

**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 Monday, February 22, 2010 at 4:00 p.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, AZ.

**Board Members:** Chairperson Drake Meinke  
Vice Chairperson Gerald Wombacher  
Paul Peck  
Isabel Erickson (Absent)  
Vacant

**Staff:** Community Services Supervisor Dawn Norman

**Others in attendance:** Archive Collections Co-Manager Shawna Jones  
Archive Collections Co-Manager Cynthia Lawry

**AGENDA ITEM: CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:00 p.m. and noted that a quorum was present.

**AGENDA ITEM: PUBLIC COMMENT**– Community Services Supervisor Dawn Norman stated that an application was received for the vacancy on the Heritage Conservancy Board. She informed the review committee met and reviewed the application. The committee has submitted their recommendation to Council for Mr. Kelley to be appointed to the Heritage Conservancy Board.

**NEW BUSINESS**

**AGENDA ITEM: ARIZONA HISTORICAL RECORDS ADVISORY BOARD (AHRAB) GRANT APPLICATION – Discussion and consideration of recommending that the Town submit an Arizona Historical Records Advisory Board grant application.**

Community Services Supervisor Norman informed the Board that the town would like to submit two different grant applications, one for archival supplies and the other for oral histories.

Archive Collections Co-Manager Jones presented the Board with the proposed oral history grant application and reviewed the four phases, explaining the first phase would be funded through the AHRAB grant and phases II and III would be funded through the LSTA grant. She stated that a one day seminar on how to properly take and store oral histories would be offered at no charge and would be held in the Men’s Lounge. The event would be publicized statewide, including other museums and historical societies, and would be offered to any individual wishing to participate. An oral history expert from Kentucky has been tentatively scheduled to teach the one day course.

Community Services Supervisor Norman explained to the Board the second grant application would be for archival supplies, similar to last year’s application. A list of supply items had not

yet been developed as staff wanted to allow the Archive Collections Co-Managers time to review what items are in the archive prior to creating the list.

Chairperson Meinke stated that when developing the budgets for the grants to ensure that sales tax is included.

**Chairperson Meinke motioned to recommend that the town submit two Arizona Historical Records Advisory Board Grant applications – one for archival supplies and one for oral histories. Board Member Peck seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION - Discussion and consideration of recommending that the Town submit a Library Services and Technology Act grant application.**

Archive Collections Co-Manager Jones presented the Board with the proposed oral history grant application and reviewed the four phases, explaining phases II and III would be funded through the LSTA grant. The LSTA grant funds would be used to purchase the technical equipment, including Mac computers, software and video and sound equipment. This equipment would be available at the library for patrons to use, including students from both Clarkdale-Jerome School and Mingus Union High School. The proposed equipment is the same that is used by the Mingus Union High School digital media program. Currently, Clarkdale students do not have the opportunity to experience digital media until entering high school. A beginner's digital media course would be made available at the library. A volunteer to teach the course has already been established. This would give Clarkdale students the opportunity to be exposed to this technology prior to entering high school as well as any residents interested in learning digital media. Letters of support have been received from Mr. Scroggins, Clarkdale-Jerome School Technology Instructor, and Mr. Turner, Mingus Union High School Digital Media Instructor.

**Chairperson Meinke motioned to recommend that the town submit a Library Services and Technology grant application. Vice Chairperson Wombacher seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: LOAN REQUEST – Discussion and consideration of approving a loan request by Cynthia Lowry of the Osher Lifelong Learning Institute (OLLI) for the Staley Collection Clark Memorial Clubhouse photographs.**

Chairperson Meinke reviewed the loan request received from Cynthia Lowry with the Board. There was open discussion on where the Staley Collection would be located and how the collection would be handled.

OLLI Facilitator Cynthia Lowry informed the Board that the photographs would be picked up on Tuesday, February 23<sup>rd</sup>, taken to the museum and placed in the curved display case in the main room ensuring that they were protected, and then would be returned to the archive on Thursday, February 24<sup>th</sup>.

Chairperson Meinke stated that the loan term should be extended to allow for her to return the photographs. He continued that with inclement weather or for any other unforeseen circumstance the extension would give her plenty of time to return the photographs within the approved loan term. He suggested the standard 6 month loan term.

**Chairperson Meinke motioned to approve the loan request by Cynthia Lowry of the Osher Lifelong Learning Institute for the Staley Collection Clark Memorial Clubhouse photographs for a loan term of 6 months. Board Member Peck seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: ADJOURNMENT** – With no further business and without objection the meeting adjourned at 4:15 p.m.

**APPROVED:**

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Drake Meinke, Chairperson

**SUBMITTED:**

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Dawn Norman, Community Services Supervisor