

DRAFT MEETING NOTES TO BE VOTED ON AT THE NEXT MEETING

**Fort Adams Foundation
Meeting Notes
October 15, 2014**

Members Present:

Larry Mouradjian, Associate Director for DEM Natural Resources Bureau, representing DEM Parks and Recreation (Meeting Chair Designee)
Lee Whitaker, representing Rhode Island Historic Preservation
Chris Behan, Esq. representing the City of Newport
Gregory Hall, President, Fort Adams Trust;

Others Present:

Ray Berberick, Board of Directors, Fort Adams Trust
Rick Nagele, Executive Director, Fort Adams Trust
Laurie Labrecque, Director of Special Events, Fort Adams Trust
Cara Wortley, Digital Marketing and Event Assistant, Fort Adams Trust
Matthew Perry, Archivist, Fort Adams Trust
Mary Kay, DEM Executive Legal Counsel
Robert Paquette, Chief, DEM Parks & Recreation
John Faltus, Deputy Chief, DEM Parks & Recreation
Bruce Thompson, Assistant Regional Manager, DEM Parks & Recreation
Terri Bisson, DEM Bureau of Natural Resources Bureau (meeting notes)
David Martland, Board of Directors, Fort Adams Trust
Michael Kehew, Board of Directors, Fort Adams Trust

Meeting was called to order at 2:30 pm.

Major Discussion Points, Agreements and Action Items:

Larry Mouradjian distributed a letter from Director Coit designating him to act as Chair of the Foundation meeting.

The meeting minutes of June 24, 2014 were approved unanimously.

A draft of a revised Memorandum of Agreement (MOA) between the Foundation and the Fort Adams Trust was distributed to members. The draft includes: edited language to mirror the 2013 legislative changes to Chapter 42-57, Fort Adams Foundation; integration of the 1st and 2nd addendums to the original agreement; and, minor changes made by DEM. Members unanimously approved a motion to work on additional changes electronically with the goal of approving a final MOA at the next meeting of the Foundation. Greg Hall authorized Dave Martland to contribute edits to the MOA on his behalf. Terri Bisson will forward the draft via email to members and will collect and compile member's edits.

Draft by-laws were distributed to members. Members discussed whether or not Robert's Rules of Order should guide Foundation deliberations and meetings. After discussion, members unanimously agreed to replace Section 9 regarding Robert's Rule with language that requires voting by the majority of members rather than Robert's Rules. The change will be made and the

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bylaws will be redistributed members with the goal of approving final bylaws at the next meeting of the Foundation.

Fort Adams Trust members distributed meeting minutes and financial reports from its most recent Board of Directors meeting. The Trust also distributed a list of capital improvement projects they would like to undertake. The list will be transformed into a working capital development plan in the next year. The capital development plan will identify funding needs and priorities and potentially be used to secure bond funding in the next cycle. The capital needs evolved from the Historic Fort Adams Master Plan completed by Ann Beha Architects in 2009. Rick Nagele agreed to provide members with a link to the Master Plan.

The Trust also discussed the addition of a caterer's prep kitchen and bathrooms in the northwest bastion. Larry Mouradjian agreed to have DEM's Planning & Development office re-visit the possibility of bringing sewer service to the section.

The Trust agreed to provide Foundation members agendas and meeting minutes from its Board of Directors meetings and also invited Foundation members to attend. Meetings are held every Wednesday at 8 a.m. in the Trust conference room.

Fort Archivist Matthew Perry provided an update on a few discoveries of historical significance, including the recovery of carved stone at Battery Park which he hopes to relocate to Fort Adams. Mr. Perry also reported that Fort Monroe has conceded that Fort Adams is the largest coastal fortification in North America.

Members also discussed the potential to add concerts next year. Members of the Trust are exploring options and will provide DEM with a proposal soon for review and approval.

The meeting adjourned at 3:16 p.m.