

# Gwinnett Historical Restoration & Preservation Board Monday, December 16, 2024 - 10:00 AM

One Justice Square, 446 West Crogan Street, Lawrenceville, Georgia Present: Ann Bender, Justin Walsh, Sara Howe-Silvers, Amelia Lewis Absent: Demetrios Lambros Via teleconference: Matt Butti

- 1. Call to Order
- 2. Welcome/Opening Remarks
- Approval of Agenda {Action: Approved; Motion: Howe-Silvers; Second: Walsh; Vote: (3-0) Bender-Yes, Walsh-Yes, Howe-Silvers-Yes}
- 4. Approval of Minutes: October 21, 2024 {Action: Approved; Motion: Walsh; Second: Howe-Silvers; Vote: (3-0) Bender-Yes, Walsh-Yes, Howe-Silvers-Yes}
- 5. Announcements (Board Members)
  - a. County Historian Lewis shared information on the following upcoming events:
    - i. Gwinnett Historical Society meeting on January 27 at 6:30pm at RJP CRC
- 6. Old Business
  - a. 2024 Preservation Awards
    - Chair Bender reported out on success of Preservation Hall of Fame Inductee Ceremony that took place at the Gwinnett Historic Courthouse on December 15, 2024. (images attached)
- 7. Project Updates
  - a. Staff members Cammie Mansfield and Glenn Boorman presented on the following:
    - Livsey Family Big House Community Involvement Plan draft timeline (document attached)
- 8. Program Updates
  - a. Staff member Jason West presented on the following
    - i. 2024 programming attendance numbers to date
    - ii. McDaniel Farm early learning program (image attached)
    - iii. Yellow River Post Office High School Field Trip (image attached)
    - iv. Possible programming partnership between Department of Community Services and Gwinnett Historical Society

- 9. Exhibit/Artifact Updates
  - a. Staff member Mansfield presented on the following:
    - i. Hooper-Renwick Library exhibits (images attached)
- 10. Comments from Audience
- 11. Adjournment at 10:57am

{Action: Approved; Motion: Howe-Silvers; Second: Walsh; Vote: (3-0) Bender-Yes, Walsh-Yes, Howe-Silvers-Yes}





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# Livsey Family Big House DRAFT Community Involvement Plan Timeline

The following summarizes the Community Involvement Plan (CIP) timeline for the Livsey Family Big House Project.

#### Step 1 – Prepare and Notify (90 days)

In this step, the project team will complete the necessary engagement tools and will notify the public about the project and the upcoming engagement process.

This step has two parts, preparation and notification, and begins once a contract or internal plan is in place for active engagement.

Preparation includes: (30 days for preparation; 30 days for approval= Days 0-60)

- Preparation of official project information and description (15 days or ASAP).
- Creation of project webpage (30 days for creation; 30 days for approval).
- Preservation agency/organization outreach/meeting as appropriate for the project
- Fact sheets and report links for the webpage and other events.
- Schedule with specific dates for successful engagement.
- Project team finalized.
- Stakeholders outreach list complete.
- Creation of social media content and calendar.
- Plan for social media monitoring and response.
- Creation of notification and website materials.
- Development of surveys and online forms for providing comments.
- Creation of graphics and visual aids for public meetings (occurs throughout preparation and notification)

**Notification** includes: (30 days for notification = Days 60-90)

- A release to the public that the engagement process has begun (Day 60)
- Simultaneous webpage launch (Day 60)
- Other Notifications (Days 60-90)
  - Notification letters mailed to stakeholders.
  - o Radio PSA.
  - Newspapers PSA.
  - Social Media.
  - Historical Society Newsletters.
  - Libraries.
  - o Flyers posted.
  - o Stores.
  - o Banner/sign on the property with a QR code linked to the webpage.

#### Step 2 - Inform (30 days)

In this step, in-person and virtual engagement begins with kickoffs. These meetings will focus on relationship building, engagement timeline, and education (Days 90-120).

#### Inform includes:

- A kickoff meeting at the Anderson-Livsey Elementary School.
- A virtual kickoff meeting on Zoom.
- Pop-ups with info and flyers at farmers' markets, churches (as dictated by notification. outreach),
   community events, historical society meetings, and county events.
- Ongoing social media engagement and survey results

### Step 3 - Engage (30 days)

In this step, on-site and hands-on participation and engagement begin outside at the Livsey Family Big House (Days 120-150)

#### Engage includes:

- Two (2) open houses at the Maguire-Livsey House. These will occur on two weekends.
- One (1) on-site engagement/visit on a school day for Anderson-Livsey 5th-grade students.
- Late spring would be ideal for the weather.
- Hands-on tools, photographs, displays, and visuals created in Step 1 will be used.
- One (1) virtual open house
- After the virtual open house, visual materials are posted to the webpage
- Ongoing social media engagement and survey results

#### Step 4 - Listen (30 days)

In this step, in-person and virtual listening sessions – What would the community like to see at the house? (Days 150-180)

#### Listen includes:

- One (1) evening listening session at Anderson-Livsey Elementary.
- One (1) daytime listening session at Anderson-Livsey Elementary
- One (1) virtual listening session using Zoom
- Ongoing social media engagement and survey results

#### Step 5 - Compilation (30 days)

In this step, the project team compiles what has been learned, summarizes priorities and paths, and prepares for Step 6 (Days 180-210)

## Compilation includes:

- Summary report
- Summary PowerPoint for Step 6 meeting
- Webpage content as appropriate

#### Step 6 – Share (15 days)

In this step, in-person and virtual meetings share the results of the engagement (Days 210-225)

#### Share includes:

- One (1) evening share session at Anderson-Livsey Elementary.
- One (1) daytime share session at Anderson-Livsey Elementary.
- One (1) virtual listening session using Zoom
- Posting summaries and materials to webpage

















