# 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 17, 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
Colette McGuinness
Kim Kelly
Vacant

**Staff:** Community Services Supervisor Dawn Norman
Library Manager Charlotte Hawken

**Others in attendance:** Clarkdale Historical Society and Museum Board Members and volunteers and others.

**AGENDA ITEM: CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:01 p.m. and noted that all board members were present.

**AGENDA ITEM: PUBLIC COMMENT**– Dave Belskis stated he would like to see the Heritage Dances' time changed to Sunday starting at 12:00 p.m. or 1:00 p.m. and advertising better.

**AGENDA ITEM: MINUTES – Discussion and consideration of the minutes of the Regular Meeting held on September 15, 2010 and Special Meeting held on September 20, 2010.**

***Vice Chairperson Wombacher moved to approve the minutes of the Regular Meeting held on September 15, 2010 and Special Meeting held on September 20, 2010. Board Member Kelly 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. He attended a Walking on Main event in Cottonwood.
2. A banner will be hung across Main Street in Clarkdale for the Clarkdale Historical Society and Museum Home Tour on December 11-12.

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

Community Services Supervisor Norman welcomed Colette McGuinness as a new member.

**FINANCE REPORTS – A review of the current finance reports.**

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

***Board Member Kelly moved to elect Drake Meinke as chair and Jerry Wombacher as vice chair. Board Member McGuinness seconded and the motion passed unanimously.***

**AGENDA ITEM: DANCES – Discussion and consideration of continuing the Heritage Dances upon the resignation of the current coordinator.**

Pat Williams stated that she would no longer continue as the dance coordinator. She stated that various options have been considered in presenting the dances.

Discussion between the board members and the public included the following issues:

1. There are no fees for the use of the auditorium for the dances because they are sponsored by the Heritage Conservancy Board which is a Town board.
2. The Town can no longer provide staff to set up and break down the event. In 2008, all other Town events were designated to be operated by volunteers only and this practice continues to be carried out.
3. The dances are a cooperative effort of the Heritage Conservancy Board and the Clarkdale Historical Society and Museum. The Museum collects the entrance fee of $7.50 per person and is responsible to pay the band. The Heritage Conservancy Board is responsible for the refreshment table. They are responsible for purchasing the refreshments and keep the profit from the sales, approximately $50-$70 per dance. The two boards split the proceeds from the 50/50 raffle and the donation can.
4. In October 2009, there were only forty attendees and the day was changed to the second Saturday from the third Saturday.
5. Who is going to do the work?
6. Maggie MacFarland from Prescott Valley stated she had signatures of fifty people who would come to the dances if they know when they are. She stated that her friend, Peggy, is willing to help or run the dances. She mentioned another organization that holds dances weekly while a band practices to save on cost.
7. Dave Belskis, who used to teach dance, reiterated that scheduling the dances earlier in the day would work better. He suggested using a disk jockey with recordings and that the local dance studio might do that without charge. He asked if someone would sponsor the dances, could the coordinator be a paid position?
8. Town staff would probably need to be involved in any paid coordinator situation. How would the donation be handled if a sponsor was found?
9. Someone needs to be in charge or several people need to take on various tasks.
10. It takes six hours for one person to set the tables, chairs, etc. and six hours to take it down.
11. It might help to get a list of people at each dance to help with the next dance.
12. January 8th, February 12th, and March 12th are the next three tentative dance dates.

***Board Member Kelly moved to continue the dances for the three proposed dances in the months of January through March 2011 and to seek a coordinator. Vice Chairperson Wombacher seconded and the motion passed unanimously.***

**AGENDA ITEM: EXHIBITION LOAN REQUEST – Discussion and consideration of approving an Exhibition Loan Request from the Clarkdale Historical Society for items for museum displays.**

There was open discussion on the Board Members' ability to locate and process the requested items in order to fulfill the loan request.

***Chairperson Meinke moved to approve the exhibition loan requests for a six month period with the Clarkdale Historical Society and Museum for Town-owned items for museum displays, including:***

1. ***One small piece of fabric from the original draperies.***
2. ***"Cups" from the soda fountain that held pointed paper cups.***
3. ***Any small objects suitable for a display on the Clubhouse.***

***Vice Chairperson Wombacher seconded and the motion passed unanimously.***

**AGENDA ITEM: REQUEST FOR USE OF TOWN SPACE – Worksession regarding a request from the Clarkdale Historical Society and Museum for floor space in the Town of Clarkdale Archive (former boiler room and jail cell area) for use as an archive area for the museum.**

Chairperson Meinke read the staff report, as follows:

*On October 27th, a letter was received from Mary Lu Estlick, Vice Chairperson of the Clarkdale Historical Society and Museum, requesting floor space of the Town of Clarkdale Archive (former boiler room and jail cell area) for use as an archive area for the museum.*

*Issues to discuss and resolve include the following:*

*1. The Clarkdale Historical Society and Museum has a lease agreement with the Town for use of the building. Once the Heritage Conservancy Board members discuss and address all of the issues related to this request, the Board would make a recommendation to the Town Council for approval of an addendum to the agreement.*

*2. Storage space is an ongoing issue for the Town as space is limited. The Town Archive is the only dedicated storage space for the Town's historical items.*

- *The space being requested by the Clarkdale Historical Society and Museum is currently in use by the Town Archive. There are historical items stored in this area. Where would the Board relocate these items if the space is granted to the Clarkdale Historical Society and Museum?*
- *Currently, there are archival items being stored temporarily in the Clubhouse basement (bowling alley) which need to be transferred to a permanent storage location. The original intent was to transfer these items to the archive when space was made available. Where would the Board store these items if the space is granted to the Clarkdale Historical Society and Museum?*
- *If the space is granted to the Clarkdale Historical Society and Museum where would the Board store any future items acquired?*

*3. How would key and security system arrangements be made to accommodate access to the newly designated spaces? In order to access the Town Archive individuals would have to enter through the museum's space presenting a question of liability.*

*Board members need to address these Town storage and access issues prior to making a recommendation to the Town Council*

Discussion between the board members and the public included the following issues:

1. After the issues presented have been resolved the Board would then consider recommending to the Town Council to amend the agreement as the agreement can only be amended by Council.
2. There are now historical items in the Archive and the Clubhouse basement which were moved there during the rearrangement of the Reading Room and the remodeling of the library, in addition to the items previously stored in said locations. Items from salvaging the Clark Mansion are temporarily stored in the Town yard and must be addressed for a permanent storage location.
3. The museum expressed that they have no storage or work space and the Town has many rooms and buildings that could be used by the Town. The Town council suggested building a storage room next to the Police Department, but the Museum does not have funding for that project. Board Member Kelly suggested the option of the Museum signing their items over to the Heritage Conservancy Board to store in the Archive. The Museum Board Members declined expressing that the Town Archive has no Collections Manager to oversee the operations.
4. Chairperson Meinke suggested that the Heritage Conservancy Board rent a storage unit in order to free up space. Staff expressed that with this being an ongoing financial commitment it would need to be presented to Council to consider in the FY 2011-2012 budget.
5. The arrangement proposed by the Museum would pose a risk of liability to all those accessing the Town Archive as the individual would have to enter through the Museum's space in order to enter the Archive. The alarm keypad would be located behind the locked door of the Town Archive. A Museum Board Member stated that the system doesn't work anyway because the Town decided not to purchase the monthly service for the security system during the remodeling of that building.
6. Vice Chairperson Wombacher proposed that the board members could see what Town items are stored in each area and what is worth keeping.

The board members agreed to meet to assess the Town's stored historical items.

**AGENDA ITEM: LOAN CONTRACT RENEWALS – Discussion and consideration of renewing Exhibition Loan Contracts with the Clarkdale Historical Society and Museum.**

Chairperson Meinke read the staff report, as follows:

*Town-owned items that are loaned on contract through the Archive have a six month due date.*

- *The following loan contracts have a due date of January 4, 2011 and will renew to July 4, 2011:*

  *#1 - Clubhouse furnishings (see attached list)*

  *#2 – Large painted prehistoric scene and framed description*

  *#3 - Tall blue Clubhouse chair*

  *#5 - Wooden church pulpit*

- *The following loan contract has a due date of December 1, 2010 and will renew to June 1, 2011:*
  *#10 - Display boards – 4 peach colored 'Smelter Times'*
- *The following loan contract has a due date of December 9, 2010 and will renew to June 9, 2011:*
  *#12 - Double-sided Desk Ladies Lounge*
- *The following loan contract has a due date of December 29, 2010:*
  *#14 - Oak cigar display case*
  *The Town is in the position to utilize the cigar case for displays in the library and would like to have the case returned. This would give the museum an opportunity to fulfill their obligation under the lease agreement to develop four historic displays per year to be viewed in Town facilities (i.e. Clark Memorial Library).*

***Vice Chairperson Wombacher moved to approve the renewal of the following loan contracts for a six month period with the Clarkdale Historical Society and Museum for Town-owned items for museum displays:***

***#1 - Clubhouse furnishings (see attached list)***
***#2 – Large painted prehistoric scene and framed description***
***#3 - Tall blue Clubhouse chair***
***#5 - Wooden church pulpit***
***#10 - Display boards – 4 peach colored 'Smelter Times'***
***#12 - Double-sided Desk Ladies Lounge***
***#14 - Oak cigar display case***

Community Services Supervisor Norman asked for clarification if the motion for approval included the cigar case. Chairperson Meinke and Vice Chairperson Wombacher confirmed that the motion included approval of all items including the cigar case.

***Chairperson Meinke seconded and the motion passed unanimously.***

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

***Heritage Dances***

**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