

**Minutes of the
Meeting of the Executive Committee of the
Rhode Island Colonial Charter 350th Anniversary Commission
Tuesday, May 7, 2013**

1. The meeting was called to order by acting chairman Jonathan Stevens at 10:05 A.M. with the following people in attendance: Ted Sanderson (Chair, RIHPHC), Jonathan Stevens (Governor), Dr. C. Morgan Grefe (Rhode Island Historical Society), Al Klyberg (private citizen), Eric Hertfelder (private citizen), Betty Capozzi (State House Restoration Society), Roseanna Gorham (private citizen), SueEllen Kroll (RI Council for the Humanities), Gwenn Stearn (RI Archivist), Jess Unger, (Governor; Staff)

2. Upon a motion by Ted Sanderson, seconded by Morgan Grefe, the minutes of the April 22, 2013 minutes were unanimously approved.

3. Exhibition Committee Updates

a. Gwenn Stearn reported that IOlabs has completed all of the high resolution scans of the supporting documents in the exhibition, excepting one from Newport Historical Society.

b. Gwenn, in collaboration with Jess Unger and Brian Jones, has also made a list of items that are necessary to purchase for the exhibition. These items will be paid for with the \$5,000 grant from Washington Trust.

c. Refinishing of the cases may be done under O'Donnell's blanket

contract with the state; need to send along specifications to see if this is possible.

d. Rhode Island Historical Society is in need of a formal request from the Charter Commission to their collections committee to approve the loan arrangement.

4. Gala Working Group Updates

a. The working group met on Monday, May 6th

b. Betty Capozzi is meeting on Wednesday, May 8th with the caterer, bartender, and building manager for the State House

c. Need to identify an emcee for the event

d. Invitations are going to the printer next week, pending final sponsors

e. Need to allow commissioners/working group members to write personal notes on invitations; create a meeting time during the day and during the evening

f. Possibility of lighting the State House that evening, but must consider associated costs

g. Importance of press: create an event on Facebook, talk to media personalities

5. Open House

a. Promotional flyer for the event being designed

b. Potential interest in distributing posters being made through RIF funds for classrooms

6. Pembroke Choir

- a. The group will perform at Trinity Church in Newport on July 12th as part of the Charter anniversary programming**
- b. Several bus companies were identified to bring the choir from Providence to Newport and back again**
- c. There is a possibility that a historian could travel with the group to let them know about what they're seeing in the state**

7. Newsletter

- a. Created an online mailing system through Mailchimp**
- b. Can be used to mail commissioners as well as anyone who signs up for emails**
- c. Tracks metrics, letting us know who opened messages, etc.**
- d. Might be worth piggybacking on the efforts of Preserve RI's Historic Sites Coalition to get the word out**

8. The next meeting was scheduled for Tuesday, May 28th at 10:00 at the Economic Development Corporation

9. The meeting was adjourned at 11:28 a.m.