



Tualatin Hills Park & Recreation District ADVISORY COMMITTEE MEETING MINUTES

Historic Facilities Advisory Committee Meeting

Date: February 8, 2011

Time: 1:00 pm

Location: Main House

In Attendance

Committee Members: Jan Regnier (Chair), Macie Brightman, Diane Keaton, Willie Willworth and Jim O'Connor
Absent Member: Bill O'Brien
Staff: Lynda Myers, Mike Fontenot and Brenda Peterson
Staff Absent: Lisa Novak and Allan Wells

I. Call to Order: 1:05pm by Chair, Jan Regnier.

Guest Time: None

II. Approval of Minutes: **Motion:** J. O'Connor moved that the minutes of January 8, 2011 be approved as printed.
Seconded: M. Brightman
Motion carried with a unanimous vote of the membership in attendance (quorum established).

III. Financial Report: The November and December financial statement were reviewed as prepared by the Accounting Department.
Motion: W. Willworth moved to have staff send a check in the amount of \$109.80 to Clara O'Dell for her fee of consignment items sold at the Holiday Tea.
Seconded: D. Keaton
Motion carried with a unanimous vote of the membership in attendance (quorum established).
Motion: J. O'Connor motioned to use the \$150 donation by NW Tree Service to defray the costs of service for maintenance on trees serviced on the Estate.
Seconded: D. Keaton
Motion carried with a unanimous vote of the membership in attendance (quorum established).

IV. Agenda Items

Grounds Report – Mike Fontenot

- The new garden has been planted with donations from the Rhododendron Society, Estate grounds maintenance funds and with funds allotted by the Committee. Mike and Brenda provided a PowerPoint presentation to show the garden and species of plants planted. [Cost to the Historic Facilities Foundation Account = \$150.40 (the Committee allotted up to \$300.00).]
- Mike also purchased, and park staff planted, the new trees in the Rhododendron Garden. Mike and Brenda provided a PowerPoint presentation to show pictures of the species planted. [Cost to the Historic Facilities Foundation Account = \$305.40. (Donations in the memory of Clarence Smith totaled \$395.00.)]
- Members asked Mike about the thinning of brush along the roadway, commented on the owl article in *The Oregonian*, and asked if there has been a bird survey done on the Estate.
- Park staff has been working on cleaning slime and mold from the greenhouse, spraying the orchard, and adding a lime application to the lawns.
- Four beds of "zoo-doo" have been delivered and moved throughout the gardens of the Estate.

Superintendent's Report – Lynda

- Lisa is very busy with the budgeting process. Staff is continuing to look at the operations side of the Jenkins Estate budget for 2011-2012.

Center Supervisor Report – Lynda

- Program staff will be working with a new website called My Portland Wedding.
- Program staff entertained about 20 guests at our annual Wedding Planning 101 workshop. Gail talked to couples and brides about questions to ask, priority of decisions, provided vendors to talk to guests, lunch and even a craft. Gail gave three tours from this event and confirmed an event for this summer.
- Chocolate Fantasy will be this Friday. Watch us on *Good Day Oregon* Friday morning.
- Lynda wanted to thank the Committee for their support to the additions to the new planting area and to the Rhododendron Garden.
- Program staff is preparing to go out and do some additional face-to-face marketing of the Estate for corporate events.
- Program staff will continue to pursue bookings for Life Celebrations and Memorials.

New Business: Committee Reports

Herb Garden: Willie

- The Aloha Garden Club will be working in the garden later in February. They will be adding ferns behind the shed. This improvement will be low impact to the elm trees.
- Willie will bring an update to the signage plan next month, as well as an inventory of plant needs to complete the garden for the season.

Rhododendron Garden: Mike

- Park staff and the volunteers have been raising the beds in the Rhododendron Garden, removing trees and caring for the new trees.

Fundraising Report: Jan

- Jan spoke with Sunset Gardens; there is concern that they may not be able to provide plants this year. Final plans to come in March.

History & Archiving: Jan

- A meeting will be scheduled for next week.

JQAY House: Lisa

- A contract has been signed for engineering plans to look at what needs to be done to secure the foundation of the house and the possibility of moving the house back, away from the roadway. We hope to have more information in a few months.

Interiors: Diane & Jan

- The window treatments for the bride's room, green room, and red room are complete.
- Program staff will meet with Committee members as interior ideas are discussed.

Other New Business:

- **Motion:** M. Brightman moved to recommend to the THPRD Board of Directors that Diane Keaton, Bill O'Brien and Willie Willworth be reappointed to the Historic Facilities Advisory Committee. This recommendation is presented to the Board because of the valuable contributions that these three members have made to our meetings and to the Estate for the past 2+ years.

Seconded: J. O'Connor

Motion carried with a unanimous vote of the membership in attendance (quorum established).

- Jim wondered about planting more trilliums around the grounds. Staff will contact Joan Andersen-Wells about more trilliums.

V. **Old Business**

- With the support of the Committee, Brenda will continue to follow the guide to naming the two waterways on the Estate. The names are Comfort and Merrill, first owners of the land claim.

VI. **Next Meeting will be held on** Tuesday, March 8, 2011. May meeting changed to Tuesday, May 17.

The meeting concluded at 3:00 pm.

Respectfully submitted,

Brenda Peterson
Recording Secretary

**"History is writing it
down when you hear it."
Doug Grafe
Heritage Tree Council
2010**