

Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on February 20, 2008 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 February 20, 2008 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)
Maria Tester

Staff: Admin. Assistant Charlotte Hawken
Town Clerk Kathy Bainbridge

Others in attendance: No one.

CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:01 p.m. and noted that the Boardmember Valdez was absent.

PUBLIC COMMENT– None.

CONSIDERATION OF THE MINUTES – Consideration of approving the minutes of the regular meeting January 16, 2008 and the special meeting on January 23, 2008.

Vice Chairperson Wombacher moved to approve the minutes with minor corrections. Boardmember McDonough seconded and the motion passed unanimously.

REPORTS:

Chairperson Meinke stated that the recent Heritage Dance went well. He and Vice Chairperson Wombacher helped with refreshments.

Administrative Assistant Hawken noted that Roberta Davis Nixon donated two 1996 and one 1998 Reunion items to the town. She gave them to Boardmember McDonough so she could put them in the archive.

CEMETERY PROJECT – Discussion and consideration of the cemetery as a historical entity. This item was tabled to the next meeting.

AGENDA ITEM: MEETING DATE AND TIME – Discussion and consideration of the meeting date and time. The Board Members agreed the next meeting will be on March 19, 2008 at 4:00 p.m.

MOTION TO RESCIND CLARKDALE HERITAGE CENTER REQUEST MOTION – A motion to rescind the motion made 1/23/08 that recommends to Council to approve the creation of displays in the Clarkdale Heritage Museum using Clubhouse furnishings and other items as agreed upon I a written exhibit plan by an Exhibit Committee consisting of Heritage Conservancy Board and Clarkdale Heritage Center Board members. Boardmember McDonough moved to rescind the motion made 1/23/08 that recommends to Council to approve the creation of displays in the Clarkdale Heritage Museum using Clubhouse furnishings and other items as agreed upon I a written exhibit plan by an Exhibit Committee consisting of Heritage Conservancy Board and Clarkdale Heritage Center Board members. Boardmember Tester seconded and the motion passed unanimously.

CLARKDALE HERITAGE CENTER REQUEST – Discussion and consideration of a request from the Clarkdale Heritage Center to use items from the Clubhouse for display purposes in the Museum. Town Clerk Bainbridge suggested that the Conservancy Board would approve a written exhibit plan from the Center. The minutes of the Conservancy meeting where the plan was approved would be included in the Town Council's information packet for their next meeting. If Council members have questions about the exhibit, they can ask them before accepting the Conservancy Board minutes. The Board agreed to consider Item 9 (Archive Policies and Procedures) before finishing this item.

ARCHIVE POLICIES AND PROCEDURES – Discussion and consideration of the Town of Clarkdale Archive Policies and Procedures Manual. The board members agreed the draft policies would be good with some added definitions and revised procedures and forms lists. The complete draft of policies, procedures and forms will be on the next agenda. The members agreed to return to the previous item.

CLARKDALE HERITAGE CENTER REQUEST – Discussion and consideration of a request from the Clarkdale Heritage Center to use items from the Clubhouse for display purposes in the Museum. It was noted that the pending policies would require that no original documents would be displayed and that the Center should submit a written exhibit plan with a theme, which could be created with help from Conservancy members.

ARCHIVE POLICIES AND PROCEDURES – Discussion and consideration of Policies and Procedures for sharing the building at 900 North Ninth with the Clarkdale Heritage Center. The board members agreed that no policies were needed because the only shared aspects are the restroom and the security system. Security system issues will soon be addressed when the installer conducts a training session with both groups and town staff. There is one system with two controls, one upstairs and one downstairs.

ARCHIVE ACTIVITIES– Discussion and consideration of the Town of Clarkdale Archive activities. Boardmember McDonough noted that town staff had assembled the large shelving unit in the middle room of the Archive. The flat files need to be set up and then the historic ledgers and floor plans can be moved into place in that room.

COFFEE POT – Discussion and consideration of purchasing a coffee pot for the heritage Dances. Pat Williams, the dance coordinator, has requested that 30-cup pot be purchased for use at the dances. Vice Chairperson Wombacher noted some of the difficulties they have had serving coffee. Boardmember Tester moved to spend up to \$75 from the Heritage Conservancy Board town budget for a coffee pot for serving refreshments at the Heritage Dances. Vice Chairperson Wombacher seconded and the motion passed unanimously.

BUDGET REQUESTS – Discussion and consideration of budget requests for the 2008-2009 fiscal year. Possible requests include the following items:

1. Conservancy line items the same as last year.
2. Phone and internet service in the Archive.
3. \$1000 for volunteers to attend archive training workshops.
4. Matching grants.
5. \$300-500 for a National Landmark Status application.
6. Supplies list for the Archive.

LANDMARK STATUS REPORT – Report on applying for National Landmark Status. This item was tabled to the next meeting.

PRESERVE AMERICA STATUS REPORT – Report on the Preserve America application. Chairperson Meinke stated there are three-month windows in which to apply and he is planning for the April to June window. This item was tabled to the April meeting.

1932 PLANE CRASH SITE REPORT– Report about Jim Byrkit writing an article for Clemenseau Museum and contact with the National Forest Service. This item was tabled to the next meeting.

AGENDA ITEM - FUTURE AGENDA ITEMS

1. Plane crash site report.
2. Cemetery as a historical entity.
3. Landmark status report.
4. Archive policies, procedures and forms.
5. Archive activities.

AGENDA ITEM - ADJOURNMENT – With no further business, and without objection, the meeting adjourned at 5:05 p.m.

APPROVED: _____ **SUBMITTED:** _____
Drake Meinke, Chairperson Charlotte Hawken, Administrative Assistant