

**Town of Richlands**  
**Section House Advisory Board**  
**Meeting Minutes**  
January 9, 2025

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

I. Call to order

The meeting convened at 5:00pm. Due to inclement weather, this meeting was conducted remotely via Zoom.

II. Minutes

The minutes of the 11/14/24 meeting were approved unanimously.

III. Financial report

Since no major expenses have been posted since the last meeting, there was no formal financial report. However, Rod reported that he, Mary, the Kirby family, and Corleen Patterson made donations to the house fund over the holidays.

IV. Christmas parade thanks

Lynna thanked everyone for participating in the open house we held during the Richlands Christmas Parade. Several people attended, including the RHS band and many others who had not seen the house before.

V. Jeffersons “Looking Forward, Looking Back” event planning

The board began its planning for the Jefferson event with presenters Bill Barker and Kurt Smith, which is scheduled for 3/17/25. The following issues were addressed:

Attendance/sponsors—The board will attempt to attain five sponsors at \$500 ea. Each sponsor will be given 2 tickets in appreciation. Approaching CNX, Brandon Buskill, Hurst-Scott Funeral Home, Clinch Valley Medical Center and other organizations was discussed.

Event size/cost—the board agreed to limit the number of tickets offered to 35, at a cost of \$50 each.

Catering—Clint Neal of Your Grate Escape is slated to cater the event

Banquet license—Sandra Culler agreed to obtain the banquet license.

Amenities—Lynna asked each board member to plan to prepare an appetizer; Zadin will provide the wine.

Speaker fees—Kurt Smith will receive a set fee of \$1000 plus travel expenses; Bill Barker will receive \$500 plus travel expenses.

Drivers—Rod volunteered to serve as a driver; however, we will need a backup.

Table arrangements/welcome baskets—Donna and Eleanor agreed to work on table

arrangements and a welcome basket for each speaker in conjunction with the Richlands Garden and Woman's clubs.

Program/format—Lynna volunteered to prepare the event program, which will follow a similar sequence to the previous Jefferson event of 3/23. She will also borrow tablecloths from Appalachian Agency.

Tables—Rod agreed to contact the Richlands PD about borrowing extra tables.

Setup/cleanup—The board agreed that everyone will work on the setup, which will take place at 2:00pm on Sunday, 3/16. Everyone will also participate in cleanup.

#### VI. Other business

Donna shared that the town is storing its metal planters in our storage building.

Zadin volunteered to de-clutter our small storage room. Lynna suggested we have a general cleaning day for the house. Cleaning day was scheduled for Saturday, 3/8 at 10:00am.

Rod mentioned that we had yet to receive an invoice for the large Christmas tree placed behind the house. However, the bill for the smaller trees in front was paid for by private donation.

Next meeting date—Thursday, 2/20/25, at 5:00pm at the Section House

Adjournment—5:50pm

Minutes prepared by Greg Horn  
January 10, 2025