

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

Public Information Division
Conference Room
State House, Room 38
Providence, RI 02903

Meeting Minutes - Draft

March 28, 2016
11:00 A.M.

Members present:

Kristen Adamo, Anne W. Connor, Jeff Dronzek, Sue Ellen Kroll, and Jonathan Stevens

Also attending:

Malen Cepparo – State House Visitor's Center Administrator

Other attendees:

Secretary of State Nellie M. Gorbea, Melissa Long, Colleen Halloran-Vilandry, Stacy DiCola

Meeting was called to order at 11:15 am.

- Malen Cepparo welcomed and thanked all members and attendees for joining the meeting.
- The members and guests introduced themselves.
- Malen provided a brief overview of the visitor center /gift shop history and purpose:
 - Enabling legislation authorized the establishment of a Center;
 - Operated by the Secretary of State;
 - Overseen by a five member board of directors;
 - Four appointed by the Secretary of State
 - One appointed by the Governor;
 - The Center will be operated from 9:00am to 4:30 pm, Monday to Friday.
- Stacy DiCola presented an overview of the requirements and violations of the Open Meetings Law.
 - Requirements of posting meeting notices and minutes;
 - Rolling quorum;

- Use of electronic equipment for voting and participation in a meeting.
- Malen discussed current and future inventory:
 - Most of the current inventory is consigned, due to the previous budget and purchasing policy.
 - Accepting new vendors and products specifically targeting students coming to the State House on tour.
 - Kristen Adamo spoke about meeting with Elise (PWCVB) to obtain more information about Visitor Centers and RI.
- Secretary of State Nellie Gorbea welcomed and thanked the members for their participation on the board. She and Melissa Long (Deputy Secretary of State) also reviewed purchase limitations (Buy RI local vendors, Made USA vs price) with the Members.
- Scheduling of the next several meetings was discussed, it was decided that the Board would meet every two weeks for the next few months.
- The meeting adjourned at 12:30 pm.