

Jack House Committee
MINUTES
San Luis Obispo City/County Library
Wednesday, March 11, 2009 5:30 PM

- CALL TO ORDER:** Chair Ron Batterson called the meeting to order at 5:30 p.m.
- ROLL CALL:** Committee Members Patrick Mayeda, Kylie Hatch, Betty Stockton, Bob Gordon and Kathi Settle.
- ABSENT:** Gerry Johnson
- STAFF:** Christine Wallace
- GUESTS:** Toni Kincaid
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PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of February 2009 were approved.

The February 2009 Financial Reports were approved.

REGULAR ITEMS

ITEM #1: Approval of Changes to the JH sign – Batterson
(100 overlay from the Sign Place)

- Because of the new cell phones being used in the Jack House, the front sign will need to be updated to reflect the new phone number in order to contact the Jack House docents.
- The 24 hour hot line number will remain on the sign.
- Batterson will contact the Sign Place to have it fixed.

Batterson made motion to approve \$150 from the promotional fund to change the phone number on the front sign on the Jack House. The motion was approved unanimously.

ITEM #2: Work Program - Batterson

- The work program was last updated in 2004. Batterson introduced the last work program chart and reviewed the details with the committee. Updates were made and tasks were placed in the care of a committee member, docent or city staff.
- Batterson reminded the committee that there has always been a need for an official historian. Kincaid noted that the current historian is docent, Wanda Friesen.
- It was agreed upon that every 10 years an inventory of house items will be completed.
- The updated and completed Jack House Committee Work Program will be presented at the April 2009 Jack House meeting and shared with docents.
- The work program form will be useful for anyone outside of the Jack House Committee/Docents to know how, who and when ongoing responsibilities are taken care of. No deadlines are posted on the work program in the areas of interest, unless a committee member feels the need to address

something specifically. This sheet should be included in the official Jack House information binder for committee members and docents.

ITEM #3: Brochure - Wallace

- Now is a good time to update the brochure since the promotional fund for Christmas open house was not used.
- A combination of house and garden brochure is a better fit than two separate brochures of each. Some of the recommended changes are:
 - General Jack House & Garden information
 - Garden map with botanical names can be included within one brochure instead of the insert.
 - 3000 copies will cost approximately \$900 –\$1100. Two bids have been solicited and will most likely be on 8 x11, glossy paper, with full color bleed.
 - The new map should not have numbers listed for each plant/tree because new plant tags are being purchased and placed at each tree and plant in the garden. Each plant tag will have “Jack House” listed at the bottom, under the botanical and common names. This will help replace or find any tags that are misplaced or if taken out of garden, it can be returned.
 - Christine will have a draft of the new brochure at the April meeting.

A motion was made to approve up to \$2000 from the promotion fund to print new brochures for the Jack House and Garden. The motion was approved unanimously.

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- The financial report reflects an expenditure of \$250 for an advertising listing in a wedding magazine promoting the Jack House as a wedding location.
- Wallace will request the house be power washed soon (at least the front and back deck areas).
- The Jack House was professionally cleaned on March 10, 2009. The carpets will be professionally cleaned before the Jack House opening in April 2009.
- The shades were all put up in the appropriate rooms/locations.
- Wallace will be bringing items back to the Jack House that were removed for protection or for repair over the past few months.
- The Jack House promotional flower gift cards have been made and Wallace will contact the local flower shops to ask they include in all flower deliveries in order to promote the Jack House and Mother’s day celebration.
- All ads have been placed in local publications for the Mother’s Day celebration.
- Presented a list of all members and email addresses to correct or update. This will be given to the Parks and Recreation administrative coordinator.

Docent Activities

Toni Kincaid reported on the following items:

- Docents will plan a visit to the light house in July.
- The docent bylaws are being updated and corrected. There were no new policy changes.
- Docent roster should be updated and published by early April.
- The docents would like to have an event in July, but it would most likely have to be organized and facilitated by the docents. They would like to focus on the 25th anniversary of

the grand opening of the house to the public. Wallace clarified that the promotional fund may be used once it was approved by the Jack House Committee. The docents would like to work on a tea party and may charge for attendance.

- The docents would like to use the preservation fund to purchase half mannequins. It should be placed on an agenda for approval.
- The new plant and tree names were reviewed and the new signs will be ordered by Wallace by the end of March 2009.

Member Comments

- Gordon talked to Jim Hoffman about the Wes Connor plaque being mounted on to the fence by March 15, 2009.
- Batterson announced the April meeting will be the election for the Chair and Vice Chair positions.

Communications

- No communications at this time.

Meeting adjourned at 6:24 p.m. Next meeting is April 8, at 5:30 pm at the San Luis Obispo Parks and Recreation Administration Office.