

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

A Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on, October 21, 2009 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street,, Clarkdale, AZ.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Paul Peck
Jesus Valdez
Isabel Erickson

Staff: Library Manager Charlotte Hawken
Assistant Town Manager Janet Perry
Community Services Supervisor Dawn Norman

Others in attendance: Patricia Williams

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:04 p.m. and noted that all members were present.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on September 16, 2009.

Board Member Erickson moved to approve the minutes as written. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported that the Clarkdale Heritage Center is looking for volunteers for the December Home Tour. He welcomed new member Paul Peck.

STAFF REPORT – Library Manager Hawken stated that two batches of blueprints had been copied, the Arizona Historical Records Advisory Board grant supply order would be completed soon and then the furniture pads would be ordered.

Community Services Supervisor Norman stated there have been many great comments made by Council and staff members about the look and use of the Reading Room.

AGENDA ITEM: CHAIR AND VICE CHAIR – Discussion and consideration of appointing Chairperson and Vice Chairperson.

Board Member Erickson moved to appoint Gerald Wombacher as president.

Board Member Wombacher declined and Board Member Erickson withdrew the motion.

Board Member Erickson moved to appoint Drake Meinke as chairperson and Gerald Wombacher as vice chairperson . Board Member Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: ARCHIVE POLICY MANUAL –Discussion and consideration of amendments to the Town of Clarkdale Archive Policy Manual.

Community Services Supervisor Norman reviewed the proposed amendments with the Board:

1. Reformatted structure of Contents page and other general formatting throughout the document;
2. Section III – Verbiage amended to acknowledge future changes as a part of the adopted document;
3. Section V – Verbiage amended to clarify authority of Collections Manager and include a term of service for that position. This change will provide consistency with other Town appointed terms;
4. Sections VI, IX and X all contain minor amendments to verbiage in order to provide clarity and consistency with other Town documents;
5. Section XIV – Verbiage amended to clarify the difference between access by Town staff as opposed to non-staff access requests.

Vice Chairperson Wombacher moved to approve the proposed amendments to the Town of Clarkdale Archive Policy manual. Board Member Valdez seconded and the motion passed unanimously.

Vice Chairperson Wombacher asked that all Board Members learn the Archive procedures for times when the Collection Manager is not available. Chairperson Meinke noted that a state team will do training with the awardees of the grants when the current Arizona Historical Record Advisory Board grant is completed and reported on.

There was open discussion on Co-Collection Manager positions. Board Member Erickson noted that she is seeking a sample job description for the Collection Manager.

AGENDA ITEM: EXHIBITION LOAN REQUEST – Discussion and consideration of an Exhibition Loan Request from the Clarkdale Heritage Center for the Verde Valley Country Club Plaque.

Community Services Supervisor Norman informed that the museum expressed their intention is to display the plaque outside the Museum. Chairperson Meinke opened the item to public comment. Patricia Williams stated the item came from Phelps Dodge with a letter signed by a Phelps Dodge Representative, which cannot be located. She continued that there is no Deed of Receipt for the item. Patricia Williams reported on the history of the item and its location. It was noted that the Center is willing to take it as is. There was open discussion on securing the item.

Chairperson Meinke moved to approve the Exhibition Loan Request from the Clarkdale Heritage Center for the Verde Valley County Club Plaque stipulating that the item be securely installed. Board Member Erickson seconded and the motion passed unanimously.

AGENDA ITEM: DISPLAY CASE – Discussion and consideration of appointing the Clarkdale Heritage Center to manage the display case located in the Ladies’ Lounge.

Community Services Supervisor Norman explained that at last month’s worksession in the Reading Room the Board had decided to move the display case into the Ladies’ Lounge with the intent to manage the display case. She continued that when she met with Clarkdale Heritage Center Board Members Cindy Emmett and Mary Lou Estlick they had expressed the Center’s interest in managing the display case.

There was open discussion on the following:

1. The locations of the display case, wood box and bank counter.
2. Proposed displays would be on town history.
3. Rotating every six months or when requested by the Heritage Conservancy Board.
4. The displays would help Clarkdale Heritage Center meet a requirement in their lease agreement with the town to provide displays in town buildings.

Board Member Erickson moved to appoint the Clarkdale Heritage Center to manage the display case located in the Ladies Lounge. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: EXHIBITION LOAN REQUEST – Discussion and consideration of an Exhibition Loan Request from the Clarkdale Heritage Center for Staley collection photographs of the interior of the Ladies Lounge, Men’s Lounge, Reading Room and Gymnasium of the Clark Memorial Clubhouse for a display in the Ladies Lounge display case.

Board Member Erickson moved to approve the Exhibition Loan Request from the Clarkdale Heritage Center for Staley Collection photographs of the interior of the Ladies Lounge, Men’s Lounge, Reading Room and Gymnasium of the Clark Memorial Clubhouse for a display in the Ladies Lounge display case. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: CLARKDALE’S KIOSKS ABOUT HISTORY– Discussion of Clarkdale’s Kiosks about History, part of an Arizona Tourism Grant.

This item was tabled to the next meeting.

AGENDA ITEM: MEN’S LOUNGE PIANO – Discussion and consideration to approve funding to tune the piano located in the Men’s Lounge.

Chairperson Meinke stated that he had asked for this item to be included on the agenda. He continued that he had received quotes ranging between \$90 and \$120.

Community Services Supervisor Norman informed that the Clarkdale Heritage Center has a professional musician who has volunteered to play during the historic buildings tour in December.

Chairperson Meinke stated that he Board had tuned the piano in 1999 for a Clubhouse Tour. There was open discussion on the condition of the piano and tuning the piano.

Board Member Valdez expressed his concern of ensuring that the individual hired to tune the piano was certified. There was open discussion on professional tuners and their credentials.

There was open discussion on the benefits to tuning the piano. Community Services Supervisor Norman shared that if the piano was tuned she could seek a volunteer to play at the Parks and Recreation Santa event held in December.

Board Member Erickson moved to get the Men's Lounge piano tuned by a professional tuner for not more than \$250 to be paid from the Heritage Conservancy Board Donations account. Chairperson Meinke seconded. Board Member Valdez stated he would like to research available tuners before voting on this. **The motion passed unanimously.**

Board Member Valdez asked to be excused from the meeting.

With no objections, Chairperson Meinke moved Agenda Item 12. WORKSESSION – A worksession to discuss the arrangement of furnishings in the Reading Room after Agenda Item 14.

AGENDA ITEM: ARIZONA'S CENTENNIAL CELEBRATION – Discussion and consideration of Arizona's Centennial Celebration.

Chairperson Meinke stated he is looking for volunteers to work on a committee to develop Clarkdale Centennial celebration projects.

Assistant Town Manager Perry requested that a member or members of the Heritage Conservancy Board represent the Town at the Yavapai County Centennial meetings in preparing for the State Centennial. The representative(s) would act as a liaison and report back to the Town Council, Heritage Conservancy Board and Town Staff. The next meeting will be on October 26th at 10:00 a.m. in the Yavapai County Building in Cottonwood. Community Services Supervisor Norman noted that the State has asked Arizona municipalities and counties to celebrate the state centennial throughout 2012. She continued that the Yavapai County Centennial Committee has been working on several projects and are trying to coordinate celebrations at each of the municipalities throughout the county.

Chairperson Meinke moved for the Heritage Conservancy Board to take on participating on the Yavapai County State Centennial Committee to represent the Town of Clarkdale. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: CLARKDALE HERITAGE DANCES – Discussion and consideration of the Clarkdale Heritage Dances.

Patricia Williams reviewed the financial results from the current and previous years. She reported that only 40 people attended the October 4, 2009 dance. There was open discussion on other events held in conjunction with the dance effecting attendance. Patricia Williams stated that she has made an arrangement with Sentimental Journey to issue payment in January for the October, November and January dances.

There was open discussion on the April 2009 survey results indicating attendees were willing to pay more than the \$5.00 entrance fee. Board Member Erickson reviewed pricing she had gathered from other dance admission fees ranging from \$6-\$9.

There was open discussion on admission fees and how to split the responsibilities and income and expenditures between the Heritage Conservancy Board and the Clarkdale Heritage Center.

Chairperson Meinke moved to approve the entrance fee to be increased from \$5.00 to \$7.50 beginning in January 2010. Vice Chairperson Wombacher seconded and the motion passed unanimously.

The Board members agreed to splitting all income and costs 50-50 between the Heritage Conservancy Board and the Clarkdale Heritage Center and to help with the work for the dances. The vote was tabled in order to allow staff to seek direction from the Finance Department on establishing financial procedures and to receive input from the Clarkdale Heritage Center.

AGENDA ITEM: WORKSESSION – A worksession to discuss the arrangement of furnishings in the Reading Room.

Community Services Supervisor Norman shared with the Board several of the comments received after Council held an executive meeting in the Reading Room . She continued that the Reading Room is now being utilized for town and regional meetings.

Assistant Town Manager Perry explained that the Reading Room is not on the facility list for rental. It will be exclusively used for meetings and will not be open for Operation Graduation or other events.

The Board expressed they would like to see the Reading Room arranged as close as possible to its original set up. The Board Members agreed for Town Staff to arrange the room as needed using historic photos as a guide.

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

1. Kiosks
2. Dances
3. Collection Manager appointment
4. Report on AHRAB grant final report

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 6:05 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager