The meeting of the Residence Commission was held on August 13, 2013 at the Indiana State Library.

Commission members in attendance were:

Nancy Lawton

Carol Stephan

Vickie Lake

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 2:05 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 July 22, 2013 meeting. The Commission voted and unanimously approved the minutes.

1. In-Kind donations guidelines – Phyllis Garrison presented the guidelines for in-kind donations to the group. All in-kind donations must go through the Governor’s Residence Building Foundation. The group was instructed to contact Robin Knecht with any questions. The Residence Commission voted unanimously to adopt the guidelines.
2. Aynes House – Nancy Lawton presented very detailed information on two contractors for the renovation work: Mike Teipen and Randy Collins. She has met with both at the residence and has obtained comparable bids from both. She had tried to get a bid from Home Depot, but they cancelled the appointment and did not appear to be a reliable option for the work. Extensive discussion was held regarding the difference between the bids. Both contractors come very highly recommended. The following members recused themselves from voting as they had either met or knew one of the bidders: Vicki Lake, Simona Hasten, and Nancy Lawton. There was still a quorum left to vote. The group voted unanimously to hire Mike Teipen for the work and asked Nancy to follow up with Mike to obtain a comprehensive proposal. The Residence Commission will continue to work closely with the Department of Natural Resources (DNR) to coordinate contractors and bids.
3. Christmas lights – Jane had obtained four very detailed bids on this project. Extensive discussion was held. The cost to fully decorate both the inside with wreaths and lighting and the outside with white lights on several trees ranged from approximately $15,000-$75,600, with variations in price depending upon whether the lights are purchased or leased and whether they would be stored at the residence. The Commission rejected and took out of consideration the highest bid of $75,600. The Commission held lengthy discussion regarding the possibility of obtaining more in-kind donations to cut costs, especially on the interior work. Brenda Gerber and Marilyn Fernandez were asked to check with IDOA to be sure that the electric grid at the residence can handle the extra load. No vote was held – Jane Wainwright was asked to obtain more bids on the interior decorating and will present this at the next meeting. Robin Knecht will check with McNamara’s regarding in-kind donations.
4. Carpet – Charlotte Baker presented more detailed bids for the carpet from Blakley’s Carpet and Kerman’s. The Commission held more discussion regarding how to carpet the front grand staircase. At this time it appears that Kerman’s bid is less than Blakley’s, but more detail is needed for a true comparison between the two bidders. Charlotte will also obtain more information, which she will present at the next meeting. No vote was held.
5. Charlotte presented further information to the group regarding in-kind donations for the Aynes house. Kittles furniture offered to donate several pieces of furniture. The Commission approved the in-kind donations (furniture and fabrics) offered for the first floor of the Aynes residence. More information will be researched to help determine specifics on what is needed for the bedrooms at this residence.  
     
   Robin will provide information on what needs to be included in the grant for this. Even though these are in-kind donations, a grant request must be submitted to the Foundation to enable Kittle's to receive the tax benefit from the donation.

The group agreed to conclude this meeting and to discuss the remaining agenda items: flagpole, grants to be submitted, glassware, and the fence/gate, at the next meeting.

The next meeting of the Residence Commission will be held on Friday, August 13, 2013 at 2 p.m.

The meeting was adjourned at 4:10 p.m.