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**Gwinnett Historical Restoration & Preservation Board  
Monday, February 27, 2023 – 6:00 PM**

Gwinnett Historic Courthouse, 185 W Crogan St., Lawrenceville GA 30046

Present: Demetrios Lambros, Ann Bender, Justin Walsh, Matt Butti, Amelia Porter

Absent: Sara Howe-Silvers

1. Call to Order
2. Welcome/Opening Remarks
3. Approval of Agenda:  
{Action: Approved; Motion: Lambros; Second: Walsh; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
4. Approval of Minutes: November 21, 2022  
{Action: Approved; Motion: Lambros; Second: Walsh; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
5. Presentation from Law Department
  - a. Staff member Theresa Cox presented a training session for board members (document attached)
6. Election of Officers
  - a. Approval of Demetrios Lambros as Chair  
{Action: Approved; Motion: Bender; Second: Walsh; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
  - b. Approval of Sara Howe-Silvers as Vice Chair  
{Action: Approved; Motion: Bender; Second: Lambros; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
  - Approval of Cammie Mansfield as Secretary  
{Action: Approved; Motion: Lambros; Second: Bender; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
7. Announcements (Board Members)
  - a. Vice Chair Lambros reported on the success of the Preservation Award Ceremony that took place in December. Vice Chair Lambros also shared that the Duluth Historical Society will host a talk on Alice Strickland, Georgia's first female mayor, on March 23, 2023, 5-6pm at the Duluth Branch Library.
  - b. Chair Bender reported on a recent County organized trip to the Legacy Museum and National Memorial for Peace & Justice in Montgomery, Alabama.

8. New Business
  - a. Select 2023 meeting dates and locations
    - i. Approval of Proposed 2023 Meeting Dates (document attached)  
{Action: Approved; Motion: Bender; Second: Butti ; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
  - b. Highlight outgoing member Ms. Marlene Taylor-Crawford
    - i. Chair Bender recognized Taylor-Crawford's contributions to the HRPB during her time serving on the board, including her work with the Gwinnett Remembrance Coalition and the Charles Hale memorial.
    - ii. Vice Chair Lambros and Board Member Walsh added recognition, including the increase in HRPB meetings that occurred during her time.
9. Project Updates
  - a. Staff member Cammie Mansfield presented on the following
    - i. Promised Land House restoration
    - ii. Hooper-Renwick Library
10. Program Updates
  - a. Staff members Jason West presented on the following
    - i. K-12 fieldtrips at historic sites managed by Gwinnett County Department of Community Services
    - ii. Summer camps with history themes
    - iii. Local History Teacher Immersion program (document attached)
11. Exhibit/Artifact Updates
  - a. Staff member Cammie Mansfield presented on the following
    - i. Career Starts Here internship program (document attached)
  - b. Staff member Brian Boggs presented on the following
    - i. Exhibit and Artifact Updates: November 2022 - February 2023 (document attached)
12. Comments from Audience
13. Adjournment at 6:57pm  
{Action: Approved; Motion: Walsh; Second: Butti ; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}

# Gwinnett Historical Restoration and Preservation Board Training



## Establishment & Membership

- Established in 1973 by Resolution of the Board of Commissioners
- Resolution amended and rewritten in 2012
- Five Members appointed by the Board of Commissioners
- Ex officio member - County Historian



## Purposes

- Advise the Board of Commissioners on the restoration and preservation of county historical matters
- Other duties as required by the Board of Commissioners
- County Historian serves in an advisory capacity to the HRPB.



## Meetings

- Regular meetings shall be held at least quarterly, and no more than monthly
- Regular meetings scheduled for 12 months at the beginning of each calendar year
- Special Meetings may be called by the Chair or Vice-Chair in the event of a disability by the Chair



### MEETING AGENDA

#### Gwinnett Historical Restoration & Preservation Board

Monday, February 27, 2023 – 6:00 PM

Gwinnett Historic Courthouse, 185 W Crogan St., Lawrenceville GA 30046

Virtual Public Access:

<https://gwinnettgov.webex.com/gwinnettgov/j.php?MTID=m330fb284684a968af6c8e0e7922dd1476>

Meeting Number: 2332 718 5298

Password: QpZwmUJ522

Join meeting by phone: +1-408-418-9388

Access code: 2332 718 5298

1. Call to Order
2. Welcome/Opening Remarks/Welcome new board member
3. Approval of Agenda
4. Approval of Minutes: November 21, 2022, Regular Meeting
5. Presentation from Law Department
6. Election of Officers
7. Announcements (Board Members)
8. New Business
  - Select 2023 meeting dates and locations
  - Highlight outgoing member Ms. Marlene Taylor-Crawford
9. Project Updates
10. Program Updates
11. Exhibit/Artifact Updates
12. Comments from Audience
13. Adjournment

#### Next meeting: Regular Meeting, TBD

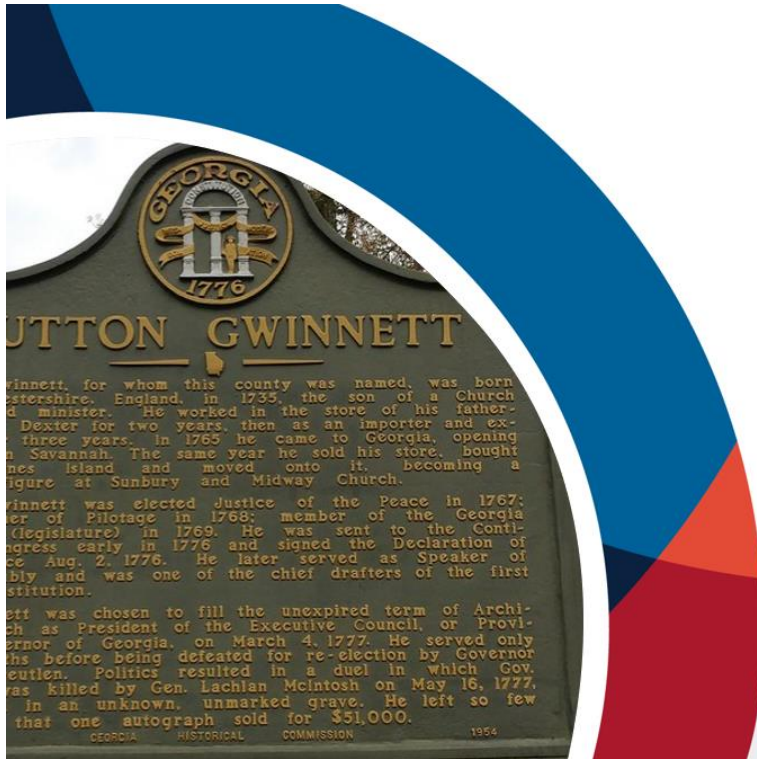
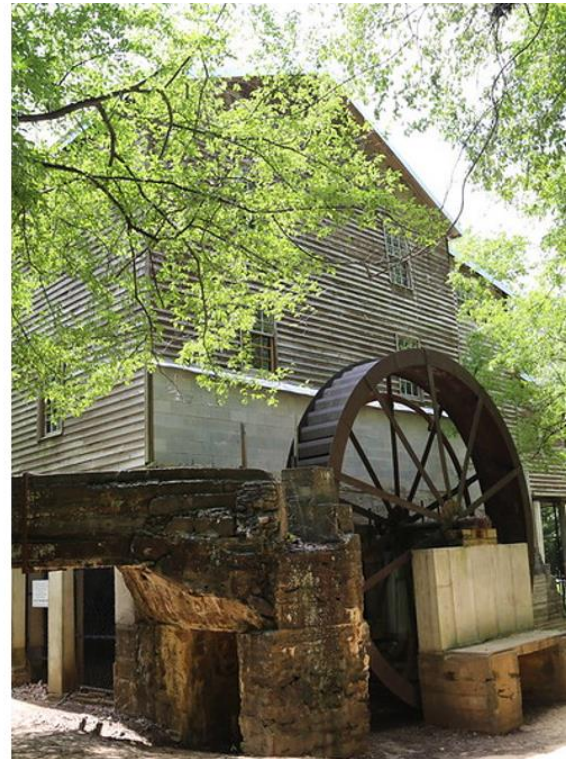
As set forth in the Americans with Disabilities Act of 1990, Gwinnett County Government does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Matthew Eason, 75 Langley Drive, Lawrenceville, GA 30046 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 34.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

Gwinnett County Government will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to full participate in any open meeting, program or activity of Gwinnett County Government should be directed to Matthew Eason, 75 Langley Drive, Lawrenceville, GA 30046 or 770.822.8165.



# Meeting Structure

- Quorum is needed to conduct business
- Subject to the Open Meetings Act and the Open Records Act
- Conducted in accordance with Robert's Rules of Order
- Any action of the HRPB may only be taken by the affirmative vote of a majority of the HRPB members in attendance

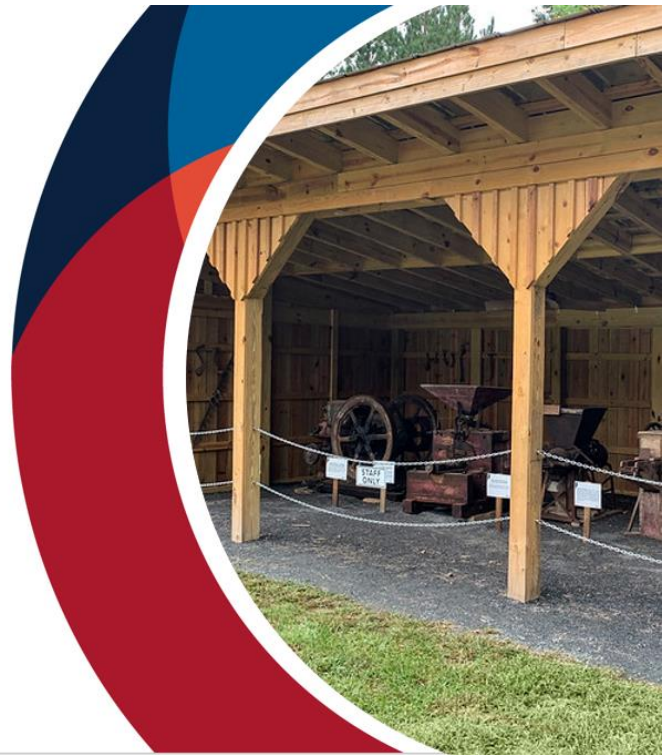


## Robert's Rules of Order



# Robert's Rules of Order Overview

- Order of Business – Formal Agenda
- Items of Business
  - Item read/presented
  - Questions from the Council
  - Discussion
  - Motion
  - Vote



# Open Meetings Act







# Meetings

- Any gathering of a quorum of the members of the governing body of an agency at which official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon
- Any gathering of a quorum of any committee of the members of the governing body of an agency or a quorum of any committee created by the governing body at which official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon



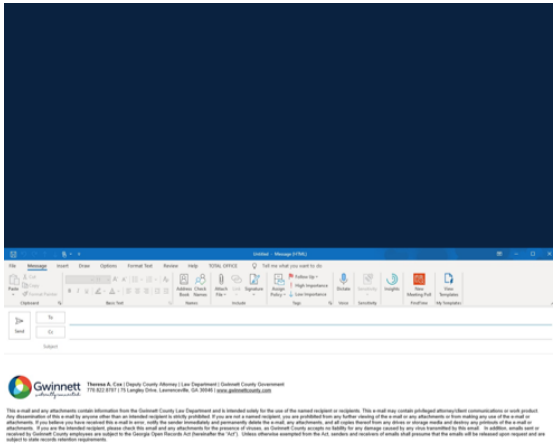
## Gatherings not considered a Meeting

- Inspection of public facilities or property
- Attending state-wide, multijurisdictional, or regional meetings
- Meetings with officials of the legislative or executive branch
- Traveling to a meeting
- Social, ceremonial, civic, or religious events



# Obligations

- All meetings shall be open to the public
- All votes at any meeting shall be taken in public after due notice of the meeting and compliance with the posting and agenda requirements
  - Prescribe and make available time, date, and place of regular meetings
  - Notice posted at least 1 week in advance
  - Agenda posted, at a minimum sometime in the two-week period immediately prior to the meeting



# Emails

- Emails generally do not constitute an open meeting, but should not be used to circumvent the Open Meetings Act
- This exemption does not apply to other forms of electronic communication/media





# Open Records

## Basic Obligation

O.C.G.A. § 50-18-71(a):

All public records shall be open for public inspection and copying unless:

- (1) there is a court order prohibiting disclosure; or
- (2) there is a specific law exempting the record from disclosure



# Open Records

- Form of the record – Broad and inclusive
- All documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material O.C.G.A. § 50-18-70(b)(2)
- Location of the record is irrelevant – includes records located on county phones, blackberries, home computers, tablets, personal phones, other personal electronic devices, etc.



## Records Retention

- All records created or received in the performance of duty and paid for by public funds are deemed to be public property and shall constitute a record of public acts O.C.G.A. § 50-18-102(a)
- The Georgia Records Act imposes a duty to retain public records for certain time periods set forth in schedules. Retention schedules, once approved, shall be authoritative, directive, and shall have the force and effect of law
- Gwinnett County follows the state local government retention schedules

# Destruction of Records

- Destruction of records shall occur only through the operation of an approved retention schedule, O.C.G.A. § 50-18-102(b)
- Destruction of records by any person in a manner not authorized by an applicable retention schedule is a misdemeanor, O.C.G.A. § 5-18-102(c)



# Emails

- Subject to both the Georgia Open Records Act and the Georgia Records Act
- Retention of emails is based upon the content of the email
- Use an archiving system
- Be cautious as to how email is used to conduct Board or Authority business





# Ethics

## Gwinnett County Code of Ethics

The proper operation of democratic government requires that the public officials and employees be independent, impartial and responsible to the people; that the government decisions and policy be made through proper channels of the governmental structure; that public office not be used for personal gain; that the public officials and employees be free from the appearance of impropriety; and that the public have confidence in the integrity of its government





# Standards

- No county official or employee having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the county shall have:
  - Or thereafter acquire an interest in such contract or transaction
  - An interest in any business entity representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction
  - Solicited or accepted present or future employment with a person or business entity involved in such contract or transaction
  - Solicited, accepted, or granted a present or future gift, favor, service, or thing of value from or to a person involved in such contract or transaction, except as provided in [section 54-29](#)
- No county official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen in the same or similar circumstances



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## Conflicts

- No county official shall participate in the discussion, deliberation vote or otherwise take part in the decision-making process on any item before him/her in which the county official or employee has a conflict of interest
- In the event of a conflict of interest, the county official shall announce his/her intent to abstain prior to the beginning of the discussion, debate, deliberation or vote and shall abstain from casting a vote





Gwinnett

Questions?







Gwinnett Historical Restoration and Preservation Board  
**PROPOSED 2023 Meeting Dates**

<b>Meeting Date</b>	<b>Location</b>	<b>Time</b>
Monday, February 27	Gwinnett Historic Courthouse 185 W. Crogan St. Lawrenceville, GA 30046	6:00pm
Monday, April 17	Gwinnett Environmental and Heritage Center 2020 Clean Water Drive Buford, GA 30519	10:00am
Monday, June 12* (Scheduled for second Monday of the month due to June 19 holiday)	Lawrenceville Female Seminary 455 South Perry Street Lawrenceville, GA 30046	6:00pm
Monday, August 21	Gwinnett Historic Courthouse 185 W. Crogan St. Lawrenceville, GA 30046	10:00am
Monday, October 16	Gwinnett Environmental and Heritage Center 2020 Clean Water Drive Buford, GA 30519	6:00pm
Monday, December 18	Lawrenceville Female Seminary 455 South Perry Street Lawrenceville, GA 30046	10:00am
Monday, February 19 (First meeting for 2024)	Gwinnett Historic Courthouse 185 W. Crogan St. Lawrenceville, GA 30046	6:00pm

## Local History Teacher Immersion Program June 5 – 9 | 9:00am – 3:00pm

Join a unique cohort of K-12 social studies teachers and explore Gwinnett's rich history.

- Earn Professional Learning Unit
- Make connections with the Academic Knowledge and Skills
- Discover primary sources and places to utilize in your classroom
- Engage in conversations about historic preservation, the teaching of difficult topics, and interpretation
- Visit multiple historic sites in Gwinnett throughout the week

*Bring a sack lunch. Transportation is provided to historic sites.*

Space is limited,  
apply today!

Itinerary and registration  
available in PD&E  
Course #30851



Approved for Distribution

Date 2/15/23 JG

Executive Director



Get paid  
\$15 per hour!



# Career Starts Here

## Gwinnett Empowering Youth

Ages 15 – 21

**Gain valuable, real-world experience, and get paid** as a summer intern during the Career Starts Here program! No academic performance or work experience is required — only your interest and commitment!

### **APPLICATION DEADLINE:** March 17

#### **Required Workshops:** May 13 & May 20 | 8:00am – 5:00pm

- Explore career opportunities at Gwinnett County Government
- Develop leadership, team building, financial literacy skills, and more
- Write your resume, prepare for interviews, and learn business etiquette

#### **Internship:** June 5 – 30

- Paid 4-week internship with an assigned County department
- Work schedule varies based on assignment

Questions? Call **770.822.7915**

Apply at [GCGA.us/CareerStartsHere](https://GCGA.us/CareerStartsHere)





## **Exhibit and Artifact Updates Community Services November 2022 – February 2023**

### **Exhibits:**

#### **Black History Month Exhibit**

Installed at 11 locations, this exhibit highlights 10 influential black citizens that have helped shaped Gwinnett County. These citizens include: Mack Renwick, Lillie Renwick, Marshal Hooper, Lillie Hooper, Robert Livsey, Morena Livsey, Ben Anderson, Thomas Anderson, Ida Bell Anderson, Miley Mae Hemphill, Jurrell Lattimore, Ezzard Charles, Robbie Susan Moore, Eron Moore, Eugene Austin, Charles Austin, and Roscoe Austin.

On Display: February 1 – 28, 2023 at the following locations

Best Friend Gym

Centerville OneStop

Georgie Pierce Community Recreation  
Center

Gwinnett Historic Courthouse

Lawrenceville Female Seminary

Lenora Park Gym

Lilburn Activity Building

Lucky Shoals Gym

Pinckneyville Community Recreation Center

Rhodes Jordan Community Recreation  
Center

Shorty Howell Activity Building



**At War with Nature: The Battle to Control Pests in Georgia's Fields, Forests, and Front Yards**

Since prehistory, humans have sought to control nature, especially plants and insects. Still, people have also introduced—intentionally and unintentionally—some of the most notorious “pests” of the nineteenth and twentieth centuries. This exhibit examines the war against nature as it played out in Georgia’s fields, forests, and front yards. Due to an often compulsive urge to eradicate insects and plants viewed as unfavorable, entomologists, chemists, agriculturalists, government officials, and everyday Georgians have contended with the unanticipated ecological and public health consequences. When chemicals failed to live up to their lofty promises, “quarantine” supplanted outright “eradication” both as the preferred approach and ultimate goal. The battle against the “gypsy moth” is one of the country’s earliest eradication campaigns, but the stories of the boll weevil and fire ant are probably more familiar to southerners as is kudzu—the most recent “invader.” The backstory behind the wars waged against these pests shed light on several complex stories. The use of science to battle nature, the consequences of that struggle, and the growing acceptance of different approaches to control and coexistence are all illuminated in this exhibit. “The At War with Nature exhibition has been adapted from a display originally produced by the Richard B. Russell Library for Political Research and Studies at the University of Georgia.”

On Display: September 12, 2022 - March 4, 2023 at Gwinnett Environment and Heritage Center



**Time Capsule Tour**

During July's National Park and Recreation Month, Gwinnett Parks and Recreation recognized 25 Years of History by opening the Best Friend Park Time Capsule! Attendees took a trip back to 1997 as the Gwinnett Parks and Recreation team unveiled items stored in the capsule for over 2 decades. These items have been converted into a traveling exhibit that will tour around Gwinnett – don't miss your opportunity to view these cool pieces of the past!

On Display: February 13 – April 10, 2023 at Rhodes Jordan Park CRC  
April 10 – June 12, 2023 at Bethesda Park Senior Center

**Recently Donated/Loaned Artifacts:**

No update.

**Oral History Collection:**

No update.