

Town of Richlands
Section House Advisory Board
Meeting Minutes
March 16, 2023

Attendance: Lynna Mitchell (chair), Greg Horn, Rod Cury, Sandra Culler, Mary Lawson, Zadin Lawson, Brad Lawson, Gaynelle Thompson, Donna Altizer, Eleanor Armes

I. Call to order

The meeting convened at 5:00pm.

II. Minutes

The board approved the minutes from the 2/16/23 meeting.

III. Jefferson Scholars visit planning (Tuesday, 3/28 program)

- Lynna reported that she had sent out Save the Date cards on 2/22 and Thank You lettersto sponsors on 2/21; she also presented a program for the board's review. The program will be emailed to Brad for printing. She will also borrow five white tablecloths for the 3/28 evening event.
- Rod reported that not all payments from attendees had been received, but all are accounted for. He has given our window boxes to Kim for planting. He has also applied for the banquet license with the Virginia ABC so we will be permitted to serve wine to of-age guests; he is waiting for ABC approval. He has asked interim town manager Ron Holt for additional tables for the event; they will be delivered on 3/24. Rod and Gaynelle will bring additional card tables, and Rod will provide tablecloths for them; we currently expect 33 paid guests and 11 board members.
- Donna and Mary will coordinate the flowers and centerpieces; one will be prepared for each dining table and for the food table. Donna and Mary are also collecting several gifts for our presenters' gift baskets; Donna as already assembled several items, including Tazewell Co. books she purchased; Mary may solicit other gifts from SWCC. Eleanor is coordinating the baskets.
- Eleanor, Lynna, Brad, Gaynelle, and Mary will provide appetizers for the pre-program sponsors' reception.
- Rod and Eleanor will pick up the presenters from their hotel.
- Sandra, Rod, Brad, Zadin, Mary, and Lynna will donate wine for the reception and dinner.
- Lynna advised that board members should arrive for the program between 4:30 and 5:00pm.
- Set-up is scheduled for Saturday, 3/25 starting at 1:00pm.

IV. Jefferson Scholars visit planning (Wednesday, 3/29 program)

- Mary presented the SWCC Festival of the Arts brochure with program announcement.
- Greg reported that the program will take place in Ratliff Commons. A laptop, mic, and video screen have been arranged, along with 100 chairs for guests.
- We estimate that approximately 30 students will attend from SWCC, 20 or so from RHS, 14 from THS, and as many as 35 from RMS.
- Reception refreshments may be donated, but plans are still tentative.

Next meeting--Thursday, April 13 at 5:00pm at the Section House

Adjournment--6:00pm

Minutes prepared by Greg Horn
March 17, 2023