

MINUTES

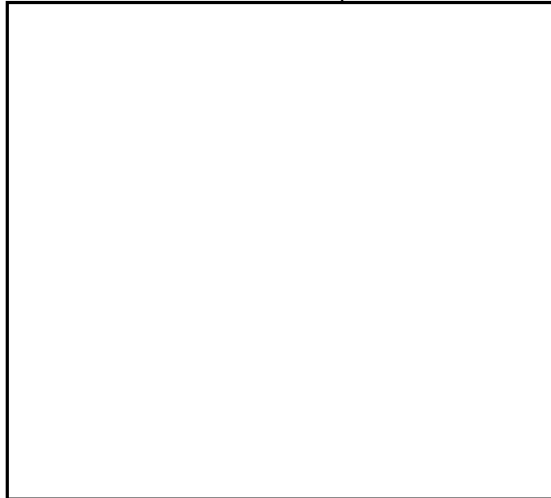
OF THE 15 MAY 1981

MEETING OF THE FINE ARTS COMMISSION

1. The meeting was called to order at 1100 hrs. in room 7D32, Headquarters. Present were:

Members:

Bruce T. Johnson, Chairman



STAT

Representatives:

2. The minutes of the 6 April 1981 meeting were approved as submitted.

3. Old Business

STAT a. [redacted] reported on the standard format for time sensitive displays. He presented an example of the Bulletin background and the message to be attached to the background. The background will be permanent and the messages will be discarded after use. The Commission agreed that it was an effective and quick solution to the problem. [redacted] will discuss the plan with OS, OL, and OP. The notice on use of the kiosks will be updated to include a paragraph on the use of these Bulletins. [redacted] STAT [redacted] suggested that P&PD be asked to confirm that they can support the proposal. He will inquire and advise [redacted] and STAT the Chairman.

STAT [redacted] supported [redacted] Chief, Pictorial Services Branch, OCR, reported on a subject related to the above-- that of recurring displays on kiosks. Pictorial Services Branch captures television news and current event items on tape for use of Agency personnel and wishes to post information about these programs on the kiosks. She presented a poster and insert format for use on the kiosks. Like the Bulletin, above, the poster would be permanent and the insert would contain transient information. STAT [redacted] suggested that the posters be made up in different colors and rotated each week to prevent a permanent look. The

Commission agreed that, as long as the posters appear with current information (not permanent schedules), it was legitimate for them to be displayed on the kiosks.

b. The Employee Bulletin in use on the kiosks will be updated to include a subparagraph on use of time sensitive displays.

STAT c. [redacted] reported [redacted] on the replacement of display cases. He presented two brochures and said there were three possible options. One, made of glass, has the vulnerable bottom section also made of glass. The second option is a plexiglass display case with a somewhat unattractive chrome trim. The third option is custom made cases. [redacted] recommends the plexiglass display case without the chrome. He will compare the costs of the plexiglass case and the custom made case and will report on this at the next meeting. STAT

STAT d. [redacted] reported on the protection of the Directors' portraits. OS has made the measurements on the ultraviolet rays but has not submitted a report. The artist, Draper, did use zinc white on the three affected portraits and is using it on Admiral Turner's portrait. [redacted] could not attend the meeting but had provided Mr. Johnson with information received from the National Gallery and from the National Museum of American Art. The latter had reported that light affects paints only when the painting is on paper. If a problem arises when the painting is on canvas, it must be attributed to the paint itself. The NMAA provided the names of four conservators who may be consulted for a fee. STAT

STAT e. [redacted] reported that the lighting on the Presidential photographs was supposed to have been turned on by now. He will wait a little longer and then check again on the status of the lights.

f. Mr. Johnson reported on the rotation of the Melzac paintings. Mr. Melzac has no problems with the proposed rotations but would like to come in to see the paintings which are to be replaced. He will not be available until June.

STAT g. [redacted] reported that they had taken a walk on the wilderness path and suggested it did not warrant a sign. [redacted] said he had been on the trail and the chips still aren't all down, there was trash back there, and it was very muddy. The Commission agreed to issue a notice once the path was completed, and to postpone ordering a sign. STAT

4. New Business

STAT a. [redacted] presented his ideas on having alternate wall colors for Special Purpose Rooms, i.e., classrooms and conference rooms. The Commission agreed that it was a good idea for classrooms but expressed concern about the administrative and logistical problems to be encountered if alternative colors were made available for offices, conference rooms, etc.

b. A letter from OP was presented requesting the FAC's assistance on refurbishing the Employee Bulletin Boards. The Commission chose not to allocate FAC funds for this purpose.

5. Mr. Johnson congratulated [redacted] and her Committee on the newly installed "Trekking Through Nepal" display. STAT

6. The next FAC meeting will be on 8 June from 1100-1200 hrs. in room 7D32, Headquarters.

7. Mr. Johnson closed the meeting at 1210 hrs.

[redacted] STAT

Bruce T. Johnson

Att:

This Notice Expires 1 June 1982

PERSONNEL



STAT

PROPER DISPLAY OF NOTICES AND ADVERTISING IN THE HEADQUARTERS
BUILDING

STAT



Due to the increasing volume of material being posted within Agency facilities, the Fine Arts Commission has initiated the construction and installation of two large kiosks in the main hallways leading to each cafeteria, as well as free-standing metal frame display units located at each main building entrance. Employees are reminded that the use of easels for display of notices or posting of items on doorways, walls, restrooms, or anywhere other than on official bulletin boards, kiosks, or entrance display units is discouraged under all circumstances. In order to effectively utilize the available space on the kiosks and display units, the following guidelines are to be followed:

KIOSKS

1. Only items of immediate interest and short duration should be posted, with dates prominently displayed. (Concerts, guest speakers, bloodmobile, films, etc.)
2. Government-wide programs, long-term activities, personal notices, or non-Agency events are not suitable for kiosk display and should be limited to the main bulletin boards. (Credit Union items, carpooling, energy conservation, health and safety items, OTE courses, public sports or theater events, etc.)
3. Items should be posted not more than a week in advance of the scheduled event, and must be removed immediately after the event takes place.
4. Anyone posting notices may remove expired items in order to make room for current announcements. To be effective, the kiosks should not be allowed to become cluttered.
5. Notices should be tacked firmly in place at all four corners.
6. Before placement, all notices must be approved by OPPPM, Personal Affairs Branch, Room 5E69.

ENTRANCE DISPLAY UNITS

1. One section of each unit will be used for the purpose of posting information required by GSA regulations. (Prohibited items, code of ethics, energy ratings, etc.)
2. A second section will be reserved for the display of security-related messages. (Weather warnings, badge removal, search procedures, gate closings, road conditions, filming crew announcements, etc.)
3. An additional section will be available for posting announcements of a highly time-sensitive nature. (Guest speakers, concerts, bloodmobile days, drama club presentations, religious services, etc.)
4. Time-sensitive announcements may be posted on the display units for two days only. (The day before the event and the day of the event.)
5. The display units have usable posting areas measuring 24 inches high by 18 inches wide. The size of announcements should be no more than 12 inches by 18 inches wide in order that two different notices may be posted together if necessary.
6. Approval for use of entrance display units should be obtained from OPPPM, Personnel Affairs Branch, Room 5E69. Assistance in timely mounting of notices may be obtained through Logistics Services Division, Room 3E14,

STAT

Max Hugel
Deputy director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)