

Jack House Committee
MINUTES
Parks and Recreation Administrative Office
Wednesday, August 8, 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, Betty Stockton and Bob Gordon

ABSENT: Bob Wolf and Kathi Settle

GUESTS: Chuck Croster, Toni Kincaid and Pam Hurd

STAFF: Christine Wallace

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of June 2007 meeting were approved with one correction:

- The Fire Marshal did state that the maximum occupancy upstairs would be 30 people.

The Financial Report for June 2007 was approved.

No Agenda Items are listed for June meeting.

Agenda Items:

Item #1 Book Presentation – Chuck Croster

- Book will be ready by November asked is it was possible to have by the end of October
- Final proof will be sent August 9, 2007
- Cal Poly printing and graphic center will be used for printing of the book.
- A review of the budget was presented to the Jack House Committee.
- A Victorian graphic edge and type face will be used on the cover.
- There are approximately 56 pages of text and sketches.
- Ron Batterson helped select the paper that will be used for the book.
- Approx 1000 copies will be printed.
- Chuck has approached other historical groups that may be interested in contributing to the printing cost of the book in order to support increasing the total number of copies to 1500.
- Marilyn would like to purchase an ISBN number for the book. The cost for ISBN numbers is \$275 for 10 ISBN. ISBN numbers must be purchased in lots of 10.
- The book sketches could be used to create a separate coloring book. If the coloring book was published there would be a need for another ISBN number. With the 10 ISBN numbers already purchased there would be one available for this book too.
- The book will be perfect bound.
- The book is geared towards all age groups and populations. The coloring book would be geared towards younger children.
- Marilyn would like to keep the draft copy private until it is sent to the printers. She does not want to leave a copy at the Parks and Recreation office or the Jack House for the time being.
- Batterson discussed funding options for this project. Currently the Jack House fund account has over \$10,000 in the budget with some of the money committed to upcoming projects. If the committee would like to fund the book along with the other projects, the account balance would still have more than \$2,500 as emergency or for other projects in the future.

- The suggested book price of a \$10 donation was discussed.

Batterson made a motion the Jack House committee fund the book printing by utilizing the Jack House fund for the publication of Marilyn Darnell's book *The House That Jack Built*, to be printed by Cal Poly. 1000 copies at a cost of \$3,589.24. This total may include an additional cost of \$275 for the ISBN number and \$60/hour for graphic work for up to 2 hours, if necessary, for a total cost of \$3,984.24.

The motion was seconded by Mayeda.

Discussion:

- Johnson would like to make sure the books will be sold in other community stores other than the Jack House gift shop.
- Croster: Jack House Committee members may want to set aside a certain number of copies to be used as gifts. With an order for 1000 copies, there will be enough for a variety of needs.
- Kindcade: If book will be sold in other community stores, they may need the ISBN number.
- Batterson: If the ISBN number is important they need to add it to the cost of the motion
- Stockton requested a copy of the book text be made available at the Parks and Recreation office.

The motion was passed unanimously.

Reports and Updates

- Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- Update on preparations for Art in the Garden, August 19, 2007.
 - Currently have 20 approved artist & possibly 2 more. Aug 10th is the closing deadline for artists.
 - Over half of the artists are returning from last year.
 - Promotional material and banner is out to publicize event.
 - Lunch will be provided for Docents. It may not be the same as the Artists lunches, but they will get lunch.
 - There will not be a DJ this year. Will use sound system in order to save money.
 - May have City Corps kids help volunteer for the day.
 - Batterson volunteered to help unload equipment for set up. Requested orange safety vests be available.
 - JH Tour tickets may be sold at the door or on the porch instead at a table on the lawn. Wallace will place a sign on the front table that will announce the Jack House is open for tours at \$2.00 per person. The Docents are available to collect the \$2.00 entry fee.
 - Kindcade requested a sign be placed at the front announcing the gift shop will be open.
 - The Jack House will close at 4:00 pm and the last tour will begin at 3:30 pm.
 - Simple and easy to carry desserts will be for sale near the lawn.
- The updated docent handbook is ready for distribution and available to hand out at the August Docent meeting or by contacting Toni Kindcade.
- May be a good idea to spend down some of the Jack House fund money on new and necessary projects so requests for grants may be more easily accepted and viewed by service groups as a community need. Do not want a large reserve to show as available

funds as Jack House Committee asks others for additional money from other groups.

- Docent Activities

Toni Kincaid reported on the following items:

- Family fun day was a success – 130 people attended. House tours ran wonderfully. There were several young children touring the house with parents and/or adults.
- Having the house open on wedding days has been a discussion point for Docents. Docents have expressed frustrations of guests that “over power” the house and do not respect the fact the house is open to the public. One concern or issue has been blocking the porches.
 - Stockton – the gift shop is not to be opened if a wedding is at the Jack House, even if a wedding is scheduled on a Sunday.
 - Batterson – is this rule of not opening the gift shop on wedding days documented somewhere and official? This rule needs to be posted and communicated to all Docents.
 - Park and Recreation Staff feel a book should be made available for purchase in the event a wedding party guest may want it as a keep sake.
 - Batterson suggested Parks & Recreation staff may want to consider not scheduling future weddings on Sundays. This may be placed on the agenda as an item of consideration for a future Jack House Committee meeting.
- The matting on the family tree is warped and needs to be replaced
- Tea & Tours for Aug & September were canceled. Having trouble promoting the tours because the stairs may be difficult for some visitors. Also, most residents have already visited the Jack House in the past. Another Tear & Tour is scheduled for October.

- Member Comments

- Johnson checked in with the SLO Chamber to make sure the Jack House brochures are available as well as a reminder to chamber staff to let the public know the Jack House is open on Sunday's.
- Johnson will volunteer to help at Art in the Garden.
- Mayeda – book issue – has the book been endorsed or a forward from Katchy Andrews, another Jack House family member or have a family member sign a number of book copies if possible.
- Mayeda – went to Dallidet Adobe & Gardens. He mentioned it has an excellent 13 year old, female docent. She is involved because her grandmother works in neighboring building. Would be great to get some younger people involved as volunteers or Docents at the Jack House.
- Stockton asked for a master list of all scheduled weddings.

- Communications

No communications were presented.

Meeting adjourned at 6:44 p.m. to the September 12, 2007, 5:30 pm at the Parks and Recreation Administration Building.