Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Historic Facilities Advisory Committee Meeting
Date: February 14, 2012
Time: 1:00 pm
Location: Main House

In Attendance

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

I. Call to Order: 1:00 pm by Chair, Jan Regnier

II. Approval of Minutes: Motion: Macie Brightman moved that the minutes of January 10, 2012 be approved. Seconded: Bill O'Brien. Motion carried with a unanimous vote of the membership in attendance (quorum established)

III. Financial Report

The January financial statement was reviewed. Lynda Myers reported she will contact the Accounting Department to have the $101.19 and $497.00 from the year-to-date expense statement removed. This was a Foundation expense rather than an Advisory Committee expense.

IV. Agenda Items

Grounds Report – Mike Fontenot sent Lynda Myers a report that she read to the Committee.

- Mike and his crew have removed the ivy off the Stables meadow retaining walls. They will continue with the removing of the invasive weeds below the Stables at the hillside, in the historical gardens and along the roadways.
- Mike has acquired plants for the cutting garden, Rock Garden and the top of the Magnolia Lawn.
- The Greenhouse sanitation is complete. The Orchard has been pruned.
- Mike continues to have two volunteers who have been assisting his crew through the winter in the greenhouse and plant care.
- There is an ongoing project of moss removal on roadways and paths to reduce slips and falls.
- Mike has 200 zonal geraniums that he would like to plant around the various gardens for the Centennial. He would also like to have a "Century Tree" planted during the Centennial celebration to commemorate our 100th Anniversary.

Superintendent's Report – Lisa

- Lisa handed out and discussed the park district's summer Special Events including concerts.

Center Supervisor Report – Lynda

- Lynda Myers discussed her ongoing planning for the Centennial. She is planning on having pictures of each building so patrons can compare "then and now." Her goal is to have at least one person stationed at each building and the main garden areas to give informative presentations. There was also a discussion on having a passport with the program for visitors to get stamped while they are going through the Estate and gardens. Once they have the passport stamped, they can bring it to the Main House kitchen for a dessert or small snack.
- Park District Management staff will present opening comments for the Centennial Celebration.
- Jan is working on scanning Mrs. Jenkins journal to display during the Centennial.

New Business: Committee Reports
Herb Garden: Preparations for the Plant Sale will begin March 13th.
Rhododendron Garden: No Report

Fundraising Report: Lynda

- Lynda updated the Committee on the Summer Celebration's silent auction. She will have "antiques and collectibles" listed on the advertising for the silent auction.
- Mother's Day Plant Sale – Macie Brightman recommended more fuchsias for the plant sale and hanging baskets only. Macie has also contacted New Leaf and brought in a list of plants with pricing for them to share with the Committee. There was a discussion on the total amount of plants and what types of plants to purchase.
- Jim O'Connor will bring his flatbed trailer to use for the plant sale if needed.
- There was a discussion on having a food vendor at the Plant Sale. Diane will contact vendors and report back to the Committee.

New Business: Committee Reports
History & Archiving: Jan

- Jan is scanning Mrs. Jenkins journal for the Centennial.
- Lynda will continue to collect pictures and interpretive pieces for the Centennial.

JQAY House: Lisa/Lynda No Report at this time.

Interiors: Diane and Jan will bring pricing and other information regarding covering the cushions in the Main House living room to the next meeting.

Other New Business:

- Mike will give full inventory on what is on hand for the Mother's Day sale at the next meeting.

V. Next Meeting will be held on March 13, 2012 at the Cutting Garden 12 pm – 3 pm.

The meeting concluded at 3:00 pm.

Respectfully submitted,

Diana Sergeant
Recording Secretary

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

Summary of Upcoming 2012 Meeting Dates

March 13 Spring planting for Plant Sale; time: 12-3 pm	*August 13, 2012 1-3pm*
April 10, 2012 1-3pm	*September 10, 2012 1-3pm*
May 8, 2012 1-3pm	*October 8, 2012 1-3pm*
June 12, 2012 1-3pm	*Nov 12, 2012 1-3pm*