10.3.13 Residence Commission Minutes

The meeting of the Residence Commission was held on October 3, 2013 at the Indiana State Library.

Commission members in attendance were:

Nancy Lawton

Carol Stephan

Phyllis Garrison

Simona Hasten

Jane Wainwright

Shelley Triol

This represented a quorum of Commission members.

Also in attendance were:

Brenda Gerber, Chief of Staff to First Lady Karen Pence

Marilyn Fernandez, Deputy Chief of Staff to First Lady Karen Pence

Charlotte Baker, Indiana Department of Administration (IDOA)

Robin Knecht, Governor’s Residence Foundation

First Lady Karen Pence

Phyllis Garrison, Vice Chairman, brought the meeting to order at 2:10 p.m.

The group discussed and adopted the Agenda for the meeting.

The Commission's first agenda item was to approve the minutes of the September 9, 2013 meeting. The Commission voted and unanimously approved the minutes.

The Commission discussed the following items:

1. Aynes House – Nancy Lawton provided an update on the renovation. She reported that construction is going well and should be completed by November 1. Several trees may need to be relocated to provide more privacy. The Indiana Department of Natural Resources (DNR) may be able to provide the labor for this.
2. Holiday decorations – Jane Wainwright presented on this project. The Commission previously decided to keep the budget for holiday decorations at $3,000 for the interior of the Residence. There are decorations, wreaths, Christmas trees, and other items in storage at the Residence from prior years that can be used. Some are worn and may be discarded. Jane met with two florists to obtain bids. They would determine which decorations can still be used and will add new greenery and other decorations. The two florists are: Enflora, with a bid of $3,354.95; and JP Parker, with a bid of $3,000. The Residence Commission voted unanimously to approve hiring JP Parker for the job. JP Parker will determine which decorations can still be used and will add new greenery and other decorations.
3. Tree - DNR will donate a balled tree to put at the entrance of the Residence. There will be no charge for this.
4. Glassware – Shelley reported that there is nothing new regarding this item. The group decided to table this discussion until next week.
5. In-Kind Donations – the group discussed two in-kind donations that have been made offered and that will need to be approved by the Residence Building Foundation: Cathedral Marble and Granite is donating granite for the Aynes House bathrooms, and Natural Stone Creations has offered to donate granite for the Aynes House kitchen. The group unanimously voted to approve the submittal of two in-kind grant donation applications to the Residence Building Foundation. Carol Stephan will prepare the in-kind donation applications once the final dollar amounts for these donations are obtained from the donors.
6. Carriage House - The Commission discussed several items that will be needed for the Carriage House at the Governor’s Residence. Carol Stephan and Simona Hasten will work together to determine exactly what is needed. The group discussed the possibility of an in-kind donation for these items by members of the Residence Commission. The group decided to table the discussion until the next meeting.

The Residence Commission discussed the following items for the agenda for the next meeting, which will be held on October 23rd, at 1 p.m. at the State Library:

Proposed Agenda Items for October 23rd, 2013 meeting:

1. Carpet – Charlotte Baker will present more detailed bids for the carpet for the Governor’s Residence. Nancy Lawton will obtain additional estimates for carpet for the Aynes House.
2. Fence – Additional information regarding cost and phasing of the fence project.
3. Carriage House – update on purchases needed.
4. Aynes House – update on construction progress, cost of blinds for windows.

The next meeting of the Residence Commission will be held on Wednesday October 23rd, at 1 p.m. at the State Library. The meeting was adjourned at 2:05 p.m.