Historic Evergreen Cemetery
Executive Planning and Review Team Minutes

April 28, 2020 reporting / February 25, 2020 meeting

5:30-7:00 p.m., Conference Room, Claude G. Perkins Living and Learning Center,
Virginia Union University

Team members present:
Ms. Baskerville, Ms. Campbell, Ms. Davis, Mr. Delbridge, Ms. Harrell, Mr. Hopkins, Mr. Lambert, Ms. Libron, Mr. Mickins, Mr. Mitchell, Ms. Mitchell, Ms. Rogers, Mr. Shuck, Mr. Smith

Facilitators present:
Kelly Pratt, Genifer Ross

Guests:
Molly Brind'Amour (Enrichmond/Americorps), Ms. Delbridge (spouse), LuGay Lanier (Enrichmond Board), Jessica Maffey (Enrichmond), Jim Shadoian (Enrichmond)

Meeting Agenda:

ExPRT Meeting Minutes: February 25, 2020
(Note- The March Meeting was canceled due to the COVID-19 pandemic and the governor’s pronouncements concerning gathering restrictions.)

• Welcome and Introduction
  o Facilitator Ms. Pratt opened the meeting at 5:33 p.m.
  o The twenty-second ExPRT Meeting held February 25, 2020 at Virginia Union University began with approval of the January 28, 2019 meeting minutes introduced by Facilitator, Ms. Pratt. A motion was made to receive the minutes by Mr. Delbridge and properly seconded by Ms. Baskerville. The motion carried.

• Member Updates
  o Ms. Baskerville had several updates.
    ▪ She thanked Genifer for her work on Saturdays.
    ▪ She also thanked Ms. Campbell for helping.
    ▪ Mr. Mitchell, Ms. Campbell and Ms. Baskerville will be on WRIR to announce the unveiling ceremony on Saturday.
    ▪ The Monument Ave. Preservation Society website has a link for Evergreen.
    ▪ March 6 at Alexandria, Ms. Baskerville will be on a panel with Brett Glen from Virginia Outdoors Foundation speaking on Advocacy for African American Historical Places. March 21 at the Black History Museum the are hosting The Family Affair Tracing Ties that Bind which is focused on getting behind the 1870 census. It's free but you do need to register.
    ▪ The Governor's Award, which focuses on historic preservation and conservation, awarded Evergreen with a silver award. On March 30-31, Virginia Outdoors Foundation will pay for 3 members to stay overnight in Lexington to receive the award.
    ▪ Ms. Baskerville was contacted by the president of the national genealogical society in Utah, which is having their national conference in Richmond on May 19-22, to do a presentation on historic evergreen.
  o Mr. Hopkins stated that we need to create a White Paper.
  o Ms. Harrell suggested that we include students in researching those buried at the cemeteries. She showed examples of what her students did for Arthur Ashe. She volunteered to head up a similar project during the summer.
  o Mr. Mitchell suggested that we use Facebook live to publicly broadcast the Evergreen Master Plan Unveiling on February 29, 2020.
  o Mr. Hopkins thanked everyone for their dedication and commitment to the Evergreen project in its entirety. He thanked Ms. Ross and Ms. Baskerville for their efforts.
Mr. Shuck acknowledged Henrico Co. Public Works for picking up trash and brush at the cemeteries. Mr. Ross said they would be invited to the volunteer appreciation.

Mr. Sydnor had several updates.

- He stated that everyone was being delivered copies of the Master Plan. More copies are being printed. Now we should focus on developing the methods for raising money for the plan.
- He introduced Red Orange, a marketing group, and stated that they will be working on a logo. He asked for a team of 4-5 people to join the branding/logo team. Several people volunteered: Mr. Hopkins, Mr. Delbridge, Mr. Mitchell, Ms. Campbell.
- He also brought copies of the Annual report to hand out to everyone. This report also served as an example of Red Orange’s capabilities.
- Mr. Sydnor gave an update on the corrections for the 50 Plus article. Corrections were made online but no changes were made to the print version.
- Mr. Sydnor stated that he submitted a letter to the paper for an Op-Ed thanking those who came before Enrichmond.

Ms Campbell asked that we recognize the gentleman who donated the two large planters to Evergreen Cemetery. Genifer stated that she would make sure that he is thanked in the February newsletter.

Ms. Lanier stated that she has a friend who is a professional photographer. Her friend, Bill Draper, volunteered to help for free.

Secretary and Assistant Secretary Selection

- Ms. Pratt opened the floor for someone to volunteer as Secretary and Assistant Secretary. Ms. Davis volunteered to be the secretary. Ms. Campbell volunteered to be Assistant Secretary.
- Mr. Mitchell volunteered to assist with recording meetings.

Letters to Absent Members

- The group discussed accountability of members, keeping monthly meetings, and allowing the possibility of conference calls.
- The group decided that after three consecutive missed meetings, members would get a warning letter. If they miss the following month (month four, 120 days), then they will receive an exit letter.
- The group also decided that there are no excused absences. All absences count towards the consecutive missed meetings.
- The group also decided that calling into a meeting counts as being present at the meeting. They also decided that we try calling in for a while first to see how it works. If we deem it necessary to create call-in rules then we will do so at that time.

Mr. Hopkins suggested that members have a binder consisting of the charter and all pertinent information such as bylaws, mission, member roster.

Ms. Pratt gave out the Evergreen Cemetery FAQ page. The group agreed to update the page using Google docs.

Meeting adjourned 6:57 p.m.

Next meeting dates on Tuesday, from 5:30-7:00 p.m:

- May 26, 2020
- June 23, 2020
- July 28, 2020
- August 25, 2020
- September 22, 2020
- October 27, 2020
- November 17, 2020
- December 15, 2020