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, September 15, 2010, 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
Isabel Erickson (absent)
Kim Kelly
Vacant

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

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:00 p.m. and noted that Board Member Erickson was absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: MINUTES – Discussion and consideration of the minutes of the Regular Meeting held on July 21, 2010.

Boardmember Kelly moved to approve the minutes of the Regular Meeting held on July 21, 2010. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.
Chairperson Meinke reported:

1. Attended a Centennial meeting.
2. Attended a Walking on Main meeting.
3. Clarkdale Historical Society and Museum Home Tour planning meeting. The Clarkdale Town Council waived the rental fee.
4. The Ladies Lounge exterior lamps are completed, including the wiring, and are ready to be installed.
5. He will be attending the Clarkdale Chamber of Commerce monthly meeting tomorrow to discuss centennial projects.

STAFF REPORTS – A report from Community Services staff members on current events.

Community Services Supervisor Norman reported that Paul Peck resigned his position on the Board and Isabel Erickson will not be applying to renew her term. There are other applicants for the open positions and they will be considered at the September 28th Council meeting.

FINANCE REPORTS – A review of the current finance reports. The Board reviewed the finance report. The donation account balance is $4,828.41.

AGENDA ITEM: CLARKDALE TOWN ARCHIVE- Discussion and consideration of the Clarkdale Town Archive and the operations of the facility.

Staff informed that no applications have been received for the Collections Manager position. Staff requested direction from the Board on how to proceed with archive operations.

There was open discussion if archive requests are considered public record requests and if the state requirements to fill the requests applied. Staff explained that archive requests were not considered public record requests and those requirements did not apply to the Town's archive materials.

There was open discussion on the archive operations and who carried out the tasks. Staff informed that in the past archival requests were filled by acting board members up until the archive policy was adopted and the position of Archive Collections Manager was created. Currently, the Collections Manager has the responsibility of filling requests, both informational and loans.

Staff requested direction from the board on how to proceed with the archive operations due to the vacancy of the Collections Manager. Staff was most concerned with loan and information requests. There was open discussion on requests including how many requests are made and the frequency of requests. Staff informed the number of requests varies but would averages two to three per month. There was discussion on the time involved in filling an information requests and that it can be a lengthy process and that requests for photo reproductions take less time. There was open discussion on the handling of photo reproductions. Staff informed that the Archive Image Policy has not been completed or adopted and until then the current policy and procedure outlined in the Archive Policy would be followed.

The Board Members agreed to meet at the Archive on Monday, September 20, 2010, at 8:15 am for a work session to assess the situation.

AGENDA ITEM: REPRODUCTION REQUEST – Discussion and consideration of approving a Reproduction Request from the Clarkdale Heritage Center.

There was open discussion on the following:

1. Copyrights expire after 75 years.
2. Without an adopted Image Policy it is difficult to have a procedure.
3. It is believed that the photographs came from Phelps Dodge. Is there a statement on or with the photographs as to Phelps Dodge intentions when they gave the photographs to the Town?
4. There is a difference between paper and digital reproductions.
5. This Reproduction Request form was designed before the Town received requests for digital copies.
6. The request does not specify digital reproductions, although that was the understanding when it was made. Perhaps paper copies are sufficient for now.

Vice Chairperson Wombacher moved to approve the request for photo reproductions of the Staley Collection photographs of the Clubhouse submitted by the Clarkdale Historical Society and Museum on the condition of the Board's ability to fill the request and adopt a procedure to fulfill all requests. Boardmember Kelly seconded and the motion passed unanimously.

AGENDA ITEM: KIOSK PROJECT– A discussion on the Kiosk project.

Chairperson Meinke informed that he attended the last Town Council Meeting and updated the Council on the project. He also brought ten of the display boards representing the kiosk panels to the meeting for the Town Council and public to view them. All ten display boards are still on exhibit in the Town Administration Building Community Room.

AGENDA ITEM: CENTENNIAL CELEBRATION – Discussion and consideration of the Centennial Celebrations.

Chairperson Meinke stated that he attended a meeting with 140 Northern Arizona representatives regarding the Centennial Celebrations. They discussed general ideas for centennial events that could be held in any town. There will be a large promotion from the State beginning November 2011 through December 2012. Yavapai County seems to be well ahead of the other counties in planning for the Centennial.

The members agreed for Community Services Supervisor Norman and Chairperson Meinke to schedule the State Copper Chopper to attend the July 4, 2012 event.

AGENDA ITEM: ARIZONA CENTENNIAL LEGACY PROJECT – Discussion and consideration of applying to become an official Arizona Centennial Legacy Project.

Chairperson Meinke presented the idea of the Town of Clarkdale applying for the Arizona Centennial Legacy Project. He explained that past approved and completed projects could be included in the application therefore no funding would be needed. The idea would be to create a history package and route throughout town which could be used to promote the Town. Chairperson Meinke requested that this item be on the next agenda.

AGENDA ITEM: US ROUTE 89 APPRECIATION SOCIETY – Discussion and consideration of becoming a member of the US Route 89 Appreciation Society.

There was open discussion on the following:

1. The Society is asking Arizona communities for funding for their website and brochure project, which will be included on the State of Arizona website.
2. The membership fee for non-profits is $250.
3. The idea is for the Town and the Clarkdale Historical Society and Museum to each contribute $125 for a joint membership.
4. The application seems to be outdated as it states the fees are due in 2009.
5. The two entities would need to meet to select the information to submit to the project.
6. The question was raised if the co-membership would be accepted by the US Route 89 Appreciation Society and if both entities would be listed.

Chairperson Meinke moved to approve $125 for a co-membership in the US Route 89 Appreciation Society with the Clarkdale Historical Society and Museum contingent on the

information being current and clarification on the questions raised. Board Member Kelly seconded and the motion passed unanimously.

AGENDA ITEM: ARIZONA CENTENNIAL 2012 LEGACY PROJECT DESIGNATION– Discussion and consideration of applying for Arizona Centennial 2012 Legacy Project designation.

Open discussion included the following:

1. Yavapai County will be requesting funding from the Town to produce a documentary DVD on Yavapai County "Key to Arizona" amounting to $600 for Clarkdale's share.
2. The idea is that the Heritage Conservancy Board and the Library Advisory Board consider splitting the amount and each contribute $300 to this project when the request is made.

Chairperson Meinke requested that this item be placed on an agenda when a request is made for the Town to participate.

Chairperson Meinke reopened the Clarkdale Town Archive item. Community Services Supervisor Norman stated that the Collections Manager position has been advertised in the Small Talk news flier, the newspaper, and on the Town's website. There was open discussion on the experience required for the position. Staff informed that archival experience is not a requirement but is preferred, and that candidates lacking experience but are interested in the town's history should be encouraged to apply as the State Archive provides free trainings that the Town could take advantage of if an applicant is found that is interested in the position. There was open discussion on the board hiring someone on contract to accession the items.

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

1. Route 89 Centennial project

2. Yavapai County, the Key to Arizona Centennial project

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:29 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager