

**Meeting of the Board of Directors of the
State House Visitor's Center and Gift Shop
Tuesday, November 26, 2013 at 10:30 A.M.
Providence Warwick Convention & Visitors Bureau
G-Tech Building
10 Memorial Blvd.
Providence, RI 02903**

Meeting Minutes

- 1. The meeting was called to order by Chairperson Kristen Adamo at 10:34 A.M. with the following members present: Kristen Adamo, Jon Stevens, Paul Caranci as proxy for John McNiff and Sue Ellen Kroll. Others present included Alicia Philippe, Stacy DiCola and Bill Barbieri (Secretary of State's Office).**
- 2. Upon a motion by Kristen Adamo, seconded by Paul Caranci, the minutes of the October 29, 2013 meeting were unanimously approved as submitted.**
- 3. Jon Stevens announced that he met with Secretary of State Mollis who agreed that the gift shop/visitor's center opening should be coordinated with the lighting of the Christmas tree which Mollis will light on Thursday December 5th in a ceremony that will begin at 5:00 P.M. The soft opening should be held on December 5th to coincide with the tree lighting while a hard launch can be held sometime in mid to late January. The Committee will work toward those two goals.**

4. In the absence of Jess Unger, Stacy DiCola reported that all of the inventory items that were ordered are available for pickup or delivery with the exception of the Euro Stickers. Paul Caranci agreed to make the necessary local pickups. Alicia Phillipe reported that the Christmas Tree Ornament arrived and presented a sample for viewing.

5. Stacy DiCola updated the members on the status of staffing issues. She reported that two staff people will start working at the gift shop; one on Monday and the second one later in the week. Both employees are being paid by the SUR Program. The selected staff members have cleared BCI. Only one of them require parking as the other does not drive to work. Jonathan Stevens will continue to work on procuring two dedicated parking spaces for the staff.

6. Stacy DiCola provided an update on the POS system noting that, after an extraordinary amount of research, it appears that the best option is the Square Register. Dolt provided a secure wireless connection and the Square comes complete with an inventory system and is used in conjunction with an iPad, a cash drawer, a printer and a bar code scanner, each that must be purchased separately. Upon a motion by SueEllen Kroll, seconded by Kristen Adamo, Stacy was authorized to purchase the Square and all of the associated components on a unanimous vote.

7. Kristen Adamo reported that she will help get brochures for the Visitor's Center. Stacy DiCola will procure the necessary display racks. Some of the brochures that should be displayed include a State Guide and Map from Providence, Newport and Blackstone

Valley. Design help will be sought to keep the display aesthetically pleasing. Spaces will be needed for magazine and rack card size. 1-8 compartments for digest size material and 2 magazine and brochure size racks would be ideal. Upon a motion by Kristen Adamo, seconded by SueEllen Kroll, Stacy was authorized to order the required display racks on a unanimous vote.

8. Jonathan Stevens announced that Jess Unger will be leaving her job at the end of the day on Friday December 13th to pursue other opportunities. A new staff person has been interviewed and will be hired as a replacement. The Committee agreed that Jess has been an invaluable part of the gift shop planning process and will be sorely missed. Jonathan will ask Jess for an exit memo to help guide her replacement.

9. The next meeting will be subject to the call of the Chair.

10. The meeting was adjourned at 11:21 A.M.