

**Jack House Committee
MINUTES**

Parks & Recreation Administration Office
Wednesday, February 13, 2008 5:30 PM

- CALL TO ORDER:** Vice Chair Gerry Johnson called the meeting to order at 5:30 p.m.
- ROLL CALL:** Committee Members Patrick Mayeda, Betty Stockton, Kathi Settle and Kylie Hatch
- ABSENT:** Ron Batterson and Bob Gordon
- GUESTS:** Toni Kincaid, Carolynne Palmer & Marilyn Darnell
- STAFF:** Christine Wallace
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PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of January 2008 meeting were approved.
The January 2008 Financial Report was approved.

REGULAR ITEMS

- ITEM #1: Jack House Book Tracking – Batterson
- There were 1,000 books printed originally. How many books have been sold, given away in the past couple of months and how are remaining books being accounted for in the future?
 - Wallace reported approximately 8 books were sold from the Parks & Recreation Department and 12 books were sold during the Christmas open house. There were also approximately 50 books given away to local officials. The books are being stored in the garage area of the Ludwick Center.
 - The \$10 book revenue is posted to account code 625.58110 in the monthly Jack House financial report.
 - Johnson asked that books be tracked under a dedicated code for inventory & tracking purposes.
 - Jackie, a Jack House docent, has incorporated a specific inventory system that indicates when items at gift shop are sold.
 - Marilyn Darnell requested a running total the amount of money generated by the book. She intended the money raised from book sales be dedicated to the Jack House docent programs specifically.
 - Wallace indicated the book sale proceed request from Marilyn Darnell would require staff to set up of a new account and possible amendment to the bylaws because the JH Committee oversees the funds, therefore choose where and how funds are dedicated.
 - Toni Kincaid has a box of books in her possession.

- Johnson asked how they track how many books are getting sold to outside vendors. Marylyn sold 5 books at the wholesale price of \$8 each to Antiques on Monterey.
- The \$10 book price is not considered a donation to the Jack House or City of San Luis Obispo when sold.
- Hatch expressed a need to have a lead person to work with outside vendors. Does the Jack House Committee need to create a letter or agreement about book pricing for any independent book seller? There is a need to have someone facilitate a tracking and agreement procedure.
- Wallace will need to review, with Parks and Recreation staff and director, the best person to facilitate a tracking process. The best person may not be a Parks and Recreation staff person, it may be a docent. She will review this issue and get feedback to the committee at the next meeting.
- Mayeda wants clarification on why there needs to be such a detailed tracking system?
- Wallace recommends estimating how many books have already sold or given away and ask Docents to indicate, on the gift shop receipts, how many books are sold at the gift shop. When the financial records are reconciled monthly, it will show how many books are sold and the revenue generated.

ITEM #2: Azalea Donation to Cheng Park – Wallace

- Chinese Garden committee, responsible for Cheng Park, would like to use donated azaleas from the Jack House for permanent planting in Cheng Park. They would like to have 6 of the Jack House Christmas azaleas donated.
 - Jack House committee agreed it was a good idea to give all the Azalea plants to Cheng Park if they can use them.
 - Wallace asked all docents/volunteers bring the plants to the Parks & Recreation office and she will ensure they get over to Cheng Park for planting.
- ❖ Mayeda made a motion to donate all 10 Azalea plants to Cheng Park. The motion passed unanimously.

ITEM #3: Docent Expenditures – Batterson

- ❖ Settle made a motion to table this agenda item until the March meeting. The motion was approved unanimously.

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- All committee members will receive an invitation to the advisory dinner on March 13th.
- The March Jack House meeting committee members will be asked to discuss recording inventory at the house before construction is started.
- At the February Parks & Recreation Commission meeting Marilyn Darnell received the volunteer of month award and at the City Council meeting on February 12th, Chuck Crotser did a presentation to the city council about the book, *The House that Jack Built*.

Docent Activities

Toni Kincaid reported on the following items:

- Presented Jack House information to the Monday Club recently. The Monday Club will consider the Jack House as part of their annual Architectural historical tour for 2009.
- The docents will be working on a complete list of Jack House inventory.
- Joy Sheer from the RSVP program spoke to docents about getting involved with program.
- Docents would like the Jack House to be an official drop off/pick up point for the City trolley. The trolley is federally funded so it may take an act of congress to change policy about stops. Another complication is that Marsh Street is a one way street and the trolley door opens to the street side, not the curb side. The transit manager works with First Transit on all City contracts for future questions or inquiries.
- Avocado tree in front of Johnson Gallery is being considered a Heritage Tree – Jack family women planted it originally.
- Docents are planning a tour of the Dallidet Adobe tour on February 15th, and all are welcome.
- Donations – Laurie Silas related to Robert Edgar, Jr. (Mr. Jack, Jr.), is cleaning out her own personal items and finding Jack House memorabilia she would like to donate. Some items include furniture, a shawl, family photos and art. Wallace gave Kincaid the procedures about having items donated and accepted by the Jack House Committee. This item will be placed on the agenda for a future meeting.
- Docents discussed ideas about a 2008 Open House (not necessarily for Christmas). Bob Gordon would like to have a Spring Open House, Floral Extravaganza. They may invite florists and others to a new floral competition. It was requested that Bob bring up this issue again as a discussion item, not necessarily an agenda item.
- Kincaid would like to have the Jack House included in the Art After Dark tour just before house closes for construction. October 3rd would be the date of the last Art After Dark tour before the house closes. Art after dark is the first Friday of each month.

Member Comments

- Mayeda – is there an official 2008 master calendar? Requested it for the March meeting.
- Settle – Does Jack House have a brass plaque posted of original Jack House Committee and charter docent members on house? Could there be one installed in kitchen?
- Settle – is it possible to have sponsored benches placed in the garden? Period inspired benches?
- Settle likes the idea of having a ginger bread house contest at Christmas open house. Would be great to include kids and bring in more families to the tour. Also, invite children or high school choirs to sing at the house
- Johnson would like a sub committee formed for generating and changing Open House tour. The committee could bring a presentation of all ideas to the committee in the near future. It would be nice to have a record of all these great ideas for future

implementation.

- Stockton – has several ideas on open house ideas, especially for Christmas.
- Johnson had asked docents do a presentation at the Monday club. Docents were able to do a presentation at the Monday Club's February 9th meeting.

Communications

There were not communications at this time.

Meeting adjourned at 6:20 p.m. to the March 12, 2008, 5:30 pm at the Parks and Recreation Administration Office.