

**Meeting of the Executive Committee of the  
Rhode Island Colonial Charter 350th Anniversary Commission  
Monday, December 17, 2012**

**1. The meeting was called to order by Chairman Jonathan Stevens at 11:35 A.M. with the following people in attendance: Jonathan Stevens (Governor), Ted Sanderson (Rhode Island Historic Preservation and Heritage Commission), Morgan Grefe (Rhode Island Historical), Gwenn Stearn (State Archivist), SueEllen Kroll (RI Council for the Humanities), Betty Capozzi (State House Restoration Society), Eric Hertfelder (private citizen), Jess Unger, (Governor; Staff)**

**2. Upon a motion by Jonathan Stevens, seconded by Morgan Grefe, the minutes of the December 3, 2012 meeting of the Executive Committee were approved.**

**3. Staff Updates**

**a. Visitor Center**

**-report with details about number of visitors helpful for grant applications**

**-need for signage and a way to direct visitors within the State House**

**b. 1/28 proposed date for 2013 Charter program announcement**

**-press kit prepared for the event, as well as flyers for the public**

**-need to invite:**

- congressional representatives**
- commission**
- sponsors**

- **Johnson and Wales**
- **National Park Service and John McNiff as Roger Williams**
- **British consulate**
- **Narragansett representative**

**c. Social media launch happening shortly**

**-blog, twitter, facebook**

**-Ted Sanderson: importance of not only announcing events, but reporting what happens after the fact**

**d. Collection of essays on the Charter's significance being solicited, for a publication in early Spring 2013**

**-available in print and online**

**-need to determine what historians to solicit for input**

**e. Exhibition**

**-under control, abundant resources available**

**-need for coordination between design team and narrative team (call an exhibition committee meeting)**

**-importance of figuring out exhibition installation specifics**

**4. Charter Day Events**

**a. John Barry lecture**

**-need to clear proposed 6/21 date for lecture with the Newport community**

**-possible venues: Redwood Athenaeum, Quaker Meeting House**

**-importance of free events and Newport events**

**b. Charter Day procession and Open House**

**-procession: Ted Sanderson notes that the Roger Williams spring (in the Roger Williams National Memorial) is a much easier starting point**

**for the procession**

**-speaker's corner in the park might provide a nice platform for a program to launch the day**

**-What Cheer brigade could play on the State House terrace before Open House commences**

**-need for a subcommittee meeting to discuss Open House programming (Ted, Eric, Morgan)**

### **c. Charter Day Gala**

**-Betty Capozzi would prefer a 7:00 P.M. start to the Gala instead of the proposed 6:00 P.M. start**

**-cocktails with heavy hors d'oeuvres; music and dancing**

**-need to approach capitol police about adding the event to their budgets**

**-looking into parking benefits for Gala attendees, as well as valet options**

### **d. WaterFire**

**-possibility of multiple WaterFires honoring the Charter this summer**

**-clarify commitments from the Charter commission to provide programming**

## **5. Proposal for ad hoc Gala planning committee**

**a. Betty Capozzi suggested a subcommittee to assist with Gala coordination**

**b. Potential members include: Tina Harsch, Lisa Churchville, Alison Vareika, Bob Burke, John Hazen White**

**6. The next meeting was scheduled for 1/7/13 at 10:00 A.M. at Providence Revolving Fund (372 West Fountain Street)**

**7. The meeting was adjourned at 1:20 P.M.**