

Jack House Committee

MINUTES

San Luis Obispo Parks and Recreation Administration Office

Wednesday, September 8, 2010 5:30 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 5:30 PM.

ROLL CALL: Committee Members Vice Chair Patrick Mayeda, Gerry Johnson, Kathi Settle, Bob Gordon, Betty Stockton and Kylie Hatch

STAFF: Christine Wallace

GUESTS: Toni Kincaid, Katchy Andrews

PUBLIC COMMENT PERIOD:

There were no public comments.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of August 2010 were approved.

The August 2010 Financial Report was approved.

REGULAR ITEMS

ITEM #1: Items for Deaccession - Kincaid

- Buggy shed has been cleaned out
 - Found one item is great disrepair, Peking Chinese Oriental Rug that is a tagged item (5.6.2) and is too worn to be shown in the house.
 - Kincaid asked to have the rug deaccessed from the inventory. The deaccession form was completed but requires Jack House Committee approval.
 - Kincaid will take photo of item and place with original registration and deaccession form.
- ❖ Batterson made a motion to approve the deaccession of the Oriental rug as provided by Kincaid. Motion was approved unanimously.

ITEM #2: Foundation –Andrews/Gordon/Settle

- Settle and Andrews met with Christine Dietrick, City Attorney, and Katie Lichtig, City Manager.
 - The City has no money to assist in the set-up of a foundation
- Gordon and Andrews held one meeting with Barry VanderKelen that was previously summarized by Gordon and is shown in Item #3 of the August minutes.
 - Andrews provided commissioners with a Steering Committee Report. Andrews had questions and concerns regarding how the money would be invested and how money would be made to be used for future improvement projects.
 - The donor advised fund would be most appropriate to access the funds

- Andrews feels confident using the Community Foundation after this meeting with VanderKelen.
- Positives of using the Community Foundation:
 - Ease of accounting – Community Foundation does it for you
 - It can begin immediately [unlike starting a 501c3]
 - Placing the money in a Foundation was the intent of Kay's will
 - Community Foundation holds an impressive Board of Directors
 - Community Foundation has done well through this tough economic time
 - It does not cost any money up-front [unlike starting a 501c3]
- Suzanne Watkins has not been included in the steering committee.
 - The steering committee thought it would be a conflict of interest and the steering committee would like to save her experience for projects on the house instead.
- Gordon reiterated that the pass-through account would be best for access of the money
 - If the Friends of the Jack House became it's own 501c3 in the future it would add to the possibilities of raising funds such as requesting grant money.
 - Kincaid confirmed that this 501c3 status is required for grant applications she has researched
- Settle researched and contacted other "Friends" groups: Hollyhock House, Banning House, Greystone Mansion, Stow House, and Marston House.
 - Foundations typically support a number of organizations. Community Foundation will be the Foundation.
 - Friends support a specific cause. Settle recommends becoming a friends group.
 - Some friends groups can include docents and all houses researched included docent programs.
 - Friends can have prioritized list of projects
 - A subgroup of the friends organization can provide a financial liaison to Community Foundation
 - The friends group would be able to raise money for Jack House Committee projects
- Batterson requested an organizational chart of how the Jack House Committee, Community Foundation and friends group would interact.
- What is the next step?
 - Community Foundation to hold money from endowment
 - Establish friends group by determining board and by-laws
- ❖ Gordon made a motion to approve the establishment of Friends of the Jack House with the details of the established group to be worked out with the City Attorney. Motion was approved unanimously.
- Next step before moving forward, Wallace will need to confirm City approval with Stanwyck and Dietrick.

ITEM #3: Gazebo Update – Wallace/Batterson

- The City requires all contractors who work on City property to have an insurance policy of over \$1 million.
- Chuck Crotser offered to talk to Architects that may be interested in assisting in creating plans for rebuilding the gazebo.

- Crotser may be able to act as a “design consultant” and the drawings could be stamped by Macie as the engineer on the project.

ITEM #4: Advisory Body Goal Setting - Wallace

- Wallace provided a Goal-Setting and the Budget Process handout to all commissioners
- The role of advisory bodies is to provide specific recommendations to Council with the knowledge of the department and community needs.
- In the next meeting, Wallace will lead goal setting
 - Attend the October 13 meeting with specific goals in mind and worded correctly
 - 2-3 recommendations will be sent to Council for major City goals for the 2011-2013 budget cycle.
- Most important dates to note:
 - January 11, 2011 Community Forum
 - January 29, 2011 Council’s Goal Setting Workshop

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- Volunteer Appreciation Dinner invitations are out in the mail for Wednesday, September 22 at 5:30 pm in the Ludwick Community Center, guests \$10.
- Wednesday, November 10 will be the Jack House Docent Appreciation Dinner
 - The November meeting will be held at 4pm at the Ludwick Community Center
 - Dinner will follow, guests are free, speaker is pending

Docent Activities

Kincaid reported on the following items:

- Haunted House is coming together
 - Supplies have been ordered, docents are working on scripting the stories on 9/14, SLO High School drama students have agreed to volunteer for the event dates
- The buggy shed has been cleaned out by 4 volunteers
 - Chuck Crotser is working on finding gutter materials for the door. Home Depot does not carry the correct pieces; he may have to have it manufactured.
 - Craig Kincaid is working on the doors that face the garden.
 - The cistern pump was found in two pieces.
 - Docents, Lois Crotser and Jackie Kane, would like to create a vignette in the wash house using the stove and other pieces to make it look like a real wash house inside the gift shop and possibly placing some pieces in the courtyard to draw guests into the gift shop.
- Kincaid met the Historical Society at the Jack House
 - Discussed merchandising ideas
 - Recommended a volunteer ad be placed on local craigslist for docent recruitment
 - Dee Dee Mulliner will be participating in Art After Dark on October 1 with the Historical Society. They have people dressing up as historical characters and Mulliner will be dressing as Nellie Jack for the evening.
- A new docent is being trained starting last Sunday, September 5. Paula McLean is joining the Jack House docents.

Member Comments

- Johnson clarified the proper name of the Monday Club is titled the Historical Architectural Tour.
- Settle – The SLO quilters will hold the annual boutique, auction and tea in the Jack House Gardens on September 25.
- Mayeda assisted with the buggy shed clean out and was rewarded with a visit to the Widow's Walk which needs to be inspected for paint and gutter improvements.
 - Mayeda also climbed upstairs in the buggy shed where a desk, old windows and magazines are being stored. A good cleansing and a light would be useful upstairs.
- Stockton reported that Marion Hudson is recuperating from a fall she took back in March and Hudson plans to return to the Jack House as a docent in the spring.

Communications

- No communications at this time.

Meeting adjourned at 7:12 p.m. Next meeting is October 13, 2010 at 5:30 pm at the San Luis Obispo Parks and Recreation Administration Office.