

**Jack House Committee**  
**MINUTES**  
Parks & Recreation Administration Office  
Wednesday, May 14, 2008 5:30 PM

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

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

**ABSENT:** Patrick Mayeda and Kathi Settle

**GUESTS:** Toni Kincaid, Jim Hoffman and Marion Hudson

**STAFF:** Christine Wallace and Dave Smith

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**PUBLIC COMMENT PERIOD:**

There was no public comment.

**CONSIDERATION OF MINUTES AND FINANCIAL REPORT:**

The minutes of April 2008 meeting were approved with the following corrections:

Item #2 – Batterson sent an email to Ms. Sinton and did not hear back.

The April 2008 Financial Report was approved.

**REGULAR ITEMS**

ITEM #1: Donations – Batterson

- Batterson followed up on the status of the bedspread. The bedspread is not being donated. It will be loaned to the Jack House instead.
- Items offered to be donated by Katchy Andrews were discussed.
- ❖ Batterson made a motion to accept a donation of items from Katchy Andrews, a direct descendent of the Jack Family. Items accepted include Ethel's trunk and miscellaneous kitchen items. The motion was passed unanimously.
  - Stockton spoke with Ms. Stinton regarding a few items she offered to donate to the Jack House. The dresses and cut glass vase were originally from Virginia Sinton. Ms Stinton will be donating more items and if the committee can not accept the items, they may return the items to her. Docents would be happy to use the donated dresses from Ms. Stinton as display items. The vase originates from a Jack blood relative, the exact Jack descendent is not known. Kincaid thinks the dresses and vase from Ms. Stinton should be accepted as a donation.
  - Johnson asked if there is room to keep the new donated items.
- ❖ Stockton made a motion to accept the dresses and the cut glass vase as a donation from Ms. Stinton. The motion was passed unanimously.

ITEM #2: Replacement Open / Closed Sign – Batterson

- Batterson researched pricing and options for a replacement open/close sign. If ordered from The Sign Place, one sign may be ordered for a total of \$117 or two signs for a total of \$138. Ordering two signs may be a better value if they have to replace it again soon.
  - Gordeon suggested the committee take advantage of purchasing a second sign at the discounted price.
  - The signs should be put outside when house is open and take it back down & kept in Jack House when house is closed.
  - Batterson asked if anyone knew what happened to the open sign.
  - Kincaid suggested that Rotary members may have placed it in a new place while fence was under construction.
- ❖ A motion was made to approve the cost of \$117 to order one open sign from the Sign Place. (And amended to include) Provided that a member of Rotary does not currently have it. The motion failed.
- ❖ A second motion was made to purchase two signs for a total of \$138 from The Sign Place providing Rotary does not have the existing sign. The motion passed unanimously.

ITEM #3: New Free Standing Sign – Batterson

- Batterson and Wallace reviewed information regarding the purchase of a free standing (A Frame) sign. Batterson reviewed three options that were made available from The Sign Place. Suggested that the sign needs to be light enough for docents to carry outside, but should not be so light that it blows down in the wind. The price range was approximately \$200-\$300.
- The new signs will be place on the side walk when the house is open.
- Batterson requested more time to research this item further and return this item to the committee, possibly in June, so it may be ordered in time for the summer open house hours.

ITEM #4: Budget for Preservation Supplies – Batterson

- Kincaid talked to Kimberly at the Historical Society and they researched what it would take to look to restore/preserve the bedspread. The cost could be as high as \$1000.
  - Stockton asked if having it restored would devalue the bedspread. Kincaid will check with Catherine Trujillo on her opinion of the bedspread restoration.
  - Kincaid will preserve the bedspread as much as possible by wrapping in acid free tissue and storing it in a drawer for the time being.
  - Docents would like to have \$500 dedicated to a preservation fund.
- ❖ A motion was made to approve \$500 for preservation supplies. The motion was passed unanimously.

(6:05 pm - At this time Kylie Hatch excused himself from the meeting)

## Reports and Updates

### Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- 70 visitors in the house and over 200 in the garden for Mothers Day. The band and flowers were very popular. Things went smoothly, the band enjoyed playing

and expressed interest in playing at the Jack House again. A new Mothers Day announcement sign was ordered for 2009.

- Family Fun Day will be held June 22, 2009.
- Art in the Garden call to artists and information went out over a month ago and applications are coming in slowly. The number of jewelers allowed to participate will be limited to 1/3 of total artists and no more than 8. They will be accepted first come, first served. The hours will be 10 am to 5 pm instead of Noon to 5. Artists requested a longer selling period. The day will include serving breakfast to artists instead of lunch. Parks & Recreation staff will look into providing docents food during the day too.
- During Art in the Garden, the house tour hours will remain 1 pm to 4pm. Admission fees will be taken at the front lawn and not at the house.
- Wallace would like to have a smaller SLO Chamber Leadership Class mixer/tour in near future. Will work with Kincaid to organize and schedule.

#### Docent Activities

Toni Kincaid reported on the following items:

- Last year docents reported they had 95 house tour visitors for Mothers Day compared to 70 this year.
- 5 docents have volunteered to help with completing the inventory process.
- Inventory procedures:
  - Go through every item in house and make sure it has a tag and id number.
  - Match existing inventory cards to items in house.
  - It is a good idea to take digital photos of each item included with inventory master list.
  - Docents will also work on completing the book inventory.
  - They will schedule an inventory work day soon.

#### Member Comments

- Batterson: Mayeda mentioned earlier to Batterson, a possible place for the Wes Conner plaque be secured to the back of the Jack House sign, as people are leaving the Jack House garden they may see the sign. Batterson feels it should be an integral part of fence and keep it in the front.
- Batterson: Conner family feels it would be very fitting to have a Wes Conner dedication plaque attached to the fence.
- Stockton: Her grandson, Janek Bringle volunteered to hand out flowers and be of general assistance for Mothers Day event at the Jack House. This was his last day to volunteer with Parks and Recreation. Stockton asked if Parks and Recreation staff could send him a thank you from the office. Darian Bringle is the younger brother to Janek Bringle, and volunteered as well.
- Batterson: For Family Fun Day, the gate needs to be locked. Batterson has a gate key. If gate is locked, everyone must enter in the front and pay the \$2 entrance fee.
- Wallace will check what keys she has and what is available with committee members.

- Gordon: At his studio he offers workshops for people in the floral industry. Nature, Art and Industry is the next workshop title scheduled for November 2008. He asked if the workshop participants could use the Jack House Gardens as a display area for the floral/sculptural arrangements. The date would be November 2<sup>nd</sup>, and it could be used as a fundraiser. Gordon is expecting between 15-20 participants. The focus of the project would be to create arrangements that would be integrated into an outdoor setting. Funds would be raised by charging admission to view sculptures in the Jack House Gardens. Construction of the Jack House should not intrude upon the garden area too much. Publicity would be necessary if it were to be used as a fund raiser.
- Gordon stated that a fresh floral gala fundraiser could also be scheduled when the Jack House is ready to be re-opened, after construction is completed. By including florist participation in the re-opening, this could create a new way to invite more people to view the Jack House. Individual fresh floral arrangements could be created for each room in the house.
- Batterson recommended bringing the floral workshop issue to the committee in June and placed on agenda for committee approval.
- Johnson requested a new City Committee master list. This is usually mailed out from the City Clerks office.

#### Communications

- No communications at this time.

Meeting adjourned at 6:40 p.m. to the June 11, 2008, 5:30 pm at the Parks and Recreation Administration Office.