

## Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on January 19, 2005 at 5:15 p.m. in the Clark Memorial Library, Clarkdale, Arizona.

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on January 19, 2005 at 5:15 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

### Board Members:

Chairperson George Benatz

Vice Chairperson Drake Meinke (arrived 6:30)

Linda McDonough

Jesus Valdez

Gerald Wombacher

**Staff:** Administrative Assistant Charlotte Hawken

**Others in attendance:** No one.

**CALL TO ORDER** - Chairperson Benatz called the meeting to order at 5:22 p.m. and noted that all board members were present.

Without objection the board took Item 7, Dances, first.

**DANCES – Consideration of the arrangements for the Heritage dances.** Patricia Williams stated she has spent \$160.99 on mailing postcard notices and refreshments for the dances. She expects the band to submit a bill for three dances after the March dance, from which they will deduct half of the postage expense. It was noted that the Board and The Clarkdale Heritage Center intend to partner in sponsoring the dances, but they have not agreed on the arrangement yet. Boardmember McDonough moved to reimburse Patricia Williams for the mailing and refreshment expenses for the dances. Boardmember Wombacher seconded and the motion passed unanimously. Administrative Assistant Hawken will submit the receipts to the Finance Department and request a check.

Ms. Williams stated she might do another mailing in the fall. Boardmember Wombacher suggested they collect e-mail addresses from participants at the three spring dances and do further mailings with e-mail as much as possible to lessen the expense.

Ms. Williams stated she has already collected most of the door prizes for all five of the 2005 dances because she finds it easier to get donations in January.

**PUBLIC COMMENT** - None.

**CONSIDERATION OF THE MINUTES** - **Consideration of approval of the minutes of the regular meeting held on November 17 and December 15, 2004.** Boardmember McDonough moved to approve the minutes as written. Boardmember Valdez seconded and the motion passed unanimously.

### REPORTS ON CURRENT EVENTS

**CHAIR** - Chairperson Benatz had no report.

**STAFF**- Administrative Assistant Hawken distributed various brochures and magazines. She noted there would be an Object Conservation workshop in Prescott on Saturday, March 12, co-sponsored by the Library District and Sharlot Hall.

**BANDSTAND/GAZEBO – Consideration of the status of the plaque for the bandstand.** The Board reviewed the format and wording for the proposed plaque for the park. They made suggestions for the wording and emphasized that the spelling of the donees' names needs to be correct.

**MUSEUM WORKSHOP DAY IN JEROME – Consideration of the issues raised, including curatorial basics, accessioning, cataloging and computer databases, and oral histories.** The three members who attended that it was a great workshop. Boardmember McDonough stated that the Clemenseau Museum has already embraced one idea that was presented, a traveling trunk show to be presented to schools and retirement homes. She stated they were advised to focus on one topic in collecting oral histories by doing research on the subject beforehand and asking specific questions from their history. They received a checklist to help them be prepared for the interview. They were told it is useful to rewind stored cassette tapes every six months to preserve them. They were shown a software program called PastPerfect, which was recommended for accessioning the archival property of the town.

**ARCHIVAL STORAGE AND SHELVING NEEDS – Consideration of archival storage and shelving needs.** Boardmember McDonough stated she had measured the archival rooms and tried to fit the donated shelving into them. She determined that they would need to purchase most of the shelving to fit if they wanted to have maximum use of the space. She will check library and industrial shelving to see what might work. Chairperson Benatz and Boardmember McDonough agreed to meet in the archive rooms on Tuesday, January 25<sup>th</sup> at 10:30 to consider how to prepare the rooms for use. They thought they would need to focus on the windows first, including repairs, painting and UV film to cover them, and then paint the floor. They will start with the middle room on the north side. Boardmember McDonough noted that the waiting room, in front of the jail, has leaking plumbing. Administrative Assistant will mention it to Public Works for repair. The Board discussed using a pod to increase storage space for town artifacts.

**BUDGET – Budget planning for the remainder of the 2004-2005 year.** The members agreed to review the costs at their next meeting of the following items: a computer and PastPerfect software, dance arrangements, shelving and pods.

**ADJOURNMENT – With no further business, and without objection, the meeting adjourned at 7:05 p.m.**

**APPROVED:**

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George Benatz, Chairperson

**SUBMITTED:**

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Charlotte Hawken, Administrative Assistant