

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale,
Held on June 20, 2007 at 4:00 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 June 20, 2007 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Board Members:

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

Staff: Admin. Assistant Charlotte Hawken

Others in attendance: No one.

AGENDA ITEM - CALL TO ORDER –

Chairperson Meinke called the meeting to order at 4:15 p.m. and noted that board members Blair and Valdez were absent.

AGENDA ITEM - PUBLIC COMMENT –

Boardmember McDonough read a letter sent to her from *Helen Peterson* thanking Linda for her help with a historical project and noting her donation of \$100.00 to the board.

AGENDA ITEM - CONSIDERATION OF THE MINUTES – Consideration of approving the minutes of the regular meetings on March 21 and April 18, 2007.

Boardmember McDonough moved to approve the minutes as corrected. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM - REPORTS:

Chairperson Meinke reported that the museum building project is on schedule for the upper floor to be ready for the museum board to have access on July 4th. The floors are being sanded and finished this week. Then the baseboards will be installed and the electrician will return to finish the outlets that are in the baseboards.

Administrative Assistant Hawken displayed some large pullys and hooks that have been donated. This will be an item on the next agenda. She stated she is currently working on a reimbursement report to the Arizona Office of Tourism for the

museum/archive renovation project. She noted that the 50th Anniversary Committee needs a script for their MC to read about the history of the museum building and information about the grant and the renovation project.

AGENDA ITEM - BUDGET PLANNING FOR 2007-2008 – Discussion and consideration of projects for the 2007-2008 Heritage Conservancy Board funds in the town budget.

Administrative Assistant Hawken stated the Board has a town budget of \$4200 for the 07-08 fiscal year that will be available on July 1st.

AGENDA ITEM – ARCHIVE POLICIES AND PROCEDURES – Discussion and consideration of the archive policies and procedures.

Administrative Assistant Hawken noted that Town Clerk Driscoll was considering the following items:

1. The lease agreement the Town has with the Clarkdale Heritage Center states that: Clarkdale will loan items, by the use of a written checkout system, from the archive to the Center for museum displays and other approved uses. Loaned items will not leave the premises without written authorization of Clarkdale and will be cared for as prescribed by Clarkdale while in custody of the Center. The Center will not duplicate, or cause to be duplicated, any photos, documents or other property of Clarkdale without written authorization of Clarkdale. Clarkdale may request that loaned items be returned at any time. The Center shall surrender said loaned items within 24 hours of receipt of a written request by Clarkdale. The Center shall be responsible for any damage to or loss of loaned items while said items are in its possession.
2. Acting as an Archives Collections Committee for the Town would be added to the Heritage Conservancy Board's duties in the Town Code.
3. The Board would be adopting Archive Policies covering state regulations, authority, responsibilities, collections, acquisitions, artifact and record priorities, loans of archive items, disposing of items, staff ethics, appraisals, collection care and access.

4. There would be Archive Procedures for town staff and volunteers to follow, including acquiring and accessioning items, and research room procedures.

She noted that the policies were based on those from Sharlot Hall Archives with changes to make them appropriate for a municipality and the state statutes it must follow.

The Board discussed the security needs of the archive:

1. Protect the irreplaceable archive items, such as the United Verde Copper Company journals.
2. Provide two fire exits from the archive.
3. When the museum is open, there must be no access from the museum to the archive through the joint stairway.
4. When the museum is closed, the stairway door could be used if needed.

The Board agreed to review the policies and procedures and adopt them at their next meeting.

AGENDA ITEM - FUTURE AGENDA ITEMS

1. AZOT grants.
2. Archive policies and procedures.
3. Centennial grants.
4. Pullys and hooks.
5. Clubhouse fasia.
6. Bank counters.

AGENDA ITEM - ADJOURNMENT – With no further business, and without objection, the meeting adjourned at 5:15 p.m.

APPROVED:

Drake Meinke, Chairperson

SUBMITTED:

Charlotte Hawken, Administrative Assistant