

**Jack House Committee
MINUTES**

Parks & Recreation Administration Office
Wednesday, March 12, 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 Ron Batterson, Patrick Mayeda, Betty Stockton, Kathi Settle and Kylie Hatch
- ABSENT:** Bob Gordon
- GUESTS:** Carolynne Palmer
- STAFF:** Christine Wallace
-

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of February 2008 meeting were approved with one correction.

Member Comments: Settle asked about sponsored benches, not memorial benches.

The February 2008 Financial Report was approved.

REGULAR ITEMS

- ITEM #1: Petty Cash – Batterson
- Docents are purchasing items for the Jack House and not always going through the proper preapproval process. There may be an easier way to cover the item expenses by utilizing a petty cash fund and then having docents submit receipts to staff. All purchases using Jack House funds must be approved by the Jack House Committee.
 - Settle – A petty cash system may work if there is a maximum spending limit is set for each purchase.
 - Wallace – If docents are purchasing items for sale in the Wash House, they may need another account code so it is recorded properly on the monthly finance report.
 - Batterson – Asked if the committee could establish a new account line on the finance report with a pre approved amount each quarter and when money is spent it will be posted to the financial report in a specified account code?
 - Settle – With preapproved money the docents may not overspend the amount that has been allocated to a particular fund. This should be the responsibility of the Docent President to track and report.
 - Batterson – what amount is good to start? \$500 on a quarterly basis.
- ❖ A motion was made by Batterson: Beginning April 1, 2008 a new Wash House account will be set up for a petty cash account in the amount of \$500, to be reviewed on a regular basis, and not to exceed \$500 without approval from the committee. The motion was passed unanimously.

ITEM #2: Donations – Batterson

- Items from extended Jack House family members are being offered as donations to the Jack House and Gardens from Laurie Silas.
- Wallace – there is a City donation policy relating to items worth over \$5000. Wallace presented and reviewed the Parks and Recreation Donation Policy, Section 765.
- Mayeda – committee needs to determine what the Jack House needs and what the committee wants to accept. The JHC is responsible for the care and storage of donated items. Would the items in question be appropriate for the Jack House?
- Settle – are the items related to the history of the family or the Jack House? Particularly photos or letters? How does Jack House Committee assess the value of the items being donated and who pays for the appraisal fee on donated items?
- Mayeda – docents would most likely be the best people to assess whether or not an item is Jack House related or not.
- Stockton – wants to review the family tree to determine if the donated items in question are coming from Jack family members. If a table is accepted, there is no room to store it or an appropriate place for it in the house.
- Settle – if committee receives items, and determine it is not Jack family related or don't have room or need for it, then they may sell it or dispose of it as the committee deems appropriate. Should not commit to taking items, just assess the value before accepting.
- Batterson – should the Committee invite Laurie Silas to a committee meeting?
- Hatch – should approach this issue by first determining if items are appropriate for the Jack House or not before considering accepting additional items.
- Settle – may the committee ask the donor for verification that items have a direct connection to Jack family?
- Batterson – offered to contact Toni Kincaid to get the address for Laurie Silas and ask for additional background information. Batterson will send Ms. Silas letter on Jack House letter head requesting more information for each item or her attendance at upcoming JHC meeting.

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- A follow up with more information about Jack House inventory may be needed before construction work begins on the house. Some items may need to be relocated during the sprinkler project, but not necessarily for the foundation project.
- Jack House Docent, Marian Hudson, started an inventory list about 3 or 4 years ago and may have more information or a complete list of items available.
- Wallace provided a draft of the Jack House calendar for review. Wallace will send out new calendars to all Jack House Committee members.
- Jack House tours will resume on April 6, 2008.
- The Jack House will be closed for the season beginning on October 6, 2008 for construction.

Upcoming events at Jack House

- Mothers Day: The costs to cover this event will be deducted from the Jack House Promotions City Fund. Wallace may contract with a new band and increase the number of flowers they hand out this year. Bob Gordon may be able to help select a new flower type and get them at a discount price. A new sign or changes to the existing sign will be needed for Marsh Street and the cost will be an additional cost of approximately \$50 to the proposed budget.
- Art in the Garden: Art in the Garden will be held August 17, 2008.
- The Arts Council will not be participating this year with Art in the Garden.
- New this year will have a higher artist application fee and each art vendor will not be required to pay a percentage of total sales to the City. The proposed application fee is \$65 per vendor or artist. This will eliminate the need for credit card machines on the day of the event.
- The hours will be 10 am to 5 pm and House tours will be from 1-4 pm.
- Lunch is usually provided to all artists. However, this year a breakfast buffet will be served and only lunch for the Docents will be provided.
- A call to artists will go out through the Arts Council and past mailing lists. All applications will be handled within the Parks and Recreation department.
- Music will most likely be one person with key board or guitar, located in the gazebo.
- Family Fun Day: FFD will be held June 22, 2008, 1- 4 pm.
- The band will be the same as last year, The Questa Ridge band.
- Parks and recreation staff will cover the cost of the food, utilizing a non-Jack House fund.
- The cost will be \$2 per person to attend Family Fun Day and this fee will also cover the cost of a Jack House tour.

Docent Activities

Carolynne Palmer reported on the following items:

- Toni Kincaid submitted docent notes for review.
- Saturday, April 5th a meeting will be held in preparation for the start of tours on April 6, 2008.
- A fascinator is a small net that women wore in their hair. There is one hanging in Ethel's bedroom.
- In order to promote the new book by Marilyn Darnell to local merchants, Carolyn and Marilyn will visit local stores and provide a list of participating shops to the Jack House Committee.

Member Comments

- Batterson – Good idea to have complete list of Jack House inventory before construction begins in the fall. He would like to review the list of items if it has been completed. He would like the docents or committee members to get in touch with Marian Hudson. Or if the inventory list is not complete yet, can the committee members or docents help to complete?
- Settle – should each item be photographed and stored on disc for inventory? Photos

- would be better than just describing items.
- Batterson – Could someone ask if Hudson could attend a Jack House Committee meeting and report on the status of the inventor list?
 - Stockton – Asked for clarification on item #1 of February minutes. Money from the book sales go into the Jack House fund and docents may request to use the funds.
 - Stockton – Asked how she may be reimbursed for long distance calls to JH wedding party clients. Stockton was told she may use the phones in the Parks and Recreation office to make long distance calls when available.
 - Johnson – Received positive feedback from members of the Monday Club on the presentation given by Toni Kincaid and Marilynn Darnell.
 - Johnson asked if any members were planning to attend the volunteer advisory dinner on March 13th.

Communications

There were no communications at this time.

Meeting adjourned at 6:55 p.m. to the April 9, 2008, 5:30 p.m. at the Parks and Recreation Administration Office.