

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale,  
Held on April 16, 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 April 16, 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  
Maria Tester (absent)

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge

**Others in attendance:** Patricia Williams  
Mary Lu Estlick  
Sue Hill

**CALL TO ORDER** –Chairperson Meinke called the meeting to order at 4:03 p.m. and noted that the Boardmember Tester was absent.

**PUBLIC COMMENT**– Mary Lu Estlick, Clarkdale, stated she had questions about the Archive Policy regarding loaning original documents. She also asked what the Board envisions the museum putting in their cases and what the process is for selecting an Archive Collections Manager. It was noted that Pat Williams has a copy of the Heritage Conservancy and Library inventories of archives and artifacts taken from the Heritage Roundup.

**CONSIDERATION OF THE MINUTES** – **Consideration of the minutes of the regular meeting held on March 19, 2008 and the special meeting held on March 25, 2008.** Corrections were noted to the March 19<sup>th</sup> minutes, as follows: changing the work metal to silver in the Center Request motion and correcting the spelling of Mr. McMeekin's name on the crash site report. Boardmember McDonough moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

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

**MEETING DATE AND TIME** – **Discussion and consideration of the meeting date and time.** The next meeting will be on May 21st at 4 pm.

**ARCHIVE POLICY MANUAL** – **Discussion and consideration of the Town of Clarkdale Archive Policy Manual.** Chairperson Meinke opened the item to the public. Pat Williams requested several things be changed, as follows:

1. Section X on Loans, #A-12 states that no original records will be loaned. She stated that she thought they should be available.
2. Noted that most training at a small museum is done individually.
3. Section X on Loans, #9 regarding loan period of six months. She stated that seemed too short and she would like to see it changed to one year.
4. Section XV on Access to Collections, #B-2 regarding withholding access seems too cautious and all items should be available.

Chairperson Meinke closed public comment.

The Board discussed the issues raised by Pat Williams and agreed that all of them should remain as is. It was noted that these policies could be amended if needed. Boardmember McDonough moved to recommend that the Town Council approve the Archive Policy Manual. Vice Chairperson Wombacher seconded and the motion passed unanimously.

**ARCHIVE CONTRACT OF LOAN OF ARCHIVE COLLECTIONS** – **Discussion and consideration of the Town of Clarkdale Archive Contract of Loan of Archive Collections.** It was noted that there need to be a line for the date of a request renewal and that the work museum in #1 and 2 of the Loan Terms should be Heritage Conservancy Board . Chairperson Meinke moved to approve the Contract of Loan of Archive Conditions and the Loan Terms, with the addition of a line for the date of a request renewal and changing the word museum in #1

and #2 of the Loan Terms to Heritage Conservancy Board, based on approval by the Town Attorney. Boardmember McDonough seconded and the motion passed unanimously.

**ARCHIVE PROCEDURES – Discussion and consideration of written Archive Procedures.** Discussion included the following issues:

1. Conditions of Receipt – wording of #4 needs to change to that contained in the Archive Policy Manual, Section IX, A and B;
  - A. If, during preliminary negotiation, some or all of the material in a proposed acquisition seems unsuitable for the permanent collection but suitable for resale or trade to a museum, the donor must be apprised of this intent and must mark and sign the Receipt and Provisional Deed of Gift indicating his or her approval of this use. Alternately, donors may specify return of items refused by the Heritage Conservancy Board.
  - B. Collections-related materials which are donated specifically for resale or non-collections use will be so marked on the Archive’s Receipt and Provisional Deed of Gift, and will be reviewed by the Heritage Conservancy Board, but will not be accessioned into the collections.
2. On the Reproduction Request, the word ‘Photocopy’ in the table should be ‘Reproduction’.
3. On the Request for Information, ‘Date \_\_\_\_\_’ should be in bold.

Chairperson Meinke moved to approve the Archive Procedures, with the changes, based on approval by the Town Attorney. Vice Chairperson Wombacher seconded and the motion passed unanimously.

**CEMETERY RECORDS – Discussion and consideration about a recommendation for the original cemetery records to be put in the Archive and a copy be used by Public Works.** Town Clerk Bainbridge stated that the cemetery records had been copied to a CD and microfilm and the originals can go to the Archive.

**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 had combined their efforts in producing the article printed by the Clemenseau Museum, but that it contained some errors. The article may be published in the Heritage issue of the Verde Independent. He noted that the public is invited to his May 7<sup>th</sup> presentation of the topic in the Men’s Lounge.

**NATIONAL TRUST FOR HISTORIC PRESERVATION – Discussion and consideration of renewing the membership to the National Trust Forum.** The current membership is \$115 per year. If renewed at this time it would need to be funded from the Conservancy donation account. Pat Williams volunteered to donate a subscription to the magazine. The magazine is currently available in the library and it will continue to be available there.

**LANDMARK STATUS – Report on Landmark Status.** This item was tabled to the next agenda.

**ARCHIVE ACTIVITIES– Discussion and consideration of the Town of Clarkdale Archive activities.** Boardmember McDonough reported that John Sherman and a friend had assembled the shelving for the end room and she had begun to clean the dust up that is on everything from grinding the cement floor. She stated they will move the requested Clubhouse furniture to the Museum this week and she will conduct a training session with the Museum members.

**REPORTS:** Chairperson - No report. Administrative Assistant Hawken noted that Sharlot Hall will hold an open house for its new Archive and Library on May 10<sup>th</sup>.

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

2007-8 Budget and 2008-9 Proposed Budget.

**ADJOURNMENT –** With no further business and without objection, the meeting adjourned at 5:38 pm.

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