



Tualatin Hills Park & Recreation District

ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate Advisory Committee Meeting

Date: January 19, 2010

Time: 1:00 pm

Location: Main House

In Attendance

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

I. Call to Order: 1:00pm by Vice Chair, Jim O'Connor.

II. Approval of Minutes: The Minutes of December 2009 were approved as edited.

III. Financial Report

The December report was reviewed and discussed as prepared by the Accounting Department.

- Note: over \$300 was deposited in sales from the Holiday Tea boutique; \$500 was deposited from Painters Showcase to be use for an art project at Camp Rivendale this summer; \$300 in funds were moved from the Jenkins Estate statement to the Fanno Farmhouse statement; and \$80 has been collected so far in memory of Clarence Smith.

IV. Agenda Items

Grounds Report – Jim MacDonald

- Staff have completed the pruning of the orchard, shrubs around the core area and the lilacs in the Lilac Garden and re-mulched some of the beds.
- Staff are pressure-washing the high traffic areas. This will be the first time in about three years.
- The snow event didn't cause too much damage inside the Estate, but having Grabhorn closed by the Sheriff, caused issues all their own.
- Staff have completed restructuring the gravel parking area near the Gate House with grading and curb stops.

Superintendent's Report – Lisa

- It's budget season at the Park District. Staff ask that the Advisory Committee look at the Capital Projects list and comment or support decisions made by the Program and Maintenance staff.
- Bond Projects Update: continue to watch the Park District's website for updates on all of the projects. The Jenkins Estate is to receive three bridge replacements (two in the Rhododendron Garden and one over the pond); an ADA picnic table (Lisa will

- be contacting staff for the best location on the grounds); and trail work (timeline may have possible changes).
- It was requested to look into purchasing a wheelchair (like one at the Nature Park) for the Estate to be used at events.

Center Supervisor Report – Lynda

- Capital Projects List in priority as discussed with the Advisory Committee

<u>Priority</u>	<u>Description</u>	<u>Notes</u>
#1	Lighting in the Equipment Shed and Root Cellar	Lisa might be able to place this item in her budget.
#2	Pantry and Kitchen Stripping and Repainting	
#3	Strip and Repair door jams in the Main House	
#4	Paint Gate House	
#5	Purchase High Speed Burnisher	
#6	Purchase Auto-scrubber	
#7	Replacement of roof on Water tower, Equipment Shed and Root Cellar	
#8	Other variety of Maintenance projects	

- 2010 Social rentals are looking much better than total events in 2009.
- Challenge Grant ideas: Program staff would like the Advisory Committee to consider re-wallpapering the “Bride’s” room and to look at replacing the pleated shades in all of the bedrooms (some may need repair or replacement).
- Building Maintenance staff will be looking at the needs to finish the track lighting on the stage in the Stable.

Upcoming Events – Winter/Spring

February 12	Chocolate Fantasy
February 20	Tea in the Garden Tea Room
March 13	Children’s Tea
April 10	Tea in the Garden Tea Room
April 24	Rhododendron Show
May 1 & 2	Huckeba Art Show and Sale
May 8 & 9	Mother’s Day Quilt Festival, Artisan Craft Fair and Plant Sale

New Business: Committee Reports

Herb Garden: No activity – Garden is dormant until March.

Rhododendron Garden: No report.

Fundraising Report: Willie
Plant Sale

- Jan has ordered the hanging baskets.
- Jim MacDonald has a “gob” of scented geraniums for planting in the garden and for the plant sale.
- POTTING PROJECT: Tuesday, March 30 from 2-4pm in the Greenhouse. Willie collected volunteer names.
- August Potluck project: to weed the pots.
- Willie made a list of “Plants from the Jenkins Estate” from the discussion. She will work with Jim on collecting plants for the potting project in March.

- It was discussed that profit from this year's Plant Sale could be used to purchase other plants for Jim to plant on the grounds for future Plant Sale events.

History & Archiving: Lynda

- Allan was able to find a slide-viewer light table to house here at the Jenkins Estate for our use.

JQAY House: Updates are provided on the Friends website;
<http://cedarmill.org/JQAY/about.html>

- The master plan is complete. Staff are asking for \$10,000 in this year's budget for detail drawings and grading plans.

Interiors: Diane

- Diane is still researching photos for the living room.

Other New Business: None discussed.

V. Old Business

- An update on the shed for the Beaverton Optimist wood project pile was requested. Staff are waiting for plans.

VI. Next Meeting will be held on Tuesday, February 16 in the Main House.

The meeting concluded at 3:05 p.m.

Respectfully submitted,

Brenda Peterson
Recording Secretary