

Jack House Committee
MINUTES
Ludwick Community Center
Wednesday, November 10, 2010 4:00 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 4:02 PM.

ROLL CALL: Committee Members Vice Chair Patrick Mayeda, Gerry Johnson, Kathi Settle, Bob Gordon and Betty Stockton

ABSENT: Kylie Hatch

STAFF: Christine Wallace

GUESTS: Toni Kincaid

PUBLIC COMMENT PERIOD:

There were no public comments.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of September 2010 were approved.

The September and October 2010 Financial Reports were approved.

REGULAR ITEMS

ITEM #1: Gazebo - Mayeda

- Interviewed Thom Brajkovich with Paragon Designs and received a proposal of the scope of work to complete construction documents for the gazebo structure. Brajkovich bid \$3,375 for construction documents to be drawn for the project.
- Gazebo timeline is very short as Public Works would like to demolish the structure as soon as possible.

MOTION: (Mayeda/Batterson)

Allocate \$3,375 to pay for construction documents.

Approved: 6 yes: 0 no: 1 absent (Hatch)

ITEM #2: SLO Fire: Capacity of 49; implications and suggestions - Stockton

- Stockton voiced concern over having too many people in the house during Christmas tours.
- In 2009, the Jack House had 66 visitors on Friday, 60 on Saturday and 70 on Sunday.
- The minimum number of docents in the house for the Christmas tours is 9. This leaves 40 visitors allowed in the house at one time.
- Stockton would like the refreshments be stationed outside the house to the bride's room to reduce the occupancy numbers in the house and protect the house from potential damage from food spills.

- Wallace requested that this be located at least on the back porch.

MOTION: (Stockton)

Reduce the number of docents to the minimum amount of 9 and move refreshment table to free up the house for its greatest possible use.

- Gordon felt it was not necessary if we don't have that many people in the house at one time.
- Johnson and Stockton agreed the motion was unnecessary.
- Kincaid said using a door monitor for the Haunted House worked well and that the docents could implement that strategy for the Christmas tours as well.
- Mayeda felt no need to restrict the docents to a minimum and that it should be left to the working docents to make those decisions regarding the house capacity.

Reworded (Batterson)

Reduce the number of docents to the minimum amount of 9 and move refreshment table to an outdoor location to be determined to free up the house for its greatest possible use.

Failed: 0 yes: 6 no: 1 absent (Hatch)

Committee Member Stockton interjected with scheduling committee volunteers for Victorian Christmas weekend.

Batterson/Mayeda/Kincaid scheduled dates for decorating Jack House for Christmas. November 28 and 29 is when Christmas decorations will be going up to add an unpublicized weekend of Christmas house tours. Lights will be strung November 29.

Gordon added that to outline the house or the interior windows in lights is more Victorian in style than to outline the trees and the landscaping. The committee discussed the need for outlining paths in lights for the safety of the visitors but possibly changing some lighting to reflect a more Victorian style as well.

ITEM #3: Victorian Christmas - Wallace

- Promotional Budget includes street banner, New Times, Tribune and Ticket ads, Government Access Channel slide, totaling \$2600 out of the promotional budget
- Wallace put in a work request with the Tree Division to trim cedar and magnolia branches for use in the house as decoration after they are protected with fire retardant.

MOTION: (Mayeda/Johnson)

Allocate \$2600 for Christmas event promotion.

Approved: 6 yes: 0 no: 1 absent (Hatch)

Reports and Updates

Monthly Activities – Staff/Public Works

Wallace reported on the following:

- Central Coast Bride published newest copy with Jack House ad recently placed.

- Haunted House flyers full and half sheets designed in-house by Communication and Marketing Specialist
- Wallace did not place goal setting as agenda item for November meeting and committee must meet in December to discuss goals for 2011-2013.
 - Scheduled special meeting Wednesday, December 1, 2010 at 5:30 at Parks and Recreation Administrative Office.

Docent Activities

Kincaid reported on the following items:

- 266 total visitors at the Jack House for Haunted House weekends
 - Ashley Lopez (Communication and Marketing Specialist) did wonderful job on poster design.
 - Kincaid asked visitors how they heard about event. Lots of young families read the New Times for events. A few complaints about the Tribune not placing information in “Best Bets” section but that is not for our lack of press release.
 - High School student volunteers were great. Honor Society very helpful in decorating and take down at the end.
 - Maureen Titus had the original idea for the Haunted House.
 - Wallace, Titus will be recognized as the Parks and Recreation Commission’s volunteer of the month for December.
- History Center of San Luis Obispo County has oral histories that can be converted to CD and are available for purchase. They have 2 recordings of Howard Jack that Kincaid will bring to committee in January.
- Dee Dee Mulliner dressed as Nellie Jack for History Center during their Art After Dark participation and she looked wonderful.

Member Comments

- Settle visited Marston House in Balboa Park in San Diego in September.
 - Charming house and highly recommends a visit.
 - The furniture is not original but of the period
 - House has a friends group supporting it.
- Johnson enjoyed the Haunted House immensely and congratulated Kincaid and docents.

Communications

- No communications at this time.

Meeting adjourned at 5:01 p.m. Next meeting is December 1, 2010 at 5:30 pm at the San Luis Obispo Parks and Recreation Administration Office.