

# Dorothea Dix Park

## Master Plan Executive Committee

Date: Tuesday, September 7, 2016  
Time: 3:00pm – 5:00pm  
Location: Raleigh Municipal Building, Room 237

### Meeting Summary

Kate Pearce provided a welcome to the Executive Committee and discussed upcoming events, including a tour of DHHS facilities and Lives on the Hill.

Kate Pearce then provided a recap of the consultant selection process for committee members and then led a discussion on the draft Request for Qualifications. Committee members discussed process, schedules, content and public engagement. Diane Sauer made a motion to review and approve the draft RFQ with the changes discussed. Orage Quarles seconded the motion. Committee unanimously approved the draft RFQ.

A discussion was led by Kate Pearce on terms of the MOU including the Executive Committee's role in overseeing the use of funding during the master plan process, reporting and communications and branding. The Committee approved the formation of a communications and branding subcommittee to include representation from both the City Conservancy. Sub-committee appointees included:

- Damien Graham, Director of Communications, City of Raleigh
- Kellee Beach, Marketing Administrator, Parks, Recreation and Cultural Resources, City of Raleigh
- Lucy Bode, Chair of the Marketing and Communications Committee, Dix Park Conservancy
- Sean Malone, President and CEO, Dix Park Conservancy

Kate Pearce provided the details for the Executive Committee's upcoming trip to New York City to visit other parks and conservancies and invited all committee members to the next meeting of the Dix Park Master Plan Advisory Committee.

Upcoming Meetings:

- Master Plan Executive Committee

Monday, October 17, 2016

Time: 12:00pm - 1:30pm

Location: Borden Building, Fred Fletcher Park, Raleigh, NC

Agenda: Consultant Selection Process