

Jack House Committee
MINUTES
Parks & Recreation Administration Office
Wednesday, September 10, 2008, 5:30 PM

CALL TO ORDER: Vice Chair Patrick Mayeda called the meeting to order at 5:30 p.m.

ROLL CALL: Committee Members Gerry Johnson, Betty Stockton and Kylie Hatch

ABSENT: Ron Batterson, Kathi Settle, Bob Gordon

GUESTS: Jackie Kane

STAFF: Christine Wallace and Mike McGuire

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of August 2008 were approved with 2 corrections.
The August 2008 Financial Report was approved.

REGULAR ITEMS

ITEM #1: Visitor's & Conference Bureau Listing – Wallace

- Wallace asked for an approval for the annual fee of \$480 for the Visitors Conference Bureau web site. The Jack House Gardens & tour information is posted on their site. The VCB site has over a million a year. Another \$130 is needed for VCB membership dues. The requested fees would be taken from the promotions account.
- Wallace recommends continued participation with the VCB and their web site.
- Hatch – recommends approving the fees and would like to have additional information regarding site visitors and how the Jack House information is listed.
- Wallace will bring updated site information to the October meeting.

- ❖ Mayeda made a motion to approve funds, up to \$610, for the renewal of the VCB web site for Jack House visitor promotions and information. The motion was passed unanimously.

ITEM #2: Inventory – Wallace

- Wallace - The Jack House inventory list was updated and now available on an Excel spreadsheet. The current inventory cards may be digitally scanned and saved to disc and the City online network if it were to be professionally done. The cost would be approximately \$300.
- ❖ Johnson made a motion to approve funds, up to \$300, out of Jack House Fund account for obtaining professional services to scan and save the inventory cards digitally. The motion was approved unanimously.

ITEM #3: Goal Setting – Wallace

- Wallace handed out print outs of a PowerPoint presentation regarding the role of advisory bodies in the budget process for the 2009-11 fiscal years.
- Wallace requested a list from the Jack House Committee that will be passed along to the City Council for recommendation of future projects for the Jack House and gardens. The list should be prioritized along with solutions to achieve it recommendations.
- Have a list available for the October meeting, must be decided upon at the October meeting. May send to Ron in advance of meeting so October may be used for discussion.
- For the 2007-09 budget process the Jack House Committee submitted goals including the removal of the elevator, reinstall the bay window, replace/improve the front fence, and foundation improvements.

Reports and Updates

Monthly Activities – Staff/Public Works

Mike McGuire reported on the following:

- Update on Jack House fire sprinkler and foundation projects. Foundation repair project went out for public bid on August 21, 2008. Received 6 bids, 3 over and 3 under the \$150,000 budget. Lowest bid was under by \$24,000. The selected company is Carroll Building Company from San Luis Obispo. The foundation project will be completed before the sprinkler project. The expected start date for the foundation repair is Tuesday, October 7, 2008. The anticipated project schedule should last 40 working days.
- Mr. McGuire will put the sprinkler project out for public bid mid way through the foundation project. The hope is to start a week after the foundation project is completed. Anticipated work time line for the sprinkler project is January – April, 2009.
- Mr. McGuire addressed the issue of how to best protect Jack House items left in the house during construction. The house will be carefully monitored for cracks or other damage while foundation repair is going on. The Jack House will not be “leveled” 100% rather it will be stabilized, so there should not be any major wall cracks on the interior of the home that may cause damage to items inside the house.
- It was recommended that for the best protection for house items during fire sprinkler project to have items moved to an area outside the sprinkler line. Also, cover furniture to protect from accidental water leaks or wood dust from wall/ceiling cuttings.
- Mr. McGuire offered to visit a Jack House committee meeting before the sprinkler project begins sometime before January 2009 in order to keep the Jack House Committee updated and aware of any last minute house preparation considerations between the two projects.
- The new public bathroom project or the original sprinkler plans may need modification to accommodate for the sprinkler system planned for in that area. Public, portable toilets will need to be made available during the bathroom modification project.

Christine Wallace did not have a staff report at this time.

Docent Activities

Jackie Kane reported on the following items:

- Docent dinner will be in November and Dee Dee Mulliner will be the featured speaker and present on period costumes/dress.
- A past docent field trip to the Kennedy Library at Cal Poly. Received information about how to investigate Jack House history with the archives available at Cal Poly.
- Docents will visit the Pioneer Museum on September 21, 2008.

- Docent presentation is scheduled for docent recruitment to a group of Retired Active Men (RAM's) at Camp San Luis.
- A new Docent roster is being created with updated information & will be distributed.
- Katchy Andrews gave a private tour to a group of friends and her focus was mostly on family memories and personal stories.
- Docents may have ideas for the goal setting process. They are encouraged to pass along any suggestions to Ron Batterson before the October Jack House Committee meeting.

Member Comments

- Stockton asked Mike McGuire how to best protect Jack House items during construction projects.
- Mayeda – October 6, 2008 is the Wes Connor fence dedication.

Communications

- No communications at this time.

Meeting adjourned at 6:42 p.m. to October 8, 2008, at 5:30 pm at the Parks and Recreation Administration office.