

**MINUTES OF A SPECIAL MEETING OF THE  
HERITAGE CONSERVANCY BOARD OF THE TOWN OF CLARKDALE**

A Special meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on August 31, 2009 at 4:00 p.m. in the Administration Community Room, 19 N. Ninth Street, Clarkdale, Arizona.

**Board Members:** Chairperson Drake Meinke  
Vice Chairperson Gerald Wombacher  
Linda McDonough  
Jesus Valdez  
Isabel Erickson (absent)

**Staff:** Library Manager Charlotte Hawken  
Community Services Supervisor Dawn Norman  
Assistant Town Manager Perry  
Town Clerk Bainbridge

**Others in attendance:** Clarkdale Heritage Center Board Members: Secretary Sue Hill, Vice Chair Mary Lu Estlick, Treasurer Lee Daniels, Members Cindy Emmett, Maggie Krznarich and Cindy Lawry.

**CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:04 p.m. and noted that Boardmembers Erickson and McDonough were absent.

Clarkdale Heritage Center Vice Chair Estlick called the Clarkdale Heritage Center Board meeting to order.

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

Boardmember McDonough arrived.

**AGENDA ITEM: WORKSESSION** – A worksession with the Clarkdale Heritage Center Board to discuss common interests of the Town and the Clarkdale Heritage Center (museum).

Assistant Town Manager Perry stated that situations have come up that showed a need for a discussion between the two groups.

A formal introduction of attendees was performed.

The following issues were discussed:

1. The necessity for the Clarkdale Heritage Center to have knowledge of what is available in the Town Archive. Staff informed that an access request can be made in order for the Center to familiarize themselves with the Archive contents.
2. The Clarkdale Heritage Center expressed that the Archive has a convoluted, slow process.
3. The Clemenceau Heritage Museum has given the Center several items related to Clarkdale.

4. It appears to the Center that the Heritage Conservancy Board does not want to share information or items.
5. Locking the stairway door prohibits access by the Center to the Archive and implies distrust. The Museum lights weren't working and the Center could not access the circuit breakers located behind the locked door to the Archive.
6. The two groups should have the same goals – to conserve and share records with the public.
7. The Town Council made the final approval on the Archive Policy. Input from both boards was applied to draft the Archive Policy.
8. The old listing of items in the Archive has too limited descriptions.
9. An open house was suggested by the Center.
10. Blueprint access:
  - The Center would like to see all of the blueprints at once.
  - Suggestion to see increments of blueprints to aid in keeping them in order.
  - The current list of blueprints that are available is out of date because some have been lost since the list was made in the mid-1990s.
  - The Center needs to see the blueprints in order to know what they are and if they would be useful.
11. The Sedona Historical Society contacted the Heritage Conservancy Board about information for a Downwinders display nine months before the display date, giving ample time to provide information or items. Suggestion to submit requests early enough to allow ample time to fulfill request.
12. Town staff has not been able to train a volunteer to put the information into the software, which is now available. Cindy Lawry, Clarkdale Heritage Center archivist, offered to assist the Town in training on the software and with the archiving project.
13. The Center is getting the community involved in displays. The Chavez family worked on Cinco de Mayo, the Fire District is working on a display scheduled in October for Fire Prevention Month, and Armeda Zepeta is working on one on Patio Town.
14. The Center has a list of proposed displays scheduled for the year that could be shared with the Archive.
15. First Annual Historic Building Tour:
  - Fundraiser for the Center.
  - The Center would like the Reading Room cleaned up by December to include in the tour.
  - The tour will include four homes, the bottom floor of the old high school, the Episcopal Church, the downtown businesses and the Clubhouse.
16. Proposed Archive Image Policy:
  - The cost of photograph reproductions in the proposed Archive Image Policy is too high. It is unfair to charge more than the cost of reproduction.
  - The Center wants to borrow the photographs, scan them and print their own photographs.
  - Sharlot Hall charges \$5.00 per image on their website.
  - Consistent handling procedures are important.
  - Photographs from other archives in the state can be shared for educational purposes, exhibits and research.

17. The Center has four binders with photographs and information about the items they have, which the Heritage Conservancy Board members could request to see.

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

*a. Worksession with the Clarkdale Heritage Center Board*

**ADJOURNMENT** – With no further business and without objection the meeting adjourned at 5:25 p.m.

**APPROVED:** \_\_\_\_\_  
Drake Meinke, Chairperson

**SUBMITTED:** \_\_\_\_\_  
Charlotte Hawken, Library Manager