

Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on March 19, 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 March 19, 2008 at 4:00 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
Maria Tester

Staff: Admin. Assistant Charlotte Hawken
Town Clerk Kathy Bainbridge
Others in attendance: Patricia Williams

CALL TO ORDER – Vice Chairperson Wombacher called the meeting to order at 4:10 p.m. and noted that the Chairperson Meinke was absent.

PUBLIC COMMENT– None.

Vice Chairperson Wombacher reordered the agenda, taking Item 10 first, Item 11 second, then the rest in order.

WORKSESSION WITH CLARKDALE HERITAGE CENTER – Worksession with the Clarkdale Heritage Center to discuss the Archive Management Policies and Procedures Manual.

Discussion included the following issues:

1. Section X, #9 – loans for six months with possible renewals
2. Section X, #2 - wording not consistent with #14 and experienced vs. trained staff
3. Section X, #12 – add paintings and lithographs to the definition of Records
4. Section IV – remove sentence, “Members of the public who seek access to confidential documents must submit a Freedom of Information Act request at Town Hall. . . .”
5. Section V – typographical corrections to the definitions
6. Section VIII – Check with the Acquisitions Procedure to eliminate duplication. 4c - capitalize Land Manager.
7. Section XV, #D2 – Should be ‘to Heritage Conservancy Board, then to Town Clerk, then to Council’.
8. Contract of Loan of Collection Material – add donor release to add name to display.
9. Contract of Loan of Collection Material, #9 – change may to shall
10. Contract of Loan of Collection Material, #8 - packing materials should be a joint effort
11. Section X, #7 – unequivocally is a strong word

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.

Discussion included the following issues:

1. The dishes and silver would be in locked display cases.
2. The Center Board would like suggestions about the displays.
3. The northeast corner of the southeast room in the museum would make a good place for a furniture display.
4. The Archive contains information and photographs of the furnishings in the Ladies Lounge and Men’s Lounge.
5. It would work to have a display of Ladies Lounge furnishings and pieces from that room outside the display.
6. The typewriter has history with the Bank of Arizona. There is a photograph of it and there are other items from the bank for a display.
7. Setting up the first display could be used as a training situation for members of both groups.

Boardmember McDonough moved to loan the following items to the Clarkdale Heritage Center for display: two tub chairs, one table lamp, one floor lamp, one ashtray, one drop leaf table and two single chairs from the Ladies Lounge, and from the Clubhouse one set each of china and silver service, one silver creamer and one silver sugar bowl, with the stipulation that a contract of loan is to be completed when the form is adopted. Boardmember Tester seconded and the motion passed unanimously.

CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on February 20, 2008. Boardmember McDonough moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

REPORTS: Chairperson - No report. Town Clerk Bainbridge stated that there would be a joint session with boards and commissions at the Council meeting on March 25th at 6 pm in the Men’s Lounge. There will be a board training

workshop on April 1st at 6 pm in the Men’s Lounge. There will be a Volunteer Dinner on April 17th at 6 pm in the Auditorium.

ARCHIVE POLICIES AND PROCEDURES– Discussion and consideration of the Town of Clarkdale Archive Management Policies and Procedures Manual. The Board agreed that to table this item to their next meeting, when the previously discussed changes shall have been made to the documents.

ARCHIVE ACTIVITIES– Discussion and consideration of the Town of Clarkdale Archive activities. The ledger cases, flat files and shelving are all set up in the middle room. Two oak desks that were in the library were moved into the office area under the stairs. The entire area needs to be cleaned. The lightweight shelving that goes in the end room needs to be assembled. A work order was submitted for phone and internet services.

1932 PLANE CRASH SITE REPORT– Report about Jim Byrkit writing an article for Clemenseau Museum and contact with the National Forest Service. Boardmember Valdez stated that he and Jim Byrkit worked together on a written report and submitted it and photographs to Jim McMeekin at the Clemenseau Museum. Mr. McMeekin approved it and it is to be printed in a supplement to their newsletter. Boardmember Valdez stated that he will do a Yavapai College class presentation on this topic on May 7th in the Men’s Lounge at 2:30 pm. His plan is to put together an initial copy of the comprehensive story. He has asked the participants in the site search to attend the presentation.

CEMETERY PROJECT – Discussion and consideration of the cemetery as a historical entity. Boardmember Valdez stated he is interested in the three Elks Lodge sections. The cemetery is in a condition where nothing makes sense. There are general rules for the entire cemetery, but each section is different. He stated he will suggest to the Town make rules for each section. The Elks and the Town need to let nobody get buried in the Elks section unless they meet stated requirements. The secretary of the Elks Lodge can determine if a person is an Elk in good standing or was when the lot was previously purchased. There is nothing in writing, so it needs to be rewritten. The Elks donated \$45,000 for a well at the cemetery and donated a sprinkler system and took care of their section. The Elks membership rules have changed over time and the use of the plots is confusing.

MEETING DATE AND TIME – Discussion and consideration of the meeting date and time. The next meeting will be on April 16th at 4 pm.

ARCHIVE COLLECTIONS MANAGER – Discussion and consideration of appointing an Archive Collections Manager. According to current draft Archive Policy manual the Archive Collection Manager will be a general volunteer position, rather than a member of the Heritage Conservancy Board. An interim manager is needed until the volunteer appointment process is completed for this position. Boardmember Tester moved to appoint Linda McDonough as the interim Archive Collections Manager until the normal appointment process can be completed. Boardmember Valdez seconded and the motion passed with three votes. Boardmember McDonough abstained from voting due to a conflict of interest.

FURNISHINGS POLICY – Discussion and consideration about a recommendation about policy on historical Clubhouse and other town furnishings. This issue may be resolved by the Council adopting an Archive Policy Manual containing a loan policy..

CEMETERY RECORDS – Discussion and consideration about a recommendation for the original cemetery records being put in the Archive and a copy being used by Public Works. Boardmember Valdez he would like to request that the original cemetery records be copied for use by the Cemetery Manager and the originals be put in the Archive. Town Clerk Bainbridge noted that the state now microfilms items for permanent image storage and then puts images on a CD for access. They could then update the electronic version as technology changes. The cost is about \$60 per 100 pages. There was a question if the cemetery records were in the batch of records that were recently microfilmed by a private company. Town Clerk Bainbridge stated she would check that. Boardmember Valdez also stated that there was a set of McBride year books that was in the Town Hall vault and they appear to be missing.

FUTURE AGENDA ITEMS – A listing of items to appear on future agendas.

Landmark status report. Archive policies, procedures and forms. Archive activities. May 7th Plane Crash Site.

ADJOURNMENT – With no further business and without objection, the meeting adjourned at 6:40 pm.

APPROVED: _____ **SUBMITTED:** _____
Gerald Wombacher, Vice Chairperson Charlotte Hawken, Administrative Assistant