

Historic Vienna, Inc.  
Board Meeting Minutes  
May 8, 2024, 5:00 pm

**Directors present (virtual):** Mike Berger, Catherine Hardman, Leslie Herman (Town liaison), Leigh Kitcher, Nancy Moats, Simeon Moats, Katie Newland, Gloria Runyon, Steve Shannon, Anne Stuntz, Sylvia Taylor

**Freeman Store Managers:** Patti Bentley, Susan Fay

**Call to order:** President Anne Stuntz called the meeting to order.

**Minutes:** Katie presented the minutes of the April 10, 2024, Board of Directors meeting for consideration and adoption. After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves the April 10, 2024, minutes as presented.

**Fundraising:**

Freeman Store. (FS) The store has a lot of new merchandise. Gift certificates are now being sold. The staff is preparing for Viva Vienna. As always, volunteers will be needed to cover the extra hours and busy sales. After almost ten years on staff as a FS store manager, Patti's last day working will be in early August. A package with an updated job description and hiring plan was presented. It includes the announcements for both the store manager and paid substitute storekeepers. The latter would be required to make a 90-day commitment. Volunteers would still be used. The Board discussed the challenges of replacing Patti who works most weekends and special events. Due to the public-facing role, customer service skills are more desirable than retail experience. Leslie was asked to provide the Town's HR form and to do the background checks on all new hires put on HVI payroll.

After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves the hiring package as presented.

Next steps are to ask the two current substitute storekeepers if they are interested in filling a paid position and to post the FS manager vacancy announcement on multiple marketing sites.

Used Book Cellar. (UBC) The new exhibit on books has been up for two months and improvements have been made including a video. Saturday, June 15, 2:00-4:00 pm, Cameron Rittenhouse-Smith will offer a book appraisal event in the FS dining room. The event will be first come, first served; appointments will not be taken. Appraisals will be limited to two books per person. An Alice in Wonderland tea will be held Saturday, August 3, 11:00 am–1:00 pm for 3<sup>rd</sup>-6<sup>th</sup> grade children outdoors on the lawn. If it rains, this event will either move to the Community Center or be rescheduled for August 10. A bookmark-making activity for children will be offered during Chillin' on Church Streets over the summer and the Juneteenth celebration on June 15.

Anne will contact Stacey Seay at First Baptist Church about HVI's table at the Juneteenth event. Cathy will coordinate with the UBC volunteers about books for Liberty Amendment Month (LAM)

### **Town Report:**

Damaged Mailbox. The broken mailbox in front of the FS has been a safety issue. It is now secured with twine and tape applied by an unknown concerned person. The mailbox is federal property, and no one should tamper with or repair it. Mike will call Gerry Connolly to hopefully get this finally resolved and the mailbox repaired.

FS Sign. The sign for the FS at the end of the new bridge by the W&OD trail is too low and not fully visible to pedestrians and bikers. Leslie will submit a work order to Public Works to have the current sign raised.

FS Security. On Monday contractors left the store unlocked and unattended. Multiple people entered, but fortunately no harm was done and nothing missing so far as we know. Nick Jones, Community Center Supervisor, is following up with all staff that vendors must be supervised at all times or the FS must be locked. The building should never be unlocked and unattended.

Comprehensive Plan. Maggie Costello, Principal Planner with Planning and Zoning, is leading the initiative to update the Town's comprehensive plan. This is a good opportunity for HVI to contribute, especially concerning our historic properties. Anne will find out about the process and timeline. Cathy will research other Virginia town and city plans to see what might be appropriate for Vienna.

217 Walnut Street. This property has applied to be registered as an historic structure, an honorary recognition which does not impact the future of the building.

After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves 217 Walnut Street as a registered historic structure subject to Anne confirming the date of the house with the property's deeds and tax records.

The next step is for Anne to write a letter to the Town Manager explaining HVI's recommendation and Leslie to take it to the Town Council for approval. She already has a plaque if approved.

Pebble Replacement. The Board of Architecture Review approved our proposal to replace the pebbles in front of the FS with brick. The pebbles will not be disposed of but will be offered to Parks and Rec for other uses.

Porch Posts. Nicole Falceto found money in the budget to replace the porch posts of the FS. They will resemble the current posts.

### **Treasurer's Report:**

Tax Return. The 2023 tax return approved electronically by the Board was filed and accepted by the IRS.

Treasury Bill. After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves the purchase of a \$60,000 treasury bill.

This investment will roll over every four weeks, yielding approximately \$240 each month. The Board will address the 2024-2025 budget and other financial considerations at their June meeting next month.

Rustic Love Mural. The Board reviewed the sponsorship package with pricing and benefits for Rustic Love's mural to be painted on the wall of 208 Dominion Road. The location is near the FS. Sponsorship would provide very public visibility for HVI and would be giving back to the Vienna community which supports the FS, UBC and museum. After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves up to \$3,000 to sponsor Rustic Love wall mural.

Leigh will follow up with the application. HVI should provide a letter with the building's history to be displayed in the store.

Rotary Check. Anne will accept a check from the Rotary Club, most likely \$1,000.

CTM Media Group. The basic package for CTM to deliver hardcopy marketing materials throughout the DC area is \$1,000 per month. The Board currently does not want to pursue this option, but prefers to maximize social media, Town resources and other outlets such as Visit Fairfax.

**Liberty Amendment Month: (LAM)**

American Liberty Stories. Only two have been received. Last year there were fourteen. HVI ran two storytelling workshops to help residents write their stories. Attendance was weak. HVI is asked to help promote this program as they will be displayed in the Freeman Store again this summer.

Naturalization Ceremony. Fifteen new citizens will be naturalized on June 29 at the Community Center. HVI will host the reception. Anne will ask DAR if they would like to participate.

July 4. At 11:00 am there will be a reading of the founding documents at the Community Center. HVI is asked to help promote and drive attendance.

Multicultural Festival. 4:00-7:30 pm on the Town Green on July 12 to close out LAM. HVI will look into providing activities for all ages.

19<sup>th</sup> Amendment Panel. HVI has been asked to contribute to the July 10<sup>th</sup> event featuring a panel on the vote for women. There will be a reception following the panel. After discussion, upon motion duly made, seconded, and unanimously adopted by all members of the Board present, it was:

**RESOLVED**, that the Board hereby approves \$300 for refreshments at the July 10<sup>th</sup> LAM reception.

**Marketing:** HVInk content was due yesterday. It will include LAM information and is due to go out by mid-month.

**Upcoming Events:**

May 15, 10 am oral history interview with Franklin “Jerry” Thompson (postponed)

May 21 Last TWVV virtual history book club

May 25 – 27 Viva Vienna

May 26, 10 am-4 pm, DAR and HVI and county History Commission Viva Vienna outreach tables and tents

June 26 - July 31 Stories and sprinklers – this year there will be 6 programs on Wednesdays. Readers are being scheduled.

The meeting ended at 7:35 pm.

Next HVI Board meeting is Wednesday, June 12, 2024

Submitted by Katie Newland and Anne Stuntz