

**Meeting of the Executive Committee of the  
Rhode Island Colonial Charter 350th Anniversary Commission  
Monday, March 11, 2013**

**1. The meeting was called to order by acting chairman Jonathan Stevens at 10:08 A.M. with the following people in attendance: Jonathan Stevens (Governor), Ruth Taylor (Newport Historical Society), Gwenn Stearn (State Archives), Ted Sanderson (RIHPHC), Betty Capozzi (State House Restoration Society), Roseanna Gorham (private citizen), SueEllen Kroll (RICH), and Jess Unger, (Governor; Staff)**

**2. Upon a motion by Betty Capozzi, seconded by Ruth Taylor, the minutes from the February 25 meeting of the Executive Committee were approved.**

**3. Exhibition Committee updates (Gwenn Stearn)**

- a. Jonathan Stevens, Gwenn Stearn, James Hall, Marco Schiappa, and Jess Unger met to review the museum room specifications**
- b. Formal loan request will need to be sent to certain partnering institutions. These requests should come from the committee chair**

**4. Gala working group updates (Betty Capozzi)**

- a. "Save the Date" cards have been mailed out**
- b. Music, food, and valet services have all been identified**

- c. Guests of honor are being invited**
- d. Warren Jagger will be asked to create the official event invitations as well**
- e. Trinity Rep will be asked to supply historical actors: Charles II, Roger Williams, and John Clarke**
- f. Invitation to other legislative leaders should come from Governor Chafee's office**
- g. Charter Steward sponsors will be invited to a pre-party reception in the Senate lounge and will have reserved tables**

## **5. Open House working group updates**

- a. Roger Williams National Memorial will host the festival-like events on 6/22**
- b. Most of the costs will be covered by the memorial's budget, but will need porta-potties, tents, etc. to either be donated or purchased**
- c. Programming includes singing, drum circle, a paddling group, junior ranger activities, programs for Girl and Boy Scouts, and a Speaker's Corner program**
- d. Working with the City of Providence to allow food trucks to park nearby**
- e. Newport event on 6/21 – discussion of the program's format, speakers, and coverage**

## **6. Justice Kagan Event**

- a. The Federal Court will cover the costs associated with the reception on 8/19 at 4:00 pm**

**b. The forum, scheduled for 10:00 am on 8/20, will be held in Trinity Rep's Chace Theater (capacity of 544)**

**7. Educational products**

**a. Podcast interviews underway – students interviewed John McNiff and Morgan Grefe**

**b. Poster project in draft stages; met with consultant art historian and developed content. Brian Jones is working on the graphics**

**c. Mini-essay series is being drafted by historians, and should be in production within the month**

**8. Partnerships, publicity, co-branding**

**a. Create a button with the commission's seal and a link to the site – can distribute with the partner institutions**

**b. Give the link to organizations like Preserve RI and the Rhody Ramble**

**c. May 24-26: opening of Queen Anne Square, opportunity to co-brand**

**d. April 27: RIHPHC conference, opportunity to promote the commission's work**

**9. The next meeting of the Executive Committee was scheduled for 3/25/13 at 10:00 am at the Economic Development Corporation (315 Iron Horse Way)**

**10. The meeting was adjourned at 11:30 A.M.**