz***

At the last two or three meetings, the Commissioners have reviewed the powers and duties of the Commission now that the remodel is done. Commissioner Youtz provided a draft of legislation to redefine the roles of the Commission. Significant items include:

- The Commission would meet bi-annually instead of quarterly, but are not prevented from meeting more often.
- In Section 1, add back in “in consultation with the Director of the Department of

Administration”

- The Department of Administration will provide administrative support to the Commission.
- Historic and new furniture will be inventoried. Initial inventories were developed by Kelly Berard and Robyn Lockett and will be maintained by the offices of elected officials and Legislators in the Capitol. Inventories are currently required annually by statute for insurance purposes.
- Strike the references to the Architect of the Capitol position.

After much discussion, the Commissioners offered several suggestions and comments on the draft RS. Commissioner Youtz will take those suggestions and update the draft. A copy will be emailed to the Commissioners prior to its introduction to the Legislative Committee.

**MOTION: Commissioner Gallimore moved that the Commission approve the draft legislation pending Commissioner Youtz making the necessary changes discussed in today’s meeting. The second was by Commissioner Evans; the motion passed unanimously.**

#### **Extra Items from the Capitol Rededication, *Teresa Luna***

The Department of Administration is holding on to a significant amount of items left over from the Capitol Rededication events. Former Commissioners have requested certain items if they were extra. Otherwise, items could be donated to the Capitol Gift Shop for sale.

Commissioner Youtz noted that those items that are small enough to be displayed and inventoried in the gift shop could go there. Items of significant historical value may need to be handled by the Capitol Commission.

**MOTION: Commissioner Frasure moved that the Commission donate the appropriate items remaining from the rededication to the Capitol Gift Shop for sale. The second was by Commissioner Hartgen; the motion passed unanimously.**

## **Monthly Meeting Schedule**

#### **Capitol Commission Meeting Schedule, *Jeff Youtz***

Pending the approval of the changes to the Capitol Commission statutes, the Commission would need to meet at least twice per year. The date of the next meeting has not yet been set.

- Commissioner Luna suggested that the Department of Administration offer quarterly financial reports to the Commission outside of the two regularly scheduled meetings. Commissioner Youtz & Hartgen agreed with the suggestion.

## **Adjournment**

**The meeting adjourned at 10:50 a.m.**

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Jennifer Pike, Department of Administration