

**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, December 16, 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
Library Manager Charlotte Hawken

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 and November 18, 2009.

Boardmember Erickson moved to approve the minutes of the regular meetings held on October 21, 2009 and November 18, 2009 as written. Boardmember Peck seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported the following:

1. A letter of resignation from the Heritage Conservancy Board was received from Jesus Valdez.
2. A Clarkdale Centennial group met at the Heritage Museum to brainstorm ideas for the centennial celebration.
3. The Verde Valley Country Club rock plaque showed up behind the Museum building a week ago and he and Lee Daniels moved it into the Museum for safekeeping.
4. The Museum Home Tour was successful and they are excited about planning for next year. Chairperson Meinke expressed his appreciation to all who helped with the tour.

STAFF REPORT – Community Services Supervisor Norman thanked the board members who volunteered and assisted with the Clarkdale Historic Buildings and Home Tour. She stated that it was a great example of the partnership being formed between the Clarkdale Heritage Center and the Heritage Conservancy Board.

Library Manager Hawken distributed and reviewed the Heritage Conservancy Board Donations Finance Report. The report reflects a balance remaining of \$4,804.11 in the account after paying for furniture pads, blueprint copies, the difference on the purchase of supplies from the Arizona Historical Records Advisory Board grant, and the tuning of the Men's Lounge piano. She stated that additional costs would be deducted for the blueprints remaining on the Heritage Center's loan request and reupholstering the Adopt-a- Chair.

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

Chairperson Meinke reported that he will be requesting more photographs from the Town Archive for the Kiosk project. He noted most of the Kiosks were ready for final review and production.

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

Community Services Supervisor Norman stated that the Board should be receiving information via email from the Yavapai Centennial Committee. There was open discussion on what had been received and who had not received any items.

Community Services Supervisor Norman stated that she would look into the next scheduled meeting and inform the Board. Chairperson Meinke volunteered to attend the next meeting.

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

Community Services Supervisor Norman stated that the financial loss being generated from the dances is of great concern to staff. She reviewed the history of the dances and how the dances came into existence explaining that they were to raise funds for the board to use in order to accomplish the goals of the Heritage Conservancy Board. The Board would need to take into consideration that the funds would be used to conduct public events versus refurbishing items or purchasing archive supplies, etc. She stated that with the current budget the only funds available to the Board were those in the donation account and that most likely this would be the same for the upcoming year. She requested that the Board take this into account when considering the 50/50 split with the Heritage Center.

Assistant Town Manager stated that the Town Finance Department has not completed reviewing and determining whether it has the authority to take on a negative income project. There was open discussion on the dances' finances and the effect placed upon the Town if the 50/50 split were agreed to and the dances continued to lose money.

Boardmember Erickson suggested finishing the spring or perhaps the entire year of dances with the current agreement in place and then reassess the consideration to split all income and expenses 50/50 with the Heritage Center.

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

Assistant Town Manager Perry stated that the Review Committee met and conducted interviews on Monday. She continued the committee members were Chairperson Meinke, Boardmember

Erickson and herself. The committee is recommending appointing co-collection manager positions. She stated the skills of the two applicants are complementary to each other. Cyndy Lowry has been accessioning the Heritage Museum items and shared some of her work reviewing one of the museum's notebooks of accessioned items. Shauna Jones has experience with historic home preservation and is currently training with Cyndy at the museum. She stated that the Review Committee is recommending the appointment of Cyndy Lowry and Shauna Jones as Co-Collections Managers.

Boardmember Erickson noted that they had discussed the division of time between the Town Archive and the Museum with the applicants due to their involvement with the museum.

Chairperson Meinke moved to approve appointing Cyndy Lowry and Shauna Jones as Co-Collections Managers of the Town Archive. Boardmember Peck seconded and the motion passed unanimously.

AGENDA ITEM: CLUBHOUSE LIGHT FIXTURES – An update on the work being done on the exterior light fixtures from the Ladies' Lounge of the Clark Memorial Clubhouse.

This item was tabled to next meeting.

AGENDA ITEM: CLARKDALE ARCHIVES – A discussion about safety/security concerns that have arisen recently in the Archive.

Assistant Town Manager Perry informed the Board that access to the Archives was still restricted due to security concerns. There was open discussion on the current security system and access to the archive. Assistant Town Manager Perry asked the Board if there were any suggestions or changes they would like to consider on current access procedures or to the current security system.

Suggestions included using a modified Town key policy where the Co-Collections Managers would sign an initial key agreement and then sign-out the key on a daily basis versus having a standard key issued for their term; volunteer time sheets documenting all work performed in the Archive would be completed by each Co-Collections Manager; and establish hours available to the Co-Collections Managers to access the archives.

There was open discussion on outside lighting. Chairperson Meinke stated that there was not a need to address the outside lighting as access would be limited to Town operational hours only due to the Co-Collections Managers having to sign out keys.

Assistant Town Manager Perry stated she would present the Boards suggestions to Town staff.

AGENDA ITEM: MERGING THE HERITAGE CONSERVANCY BOARD INTO THE CLARKDALE HERITAGE CENTER BOARD – Work session on merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board.

Boardmember Erickson presented a proposal to merge the Town of Clarkdale Heritage Conservancy Board into the Clarkdale Heritage Center Board by June 30, 2010. All of the current responsibilities, duties and funds under the control of the Heritage Conservancy Board would be delegated and transferred to the Clarkdale Heritage Center Board. There would be non-voting Town and Heritage Conservancy Board representatives on the Clarkdale Heritage Center Board of Directors. The Clarkdale Heritage Center Board would be responsible for managing the collections, expenditures, staff scheduling, operations, marketing, events and fundraising. The Town would be responsible for operation and maintenance costs and scheduling the public use of

all Town owned buildings and as the Museum grows the Town would pay for two part-time staff for the Museum.

Chairperson Meinke noted that it was not customary for the owner of a leased building to pay utilities. Assistant Town Manager Perry stated that insurance would also need to be considered.

The board members agreed that further discussions needed to take place and scheduled another work session for January's meeting.

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

1. *Merging the Clarkdale Heritage Conservancy Board into the Clarkdale Heritage Center Board*
2. *Clubhouse Light Fixtures*
3. *Walking Tour Brochure reproduction.*

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:05 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager