

## Capitol Building Advisory Committee Annual Work Plan Fiscal Year 2012-2013

- I. Committee Membership / Administration
  - A. Thanks to retiring members (CBAC, LCS)
  - B. Orientation of new members (CBAC, LCS)
  - C. Election of co-chairs (CBAC)
  - D. Summary of finances (monthly LCS)
  - E. Preparation and submission of annual report to Legislature (July CBAC, LCS)
  - F. Introduction of CBAC to new legislators (CBAC, LCS)
  
- II. Mr. Brown's Attic Exhibition
  - A. Prepare a maintenance review checklist (September LCS)
  - B. Summarize list of repairs, replacements, changes (September LCS)
  - C. Prepare budget and timeline for accomplishing maintenance (September LCS)
  - D. Implement maintenance (LCS)
  
- III. Tours / Volunteers
  - A. Prepare statistical report on tour attendance and volunteer hours (July for FY 2011-12 LCS)
  
- IV. Gift Shop
  - A. Complete an annual inventory (July LCS)
  - B. Prepare an estimate of inventory replacements and budget for the fiscal year (September LCS)
  - C. Assess brochure reprinting needs (September LCS)
  - D. New inventory items recommended (October LCS)
  - E. Prepare annual report on store sales, expenditures, profits (July for FY 2011-12 LCS)
  
- V. Capitol Art Collection and Related Business
  - A. Act on any proposal of a new acquisition (July CBAC)
  - B. Act on any proposals for temporary exhibitions (CBAC)
  - C. Update inventory list of existing collection (October-November LCS)
  - D. Update condition assessment of existing collection (LCS)
  - E. Creative Capitol: Annual report and plans for the fiscal year (July CCI)
  - F. Maintenance of art collection
    - 1. Moon Rocks (CBAC)
  
- VI. Landscape and Capitol Exterior
  - A. Armenian garden schedule of replacement / repairs (CBAC, CC)
  - B. Liberty Bell replica restoration schedule and implementation (CBAC, DAR, CC)
  - C. Exterior sculpture maintenance
    - 1. schedule and budget (CC)
  
- VII. Capitol Dome Restoration Project
  - A. Progress and schedule for upcoming fiscal year (CC)
  - B. Fund raising (CPI)

**Capitol Building Advisory Committee  
Annual Work Plan Fiscal Year 2012-2013**

- VIII. Loan Exhibition Proposals
  - A. Quilt exhibition (CQ)

CBAC	Capitol Building Advisory Committee
CC	Capitol Complex Staff
CCI	Colorado Creative Industries
CPI	Colorado Preservation Inc.
CQ	Colorado Quilters
DAR	National Society of the Daughters of the American Revolution, Mt. Rosa Chapter
LCS	Legislative Council Staff