

Jack House Committee
MINUTES

Parks and Recreation Administrative Office
Wednesday, February 14, 2007 5:30 PM

- CALL TO ORDER:** Chair Ron Batterson called the meeting to order at 5.30 p.m.
- ROLL CALL:** Committee Members Gerry Johnson, Patrick Mayeda, Bill Pyper and Betty Stockton
- GUESTS:** Jackie Kane, Marion Hudson and Toni Kincaid
- STAFF:** Christine Wallace and Mike McGuire
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PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of January 2007 meeting were approved.
The Financial Report for January 2007 was approved.

ITEM #1: Spring Cleaning

- Docents do not want outside cleaning service to clean inside drawers and closets.
- Pyper does not feel the committee needs to be so specific with this issue.
- Stockton would like a specific plan about cleaning to be given by the Docents in advance.
 - ❖ A motion was made to direct staff to send a memo asking that the docents present a spring cleaning plan to the Jack House Committee.
(No: Batterson, Mayeda, Johnson and Pyper; Yes: Stockton)

Reports and Updates

- Monthly Activities – Staff/Public Works
 - Wallace reviewed the revised 2007 calendar of events. The following dates for December Jack House open house were agreed upon:
 - Open Friday, December 7th, 5-8 pm
 - Open Saturday, December 8th, 5-8 pm
 - Open Sunday, December 9th, 1-4 pm .
 - If there is rain during the open house times, a pop up tent may be used to cover the walk way from the house to the gift shop.
 - Wallace will schedule Service Masters for a cleaning of the Jack House soon.
 - Parks & Recreation Department received 2 donations for the Jack House in honor of Wes Conner.

Public Works Department Mike McGuire reported on the following.

- The plans for the fire sprinklers in the Jack House are complete and may have to be revised due to code updates.
- The Carriage House is exempt from the fire sprinkler plan because it is more then 50 feet from the Jack House.
- The sprinkler pipes may have to go underground from the Jack House to the service building. A vertical pipe will be needed to get the sprinkler system up to the top of the service building.
- The sprinkler system pipe will be exposed in the Gift Shop ceiling since there is not an

attic.

- It will be more economical to do all the sprinkler work on all three buildings at one time.
- Workers will only be at the Jack House on weekdays for 5-6 weeks.
- The foundation repair project will not be taking place in this budget cycle. It may receive funding in the next 2 year budget cycle.

- Docent Activities

Jackie Kane reported on the following items:

- Catherine Trujillo, Cal Poly Curator of Special Collections, did a presentation for Docent training.
- It was recommended that the Jack House Docents purchase appropriate supplies for proper preservation and handling of artifacts. The Docents will create a list of needed items and a proposed budget.
- Ballots went out to all active Docents to vote for new officers.
Nominated: President - Toni Kincaid, Vice President – Carolynne Palmer, Secretary – Pam Hurd
- Toni Kincaid is organizing a tour and tea for residents of the Manse on March. It will be held for 8-10 people on Wednesday, April 4, 2007.

- Member Comments

- Pyper announced his last Jack House meeting will be in March 2007. He is moving to Oregon soon.
- Batterson stated the need and importance of having a permanent storage facility for archived Jack House Committee material. Is there a place at the Parks & Recreation Department office or should it stay with the Jack House Chair?

- Communications

No communications were presented.

Meeting adjourned at 6:45 p.m. to the March 14, 2007 Parks and Recreation Administration Building at 5:30 pm.