

Program Committee  
June 15, 2016  
Notes and Action Plan

1. Members of the Program Committee in attendance: DeeDee Heyward, Kristin Cahn von Seelen, Laura Keim, Kaelyn Barr, and Dennis Pickeral.
  - a. Additional “consulting” members considered include Becky O’Neil, Peggy Conver, and Elizabeth Laurent
  - b. The committee will actively try to recruit new members.
2. The Program Committee should meet quarterly. We will meet on September 8, at 9:30, and again in January. Proposed schedule of meetings:
  - a. January 2017 – Looking at the calendar from September 2017 – June 2018. Consider budgetary needs for programs beginning the next fiscal year (May 2017)
  - b. April 2017 – Finalize calendar for September – June.
  - c. July 2017 – Conduct survey in **June** about previous programming and review feedback. Review any fall program details that need to be finalized.
  - d. September – Fill in the details for the scheduled events through June – assign deadlines and tasks to committee members. Brainstorm ideas to consider for January 2017 meeting.

The following schedule was proposed for the upcoming stated meeting calendar:

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| Sept 21 –  | Choice #1 – Alexandra Kirtly, Waln Furniture Exhibit (CONFIRMED)<br><del>Choice #2 – Dennis Carr – Made in America exhibit at Winterthur</del> (LCK will contact)          |
| Dec 14 –   | Holiday Music – Linda Child and Jane Foster Willson (CONFIRMED)  |
| Feb 15 -   | Choice #1 – Lizzie Jamison – The Horse and the Country House<br>Choice #2 – Zara Anishanslin – Portrait of a Woman in Silk – Book signing & lecture (LCK will contact)     |
| March 15 - | Choice #1 – David Brownlee – Philadelphia: World Heritage City<br>Choice #2 – J. Smith – Philadelphia: World Heritage City (LCK will contact)                              |
| April 19 - | Choice #1 – CCHS Offsite meeting; Kaelyn working with Elizabeth Laurent<br>Choice #2 – Patrick Spero – OFFSITE MEETING at American Philosophical Society (KB will contact) |
| May 17 -   | Choice #1 – Carolyn Quinn (If membership is finalized before May) (DeeDee will contact)<br>Choice #2 – Meg Holscher (DeeDee will contact)                                  |

3. The Aylward Lecture should take place in the fall of 2017. The lecture should be scheduled biannually on the “off-gala” years. The lecture should be given by a special, “big-name” speaker. Potential speakers include:
  - a. David McCullough
  - b. Cokie Roberts
  - c. Partner with MAR or NCC (KB will reach out)

\*\*\*\*NEED TO REACH OUT TO A SPEAKER ASAP\*\*\*\*

4. Future speakers and topics for Stated Meetings were brainstormed, including:
  - a. Inviting back past recipients of the Tri-State scholarship
  - b. Laura Spero – Native American research
  - c. Elizabeth Milroy – William Penn and City Hall
  - d. Presentations by members on their ancestors
  - e. Gunston Hall Executive Director/Other NSCDA properties' staff
  - f. Canons Ashby House – English National Trust Site ([Ask KCVS for details](#))
  - g. Thomas Keels – Sesqi! Book
5. History Hunters tour for Dames
  - a. We would like to consider a spring tour of The Johnson House and Wyck instead of a December tour due to the busy time of year and potential weather issues.
  - b. Perhaps could be paired with a new member orientation at Stenton.
6. Potential Offsite tours/ Field Trips that were suggested for the Society included:
  - a. The Grundy Museum on the Delaware River
  - b. Andalusia
  - c. New York
    - i. Antiques show
    - ii. Sotheby's
    - iii. NSCDA/NY
  - d. A "State-wide" Stated Meeting trip
    - i. Washington D.C.
    - ii. Wright's Ferry
  - e. Brenna O'Rourke Holland - *MCEAS Consortium Fellow* - "Free Market Family: Gender, Capitalism, and the Life of Stephen Girard" OFFSITE MEETING @ Girard College
7. Proposed Schedule for Stated Meeting Tasks:
  - a. Topic/speaker follow-up – Should always be done as soon as possible. Speaker and topic needs to be **confirmed 12 weeks** prior to the event.
  - b. Request bio and photos from confirmed speakers for postcard as soon as possible. Information must be received at a minimum of **10 weeks** prior to the event.
  - c. Design, proofreading (2 proofreaders, one being President) printing and mailing of postcards:
    - i. Design: Should be completed **9 weeks** in advance of the event.
    - ii. Proofreading should be completed **8 weeks** in advance of the event.
    - iii. Printing – Postcards should be printed **7 weeks** in advance of the event date.
    - iv. Mailing – Postcards should be *received 4 weeks prior to the event*; thus mailing should go out approximately 4/5 weeks prior to the event, or a few days prior to the date of intended receipt.
    - v. E-blast reminder **2 weeks** prior to the event.
    - vi. Table decorations – Flower sub-committee – ([DeeDee will email members who will choose a month to help with the table centerpieces.](#))
    - vii. Adriana coordinates RSVP list with Anne; arrange for follow-up calls if needed to boost attendance
8. Promoting Stenton-based programs among Dames
  - a. Send flyers to Adriana to place onto the chairs at the Stated Meetings.
    - i. Put a volunteer information section specific to the members on the bottom of the flyers.

- b. At the Stated Meetings, upcoming events and volunteer opportunities should be announced.
- c. Circulate a clip board for sign ups.

9. Stenton Programs:

- a. Invite the Garden Clubs to the Meadow Lunch and Learn in September
- b. March Color Analysis Talk about the Yellow Lodging Room
  - i. Cocktail Reception following the talk, tickets are \$25 per person, with an option to make an additional donation.
- c. Look into opportunities to collaborate with other museums.
- d. Create list of volunteer opportunities for the year.
- e. Survey members on past programs as well as any ideas for programs they would like to see at Stenton.

NEXT MEETING: SEPTEMBER 8, 2016, 9:30AM