

Jack House Committee
MINUTES
Parks & Recreation Administration Office
Wednesday, April 9, 2008 5:30 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 5:30 p.m

ROLL CALL: Committee Members Patrick Mayeda, Betty Stockton, Kathi Settle and Kylie Hatch

ABSENT: Gerry Johnson and Bob Gordon

GUESTS: Toni Kincaid, Jim Hoffman and Marion Hudson

STAFF: Christine Wallace and Dave Smith

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of March 2008 meeting were approved with the following corrections:
Laurie Sinton was referred to as Laurie Silas in the March meeting.
The additional funds for Mothers Day celebration was for \$500, not \$50.
Marion Hudson continues to work on the Jack House inventory, she did not start the process.
The March 2008 Financial Report was approved.

REGULAR ITEMS

- ITEM #1: Elections – Batterson
- Nominations were take for the positions of Chair and Vice Chair of the Jack House Committee for 2008.
 - ❖ A motion was made to re-elect Ron Batterson as Chair of the Jack House Committee. The motion was passed unanimously.
 - ❖ A motion was made to elect Patrick Mayeda as Vice Chair of the Jack House Committee. The motion was passed unanimously.
 - Batterson stated he enjoys being Chair person of the Jack House Committee and working closely with Christine Wallace. 2008 may preset challenges related to scheduled Jack House projects.
- ITEM #2: Donations from Laurie Sinton – Batterson
- Batterson sent an email to Ms. Sinton, but he has not heard back from her.
 - Kincaid shared itemized list and photo of items offered from Sinton. Does not have photos of flapper style dresses at this time.
 - Katchy Andrews has several letters and a journal – it may be made available to Jack House Committee in the future.

- The table offered by Ms. Sinton could not be directly linked to being owned by a Jack House family member.
 - Kincaid- A shawl being offered could be used by the docents or displayed in the house.
 - Settle - Not sure if shawl is from Jack Family, but it has utilitarian value. It will be easy to store and use as a costume.
 - Cut glass vase is available and could be used for display purposes during special occasions. Stockton will call Ms. Sinton to ask about the history of the vase.
 - Batterson stated that the committee should hold off on a motion or decision on the cut glass vase until they receive more information.
 - A portrait of Grace McCormick Jack was offered as donated item.
 - A water color painting was offered as a donation.
 - Kincaid mentioned the dresses being offered for donation could be used as costumes or as decorative display pieces in the Jack House. The dresses once belong to Grace McCormick Jack. A decision about the dresses will be postponed until additional information is made available on the history of the dresses.
 - Batterson will send email to Sinton and let her know the discussion of items and waiting for additional info on other items.
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- ❖ A motion was made by Stockton not to accept table donation from Laurie Sinton. The motion was passed unanimously.
 - ❖ A motion was made by Batterson to accept the shawl. The motion was passed unanimously.
 - ❖ A motion was made by Stockton to decline the donation of the Grace McCormick Jack portrait. The motion was passed unanimously.
 - ❖ A motion was made by Settle to keep the water color painting. The motion was passed unanimously.

ITEM #3: House Inventory – Batterson

- Batterson would like to have inventory list complete by late 2008 before construction projects start or house is closed. Prioritizing items currently in house need to be inventoried appropriately over next couple of months.
- Hudson – has accession form for new items accepted into house and a deaccession form for any item removed from house.
- In the past, Jack House items were transferred to the “special collections” of the Kennedy Library at Cal Poly for display and permanent storage.
- Mayeda – when was last physical inventory completed in the house?
- An inventory has not been done completely since the 1970’s.
- Kincaid has a card catalog with photos and item descriptions and has a list of all books in the house. The house items are identified with tracking numbers and it is referenced in a computer file. She also has notes on past inventory. This information is noted in past docent minutes.
- Hudson - All items in the house has an inventory number on it (or a sticker with number) if it has been inventoried. If any item in the house does not have a reference number then it most likely needs to be added to the master inventory list. Items are not listed or categorized by room, rather by type of item. The items are currently listed in an Excel file.
- Batterson – a work party may be organized to help complete the master list. Having a [room] location listed in data base for each item will help expedite tracking items.
- Hatch – all systems need to be consolidated and digital pictures should be kept on a master list or disc.

- Batterson – item number, digital photo and location in house will be needed for all items. This is what the master list should include.
- Kincaid will sort information so items may be listed by room. If the computer tracking system is updated, then the older, different files may be unnecessary for future use. Do not discard old files.
 - How to sort tracking system. Each item will include:
 - Number
 - Location of item in house
 - Description
- Batterson - if Hudson finds items, currently in Jack House but not approved or accepted formally by the Jack House Committee, he needs to be notified.
- Kincaid - Hudson was appointed in October 2002 to keep tracking records of inventory.
- Hudson – She has, at her home, a computer that belongs to the Parks and Recreation Department that has been used to track inventory list.
- Mayeda offered to help download inventory list information from computer and/or help transfer needed information.
- Hudson will return computer to staff person, Christine Wallace. Wallace will contact Mayeda when computer is available in P&R office for transfer of data.

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- Continuing work on Art in Garden, Mothers Day, and Family Fun Day. Wallace will review the current banners and report back what may be needed for new banner or updated existing banners.

Dave Smith, Public Works Administration Services Manager, reported on the following:

- Available to answer questions from committee members.
- Back patio behind house has damage and needs work – Wallace will do customer service request to park maintenance.
- Gazebo and back fence panel damage has had a service request submitted by Christine Wallace to Parks Maintenance.
- Batterson would like to do a walk thru with Dave or Andrew to review smaller issues that may need to be maintained or fixed. Schedule fixes near the end of May.

Docent Activities

Toni Kincaid reported on the following items:

- She will gather additional information from Katchy Andrews and donated items she has available. Trunk and kitchen items. Will bring this back with more info on the May meeting.
- Dallidet Adobe docents had photos of Jack and Dallidet family members. The two families were friends and docents have documents supporting this.
- Dallidet Adobe docents have information available to restore fabric and items in Jack House.

- The open & close sign on new sign was missing on April 6, 2008. Batterson will contact sign place to get price for sign replacement.
- The Jack House Rover was not available to open house on Sunday, April 6, 2006. Can she get another laminated card with SLO City police dept phone number to call for JH alarm or open/close issues?
- Any information regarding Dallidet & Jack family connections will be shared with Dallidet Adobe docents. May look into future tours to include Dallidet, Jack House and St. Stephens.
- White gloves were purchased for preservation purposes and gave Wallace Wash House receipts.
- Docents have 5 volunteer for a work day – preserve clothes in special paper and displayed the appropriate items for the opening of the JH.
- Open house had 2 visitors – first weekend house opened to public – April 6, 2008.

Member Comments

- Mayeda – will not be available for the May Jack House meeting.
- Mayeda – should committee vote to allocate more money for preservation items? The original \$300 may already be used. The bedspread in Ethel's room will need to be repaired.
- Batterson – need to put budget for preservation items on future agenda.
- Stockton – would like to purchase darker color sheet or fabric to be placed under the bedspread on Ethel's bed. Could docents find out what color would be best for the bed? This could be purchased with the remaining preservation fund.
- Stockton – shade for Nanny's room needs to be hung. This would be a request for building maintenance department.
- Stockton read information regarding the history of the first inventory list completed and the original papers dedicated to the Cal Poly archives. Stockton shared information that stated the items were to be placed with the Kennedy Library permanently. Items are available for reference when needed.
- Settle – Seven Sisters quilt show will be held at Madonna Expo Center on April 26 & 27. She will have a quilt in the show.
- Hatch – local Cal Poly student working on Sr. Prom for Alzheimer's Association. Participants and volunteers are needed. The costs is \$10 at the door.

Communications

Jim Hoffman: The Rotary fence project update.

- Demolition, post installation and fence preparation has been completed
- Fence panels are being built in sections and will soon be installed. Pickets were refinished and all but original 50 were reused.
- There is approximately four more days worth of work left for volunteers. Rotary may hire a professional painter if the budget allows. This will cover the cost of completing the final 2 coats of paint.
- Christine Wallace will email and communicate with Mr. Hoffman when the Jack House Committee will have the \$2,500 check contribution. The money will be deducted from the Jack House fund.

- Most pickets were trimmed about an inch off the bottom because of water rot. This allowed them to salvage a majority of the original pickets. Original pickets are made of redwood.
- Fence will look completed by Mothers day, but it may need additional touch ups after that date.
- A brass plaque will be ordered in honor of Wes Conner and mounted somewhere on or near the fence. The plaque should name Wes Conner and have Rotary logo on it. Wes Conner was a Rotarian and spear headed the fence project. Possible size of the plaque is 12" x 18".

Hudson – Noticed the garden only had a few plant identification tags.
Batterson stated this may be a good work project for Bob Gordon.

Meeting adjourned at 7:05 p.m. to the May 14, 2008, 5:30 pm at the Parks and Recreation Administration Office.