

**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 Wednesday, November 18, 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 (absent)
Paul Peck
Jesus Valdez (absent)
Isabel Erickson

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

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:02 p.m. and noted that Vice Chairperson Wombacher and Boardmember Valdez were absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – **Consideration of the minutes of the regular meeting held on October 21, 2009.**

Board Member Erickson stated that she did not receive a copy of the minutes in her packet. Chairperson Meinke confirmed that the minutes were also not included in his packet. Community Services Supervisor Norman stated that this was an oversight and suggested that the Board table the item to the December meeting as this would allow staff to provide the minutes to the Board for their review.

Chairperson Meinke tabled the item to the next meeting.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported the following:

1. Approximately 100 people attended the November 7th dance.
2. Chairperson Meinke and his associate refurbished the display case in the Ladies Lounge, this included replacing the broken glass.
3. The Clarkdale Heritage Center submitted their paperwork and receipts to the Town's Finance Director for the museum's portion of the Arizona Historical Records Advisory Board (AHRAB) grant.
4. Chairperson Meinke attended the Walkin' on Main event last Saturday. The Clarkdale Heritage Center participated and used the opportunity to fundraise and sell tickets for the home tour which was very successful.

5. Chairperson Meinke attended the Archive Emergency Preparedness Workshop on November 3rd presented by Melanie I. Sturgeon, Ph.D., Director of the History and Archives Division of the Arizona State Library, Archives and Public Records.

STAFF REPORT – Community Services Supervisor Norman reported on the following:

1. Community Services Supervisor thanked Chairperson Meinke and his partner for their work in refurbishing the display case. She commended them on a job well done and that the case turned out wonderful.
2. The Heritage Conservancy Board Meetings will continue to be held in the Council Chambers in the Men's Lounge.
3. The auditorium stage curtains were removed by the Public Works Department due to damage caused over the years causing them to become a safety hazard. Public Works is researching what it would take to repair them.
4. Melanie I. Sturgeon, Ph.D., Director of the History and Archives Division of the Arizona State Library, Archives and Public Records will be holding an all-day Archives 101 Workshop on December 1st in the Men's Lounge at 8:30 am.
5. Archive supplies have been purchased for the Town's portion of the AHRAB grant.
6. Status on Clarkdale Heritage Center blueprint loan request – The majority of the requested blueprints have been loaned to the Clarkdale Heritage Center. There are 15 outstanding blueprints which are currently on hold due to an equipment breakdown at Little Lisa's. At the beginning of the project Collections Manager McDonough discovered that Little Lisa's has the ability to digitize the blueprints. During the process a digital image of each blueprint is being copied to a CD for the Archive.
7. Status on Clarkdale Heritage Center Verde Valley Country Club Rock/Plaque loan request – Collections Manager McDonough informed staff that she did not know the whereabouts of the rock/plaque. Collections Manager McDonough recalls requesting the gentleman who had the Verde Valley Country Club rock to return it to the Town but was not sure if he ever did. She thought that it may have been buried when dirt was added to the area behind the Archive. Chairperson Meinke stated that Collections Manager McDonough reported that she had retrieved the rock/plaque from the individual in Jerome.

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

Chairperson Meinke distributed copies of the information to be included in the kiosks. He requested that the Board Members review the information and submit their comments and recommendations at the next meeting.

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

Chairperson Meinke reported that there will be a meeting on Thursday at 5:30 pm at the Clarkdale Heritage Museum for planning Clarkdale's Centennial.

Community Services Supervisor Norman stated that she had submitted the Heritage Conservancy Board Members' email addresses to the Yavapai County Centennial Committee. This would ensure that they would be included in all email correspondence and be kept updated on the progress. Via email the Board Members should have received the October minutes for the Yavapai County Committee meeting held last month. She continued that the Heritage Conservancy Board approved that the Conservancy Board would represent the Town at the Yavapai County Committee meetings but never determined who would attend the meetings. She asked if any Board Members were available to attend, the next meeting was scheduled for November 23rd at 10:00 a.m.

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

Community Services Supervisor Norman stated that she had a brief discussion with Finance Director Bainbridge regarding how to process the funds from the dances if expenses and income were shared equally by the Heritage Conservancy Board and Heritage Conservancy Center. Currently the Finance Department is preparing for the annual audit scheduled for next week. Finance Director Bainbridge requested to continue the discussions on financial procedures under the proposed 50/50 split after the audit is completed. She will need to review the required steps and procedures and discuss the proposed arrangement with the Town Manager.

Chairperson Meinke stated the Clarkdale Heritage Center agreed to the proposed 50/50 split arrangement and tabled the item to the next meeting.

Board Member Erickson reported the wood on the Adopt-A-Chair chair is in good condition after cleaning it up.

AGENDA ITEM: COLLECTIONS MANAGER – A work session on the selection process for the Archive Collections Manager.

Community Services Supervisor Norman reported that the Town Council approved the Archive Policy amendment setting a calendar year term for the Collections Manager. She reviewed the selection process approved by the Board in September 2008. She informed pursuant to the selection process, the position will be published in the newspaper and on the Town website, and in addition an article will be in the upcoming Small Talk newsletter.

Community Services Supervisor reviewed the selection process schedule with the Board: Application deadline is December 10th, interviews, if needed, will be held on December 14th and 15th, and the appointment by the Heritage Conservancy Board will be on December 16th.

She continued that a Review Committee consisting of two board members and one staff member must be determined. The Review Committee will conduct interviews, if needed, and will submit a recommendation of appointment to the Heritage Conservancy Board. Interviews will be held on December 14th and 15th and inquired if any of the Board Members were interested in serving in this capacity. Board Member Erickson and Chairperson Meinke volunteered to be on the Review Committee.

Assistant Town Manager Perry explained that the current Archive Policy is not specific or detailed in outlining duties and procedures for the Collections Manager. She asked the Board Members to begin considering what procedures they would like to establish and implement for

the Collections Manager. A couple of items Staff suggests are requesting a monthly report from the Collections Manager and the use of timecards for Archive volunteers.

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

1. *Kiosks*
2. *Dances*
3. *Collections Manager appointment*
4. *Merging the Clarkdale Heritage Conservancy Board with the Clarkdale Heritage Center Board*
5. *Centennial Celebration*

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 4:38 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager