

Jack House Committee
MINUTES
Parks and Recreation Administrative Office
Wednesday, October 10, 2007 5:30 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 5.30 p.m.

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

ABSENT: Kylie Hatch

GUESTS: Toni Kincaid

STAFF: Christine Wallace and Mike McGuire

PUBLIC COMMENT PERIOD:

There was no public comment.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of the September 2007 meeting were approved.

The September Financial Report was approved.

Agenda Items:

Item #1 Art in the Garden – 2008 – Batterson

- Planning for 2008 Art in the Garden needs to begin now. Christine Wallace has a few questions and needs feedback and clarification from committee members. The third week in August is still the target date for 2008 Art in the Garden.
 - Roseanne Seitz has communicated to Gerry Johnson that the Art Gallery Association will not be participating for 2008 Art in the Garden.
 - Batterson – The Jack House and Parks and Recreation staff has hosted Art in the Garden for the past 7 years. This event was initiated so members of the public may be invited to enjoy the gardens and house. Sales may have been disappointing for the past couple of years, but this event wasn't intended to be a big money maker, but rather a public relations event.
 - Wallace needs to begin planning by February 2008 and in order to move forward invitations need to go out to artists by March 2008.
 - Gordon – Do Arts Obispo participate? – Yes, as part of Art Gallery Assoc. (Wallace)
 - Batterson – Have some sort of music entertainment every hour in order to generate a bigger crowd. Or have a contest for public to submit their own photos of "Art in their Garden" and award a prize at the event to draw more spectators. Batterson also suggested the event start at 10 am.
 - Johnson – The house may not be open to the public at 10 am if the event starts earlier than it has in the past. To keep the House tour hours the same as the 2007 schedule would not be a problem if the event started at 10 am.

Item #2 Christmas Plants – Gordon

- The Cal Poly account for the poinsettias purchase in years past is under Larry Tolson's name. The committee may get a better deal if they were to purchase 24 plants rather than 20.
- Gordon will be responsible for ordering the plants from Cal Poly if he is given the type of plants and the number to order.
- Toni Kincaid would like to order 20-24, 6", white or red (no pink) poinsettias. All red plants would be preferable.
- The azalea table trees for the holiday season would be suitable for the rooms with small, battery powered lights in the flowers. The Docents prefer LED Wide battery powered lights. The cost for each light packet for the plants is approximately \$7.00 to \$13.00. Wholesale plants would cost approximately \$6.00 to \$7.00 each. The tree size would cost slightly more.
- Batterson – asked Gordon to select a spot in the garden to permanently place the azalea plants after each holiday season in order to build up a nice azalea garden.
- The list of things to purchase for the Jack House Decorations:
 - 20-24 poinsettias – prefer red color
 - 10-12 azalea plants – table tree size
 - 10-12 LED light packs for azalea plants
- Azalea 8" pots – order 10 unless 12 is a better deal. Want trees over plants.
- Batterson – the plants delivered on the 5th or 6th would be better for decorating purposes. If the Docents pay for plants or lights they may give the receipts to Christine Wallace for reimbursement.
- Gordon would like to set up a Jack House account with Cal Poly plant store and have Parks & Recreation Department billed directly for the plants.
- The approval of the holiday decorations budget will be approved at the November 2007 meeting.

Item #3 Christmas Promotions – Batterson

- Wallace shared proposed budget for Christmas promotions and a new Marsh Street banner design. The banner design would keep the language simple and short with a contact phone number. The colors need to be simple and bold. Suggested colors, cream color background with dark green font. Dates are easy to change on the banner each year.
- Batterson would like the banner to have the "Jack House" words to be in a different font from the rest of the words. Would like the two words to be bigger, bolder or a different color.
- Gordon – do we need to list actual dates listed on banner? Can the banner state the House is open a specific weekend (second weekend of the month) instead of specific dates.
- Wallace – promotion budget has several suggestions for free advertisements as well as paid.
- Batterson – Candle light dates are December 7 & 8, from 5:00 – 8:00 pm.
- Lights are along the sidewalk so there is proper lighting on the walk way. If it rains, Parks and Recreation staff can provide easy up tents available if necessary.
- ❖ Mayeda made a motion to spend \$1,884 on the promotion budget for Christmas 2007. The motion was passed unanimously.

Reports and Updates

- Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- Docent appreciation dinner is on November 14th. Wallace suggested having Rich

Ogden do the BBQ instead of using a caterer. The event will be at the Ludwick Center. The November Jack House meeting will be held at the Ludwick center starting at 4 pm before the Docent dinner.

- Kylie Hatch will be replacing Bob Wolf as the Parks and Recreation Commission liaison member for the Jack House Committee.

- Art Monthly Activities – Public Works
Mike McGuire reported on the following:
 - He is Project Manager for 2 Jack House projects:
 - Foundation Repair
 - Fire Sprinkler System for Jack House, Gift Shop and Accessory Building
 - The original project plan was to address the Fire Sprinkler project first, but now they will move forward with the foundation repair first.
 - His office is planning to move forward with foundation project in January 2008. Currently there is \$150,000 for the project budget and will need to ask for additional funds from City Council. Would like to take advantage of the closed Jack House winter schedule to do the repair work. The project will take approximately 3 months to complete. If the project is not started on time, it may go into March or April 2008.
 - McGuire would like to schedule for the Fire Sprinkler project for January 2009 and this will most likely be a 2 month project. There is a wet sprinkler system going into the house, not a dry system. The reason for the wet system (has water in the pipes constantly) for the house is that the piping is not able to be sloped properly for the dry system. If the dry system was used, some house modifications would need to be made. Want to avoid any Jack House structural adjustments.
 - For the foundation repair work, there will need to be a 3 foot wide perimeter cleared around the house. Plants will be temporarily moved before work is started or if plants are destroyed by contractor, they will be replaced.
 - Foundation project will require that piers be placed under the front and back porches. There may be a need to have all porch boards removed and replaced after work is completed. This will insure consistent look for porch rather than repairing a small hole or spot replacements. Spot board replacements may create a tripping hazard with new boards. A wood-like (plastic) replacement option is available for the deck.
 - Jack House committee made it known that a non-wood, plastic material is not an acceptable option for the deck replacement or repair.
 - The construction staging area will be between the driveway and the bank building. The construction company will provide their own chain link fence for equipment security. There will be no vehicle parking on the Jack House grounds during construction. Parking will be made available on Marsh Street for construction crew members.
 - Elevator shaft in the Jack House will eventually be removed. If the elevator is still in the house during the foundation work, it may present a complication to the foundation project.
 - Weather may cause a delay for the foundation project.

- Docent Activities

Toni Kincaid reported on the following items:

- At the Parks & Recreations dinner Toni was introduced to a person with OSHER program as an “arm chair” presentation.
- Wallace and Kincaid are working on balloon back chair repairs for the house.
- It was decided not to meet in the Jack House for Docent meetings because the furniture is so delicate.
- Ethel’s journals were made available to the Docents for review.
- Would like to have Jack House committee provide funding for a Docent field trip. Details and a formal request will be made available at the November Jack House meeting.

- Member Comments

- Batterson – would like to have docent, Dee Dee Mulliner, make a presentation on Victorian dress for the Docent Appreciation Dinner. Gordon offered to do a presentation on Victorian decorations if Dee Dee Mulliner is not available.
- Mayeda – are the Japanese Maple’s far enough from the house so they are not to be disturbed during foundation work?
- Mayeda – is the outside electrical outlet working on the front lawn sign? Can this be checked out? Wallace will look into it and report back.
- Settle – received her copy of her handbook and she loved it. She appreciated the painting by Ken Schwartz.
- Johnson reported that Roseanne Seitz wanted to thank everyone for all the years the Jack House committee has worked with the Arts Council on the Art in the Garden.
- Batterson – Work on the front yard sign has been started and the only change was a copper top will be added. Now that the sign has been started, he will order the sandwich boards.

- Communications

No communications were presented.

Meeting adjourned at 6:15 p.m. to November 14, 2007, 4:00 pm at the Ludwick Center.