

The Rhode Island State House Visitor's Center & Gift Shop Board of Directors

Secretary of State's Office of Public Information – Conference Room

State House Room 38

Monday May 13, 2013

10:00 A.M.

Meeting Minutes

1. Jon Stevens called the meeting of the Board of Directors to order at 10:07 A.M. with the following board members present:

Sue Ellen Kroll (RI Council on the Humanities), Kristen Adamo (Providence/Warwick Convention and Visitors Bureau), John McNiff, and Jonathan Stevens (Governor's Office). Also in attendance were Jess Unger (Governor's Office), and invited guests Kerri Furtado (PWCVB), Ginger Hess, Jennifer Bailey (Discover Newport), Alicia Philipe (PWCVB), Bob Billington (Blackstone Valley Tourism Council) and Anoush Havakimyan (Blackstone Valley Tourism Council)

2. The members and guests present introduced themselves.

3. Upon a motion by Jon Stevens, seconded by John McNiff, the Directors voted unanimously to amend the minutes to remove the name Barbara from the top of page 2. A motion was then made by Jon Stevens, seconded by John McNiff to approve the minutes with the amendment. The motion carried unanimously.

4. Paul Caranci provided a brief overview of the purpose of the meeting and Jon Stevens summarized the progress made to date on

the Visitors Center/Gift Shop planning. It was reported that to date there are three sources of funding including in-kind contributions. Betty Capozzi of Modern Industries was generously donated up to 5 glass/wood veneer display cases for use in the Center. Three (light colored veneer) are matching and two (dark colored veneer) are matching. In addition, the PWCVB has provided \$15,000 in co-marketing funds which needs to be distributed by June 30, 2013. Finally, J&W agreed to provide 3 student interns to operate the Center on a daily basis.

5. The board members and guests visited the room where the Visitor's Center/Gift Shop will be located for the purpose of engaging in a discussion of design best practices. The following suggestions were made:

a. Bob Billington suggested that we might benefit from a conversation with the Slater Mill Museum Gift Shop and the Museum of Work and Culture Gift Shop as they have many vendors that provide inventory on consignment. (Bob will provide the names of the key people from each facility to Paul Caranci so that he may contact them.)

b. The Center might be able to operate with one staff person and a second one only at the busiest times.

c. A master calendar should be established listing the State House Tour schedule for staff planning purposes.

d. If the floor-to-ceiling book cases are available for use in the Center, one should be located on the east wall and one on the west wall to create symmetry in design. (Jon Stevens is awaiting a reply from

Marco on the availability of the book cases.)

e. It was suggested by many that the clerk's desk be rounded for aesthetic purposes. It was further suggested that symmetry might best be achieved if two of the light colored display cases be located on the south wall separated by the curved desk. Kristen Adamo will provide the name of the vendor used to make the curved desk in the PWCVB Visitor's Center.

f. Vinyl lettering can be used in the center of the south wall (above the desk and display cases). The lettering can match that used in the Charter Room so that the two rooms can be visually connected. (Kristen Adamo recently had lettering done for the PWCVB Visitor's Center and she will provide that for our use in printing.

g. There were two options proposed for finalizing design plans. Jon Stevens will check with Libby Slader, a professional interior designer to see if she will consider donating some time to the Visitor's Center/Gift Shop design effort. If she is not available, Sue Ellen Kroll will pursue a follow-up discussion with Roger Williams University School of Architecture. They have indicated a willingness to take the project on as a class project, but the timing of their classes and the Center's opening may make that option more difficult.

h. The Gift Shop must be set up for credit card use. There is no option as success of the Center will depend on it.

6. No date was set for the next meeting. The meeting adjourned at 11:10 A.M.