

## Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on September 21, 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 September 21, 2005 at 5:15 p.m. in the Clark Memorial Library, 39 North ninth Street, Clarkdale, Arizona.

### Board Members:

Chairperson Drake Meinke (absent)  
 Vice Chairperson Gerald Wombacher  
 Linda McDonough  
 Jesus Valdez  
 Vacancy

**Staff:** Administrative Assistant Charlotte Hawken

**Others in attendance:** No one.

**AGENDA ITEM: CALL TO ORDER** – Vice Chairperson Wombacher called the meeting to order at 5:35 p.m. and noted that Chairperson Meinke was absent.

**AGENDA ITEM: PUBLIC COMMENT** – None.  
**REPORTS** –

*Staff* – Administrative Assistant Hawken reminded the board members of the board training on October 12<sup>th</sup>. She noted there may be a workshop in Sedona in the next few months on how people use archives and how to set up archives so they are easy to use.

*Boardmember McDonough* – Report on lighting repairs and photographs for the Yavapai County Cultural Heritage Alliance driving tour brochure. Boardmember McDonough stated she is arranging donated labor and materials for the lighting repairs. She will meet with Pat Williams on Friday to locate photographs for the brochure.

**AGENDA ITEM: ARCHIVAL STORAGE, SHELVING AND ACCESSIONING** – Consideration of the archival storage, shelving and accessioning.

Boardmember McDonough stated that the Clarkdale Heritage Center is requesting a joint meeting with the Heritage Conservancy Board on October 12<sup>th</sup> at 5:15 p.m. They want to put a display together and have the museum open by October 21<sup>st</sup>, which is the weekend of the Jerome Spook Reunion.

Boardmember McDonough stated she would need access to some of the archives to provide material for a display for the museum. Having access to the archives would require that one of the archive rooms be finished and the materials moved into that space.

The board discussed what is needed to finish one archive room.

**AGENDA ITEM: HISTORICAL ISSUES EDUCATION** – Consideration of providing information regarding historical issues. The Board agreed to table this item.

**AGENDA ITEM: HISTORIC MARKER SIGNS AND PLAQUES** – Consideration of placing historic maker signs and plaques and the National Register of Historic Places. The Board agreed to table this item.

**AGENDA ITEM: BUDGET PLANNING FOR 2005-2006** – Consideration of projects for the 2005-2006 budget funds. Administrative Assistant Hawken stated the staff expenses for the Board had been moved to the Administration Department budget. The Heritage Conservancy Budget for 2005-2006 totals \$3,500 and consists of the following amounts:

Historic Projects	1,000
Archival Projects	1,000
Travel & Education	250
Miscellaneous	1,250

Boardmember McDonough moved to make the necessary repairs for immediate use of one archive room after discussion with Public Works Director Burroughs. Vice-Chairperson Wombacher seconded and the motion passed unanimously.

**AGENDA ITEM: FURNITURE** – Consideration of repairing historic town furniture. The Board agreed to table this item.

**AGENDA ITEM: HISTORICAL INFORMATION CONTACT** – Consideration of appointing a historical information contact for the Yavapai County Regional Plan.

This request came to the board from the Community Development Department. Boardmember McDonough volunteered to be the contact.

**AGENDA ITEM: AUDITORIUM –  
Consideration of making recommendations  
regarding the use of the Clubhouse Auditorium  
by the Old Town Players.**

The Board reviewed the draft agreement between the Town and the Players and agreed to submit their concerns to Town Clerk Driscoll, as follows:

1. Why is the contract not yet in effect?
2. There is a contradiction on the last two pages of the draft contract regarding having food in the Ladies Lounge.
3. Folding the Ladies Lounge rug over damages it. A plastic covering is a tripping safety hazard. Taping a plastic covering leaves a residue and pulls the finish and wood fibers off the floor.
4. Who will oversee and enforce the contract requirements?
5. Discontinue the Old Town Players' use because it is not benefiting the Town and is detrimental to the building.
6. If the use is not discontinued, require the Players to clean the Ladies Lounge rug annually.
7. The board members are bothered by the unsupervised access by the Players to Town artifacts stored in the Clubhouse.

**AGENDA ITEM: DIGITIAZTION –  
Consideration of digitizing historic town records.**

It was noted that there are two issues to consider in reformatting archives; preservation and accessibility. Both issues require the board to identify the unique holdings of this archive, which consists largely of many original United Verde Copper Company ledgers and journals and a few original photographs.

The Board agreed its focus currently needs to be on preservation. Boardmember McDonough stated she has attended three workshops on reformatting materials and quoted from two Technical Leaflets from the Northeast Document Conservation Center, which has become a national and

international resource for conservation treatment and preservation education, as follows:

*The enduring popularity of preservation microfilm owes largely to its practicality. Unlike its digital counterpart, microfilm is the product of a nearly-static, tested technology that is governed by carefully crafted national standards. When created and stored according to these standards, microfilm boasts a life expectancy of 500+ years. It is also worth noting that, while digital data requires use of a sophisticated retrieval system to access its treasures, microfilm can be read by the naked eye using only light and magnification.*

*The access potential of microforms admittedly pales in comparison with that of digital technology. (Section 5, Leaflet 1: Reformatting)*

*There is a wide array of digital systems available for capturing and storing photographic images. The access capabilities of these systems are impressive; however the long-term storage of the images is problematic. At this time digital storage and archiving are developing technologies that are in transition. Therefore they may not be an appropriate preservation alternative for your collection and institution. (A Short Guide to Film-Base Photographic Materials)*

It was noted that there is a time sensitivity to transferring digital media to new formats to retain accessibility as computer formats change.

**AGENDA ITEM: FUTURE AGENDA ITEMS –**

None.

**AGENDA ITEM: ADJOURNMENT –** With no further business, and without objection, the meeting adjourned at 7:15 p.m.

**APPROVED:**

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Gerald Wombacher, Vice Chairperson

**SUBMITTED:**

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Charlotte Hawken, Administrative Assistant