

Jack House Committee
MINUTES
Ludwick Center
Wednesday, November 14, 2007 4:00 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 4:04 p.m.

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

ABSENT: Kylie Hatch

GUESTS: Toni Kincaid

STAFF: Christine Wallace

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of October 2007 meeting were approved.

The October 2007 Financial Report was approved.

Agenda Items:

Item #1 Approval of Costs for Christmas Houseplants – Batterson

- Gordon presented the costs for the Jack House poinsettias and azalea's for the Christmas decorations. The poinsettias are \$9.00 each and the azalea trees cost \$25 each and the potted plants are \$10 each. All plants are from the Cal Poly plant store.
- Two dozen poinsettia plants will be ordered and they will be placed in natural color baskets. The cost per plant is the same with or without the baskets.
- Ten white azalea trees will be ordered. Gordon will provide a catalog to the Docents so they may select the LCD lights for the Azalea trees.
- The Azalea's will be placed in the garden after they are used for the holiday decorations.
- There is a warning on the packaging for handling the small lights (non LCD). The warning is about a possible exposure to lead. Any volunteer handling the lights will need to wash their hands after use of the lights.
- The day for decorating the Jack House is December 6th at 10 am.
- The plan to plant the azalea trees after the Christmas decorations are taken down may have to wait until March or April when the construction project is completed. There may be a need to find an alternate place to store and care for the azalea trees during the construction period.
- ❖ Batterson made a motion to approve \$600 of the Jack House fund to cover the cost of the Christmas decoration plants. The motion passed unanimously.

Item #2 House Closing in December – Batterson

- The Jack House will be closed the first Sunday of December , December 2, 2007.

Item #3 Docent Field Trip Funding – Batterson

- The Docent field trip is scheduled for November 17, 2007. Five Docents plan to participate. They plan to leave at 9:30 am from San Luis Obispo to go to shopping in Santa Barbara first and then visit the Stowe House at 2:00 pm.
- There is no entrance fee for the tour.
- ❖ Mayeda made a motion to provide funds to provide money, not to exceed \$75 for gas reimbursement for the Docent Stowe House field trip. The motion was passed unanimously.
- To receive the gas reimbursement the docents will need to provide Christine Wallace with the gas receipt.

Reports and Updates

- Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- University Graphic Services is printing the book, The House that Jack Built, and the cost is \$3,589.24. The book will be ready by November 20th. The author and the illustrator may be available to sign books.
- There are a couple holiday promotional ads that will appear in New Times, Journal Plus, The Tribune, and Ticket.

- Docent Activities

Toni Kincad reported on the following items:

- Deedee Mulliner is heading up the holiday promotions for community calendars. Carolynn Palmer is doing a preservation presentation for the holiday house events.
- Cal Poly Continuing Education's Osher Lifelong Learning Institute class is being offered April 2, 2008. This is a new class being offered through the program and it will be dedicated to the Jack House. The one day class will include history and a tour of the Jack House
- December 13th at 10 am is the day dedicated to taking down Christmas decorations. Cleaning the house earlier in December will allow the house to be clean and ready for closing. It will also be prepared for the construction project for the January start date.

- Member Comments

- Batterson – The new Jack House sign should be back up by Thursday, November 14, 2007.
- Mayeda and Batterson will be available to set up the Jack House decorations. Batterson requested Wallace buy additional strings of exterior white lights. May need approximately 3 boxes of 50 ft. strings. The other decorations should be in storage tubs. The other decoration supplies need are electrical tape, zip ties, step ladder and at least 3 extension cords (25 feet each).
- Stockton will need volunteers for Holiday open house times, December 7th & 8th from 5-8 pm & 9th from 1-4 pm.
 - Settle will volunteer when needed on the 8th or 9th. Stockton will call to confirm

time with Settle.

- Friday, December 7th, door greeter. Ron Batterson
 - Saturday, December 8th, door greeter. Patrick Mayeda
 - Sunday, December 9th, door greeter. Gerry Johnson
-
- If it rains during the Open House times, Wallace will be able to provide easy up tents at the last minute.
 - Batterson asked if Parks and Recreation staff could check the wash house overhead light to make sure it is working.
 - Mayeda noticed Family Fun Day was listed as Victorian Games Day in recent promotional material. Wallace will look into the matter and correct any information that goes out for future promotions.
 - Stockton stated Docents do not charge for anyone under 18 years of age for a house tour. Other committee members said the policy may be for children under 12 years rather than anyone under 18 years. This topic may come up for review at a future committee meeting.
-
- Communications
No communications were presented.

Meeting adjourned at 4:50 p.m. to the January 9, 2008, 5:30 pm at the Parks and Recreation Administration Office.