



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate/Camp Rivendale/Fanno Farmhouse Advisory Committee Meeting

Date: January 8, 2008

Time: 1:00pm – 3:00pm

Location: Jenkins Estate – Main House

In Attendance

Committee Members: Jan Regnier (Chair), Jim O'Connor, Tom Engel, Kate Nilan,
Bill O'Brien & Willie Willworth
Absent Member: Joel Allen
Staff: Lisa Novak, Lynda Myers, Allan Wells & Brenda Peterson

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

Guest Time: None.

II. Approval of Minutes:

The Minutes of November 2007 approved as printed (no meeting in December 2007).

III. Financial Report:

The November and December reports were reviewed and discussed as prepared by the Accounting Department.

- Approximately 40 recipe books were sold in the Holiday Tea boutique. The recipe books will be sold year-round at the monthly public teas and in the Jenkins Estate office.
- A separate Tea Boutique report was prepared for the Committee as requested. The report included expenses and revenue for January 2005 through December 2007.
- The bids for staining the concrete floor of the Stable changed from the last meeting due to the time between quote and approval, and other cost increases. Lynda presented the new bids (3) for review.

MOTION: The Committee agrees to pay ½ of the cost (total bid = \$5,995.00) for preparing and staining the concrete floor in the main room of the Stable to Harrington Concrete, Bomanite, Inc. with the assistance of the matching Challenge Grant funds available through the Park District. Motion seconded and approved unanimously.

IV. Agenda Items

Grounds Report - Allan

- Cleared blackberries out of the fence along Grabhorn Road. Dick Evergreen Fence was then able to complete the necessary repairs.
- Removed blackberries by the entrance to the Stable parking lot to improve lines of sight.
- Pruning trees and shrubs in the pond area, including general cleaning of beds before the winter bulbs emerge. Staff removed rock from the pond filters and also cleaned the falls.
- Lots of storm debris cleanup.
- Park Maintenance staff, Willie and Lynda completed a grant request of \$931.50 to be submitted to the Aloha Garden Club's annual community grant program. The request is to assist in purchasing perennials to be added to the cut flower garden, including 30 Delphinium, 15 Alstroemeria, 15 Heliopsis. Awards will be granted at the end of February.

Superintendent's Report – Lisa:

- The Committee’s annual presentation to the Board of Directors will be Monday, February 4th. Jan welcomes any Committee member to work with her and Brenda on the presentation. *(Staff note: The annual presentation has been rescheduled to the March 3, 2008 Regular Board Meeting.)*

Center Supervisor Report – Lynda

- Lynda explained her list of capital projects to be submitted to the Budgeting process.
 1. Catering Software
 2. Lighting of the Bridal path (between the Main House and the Reflection Pond)
 3. Gallery Hanging System (upstairs and downstairs in the Stable)
 4. Public Restroom building near the Main House for public use

Lynda also explained Johnny’s list for Building Maintenance.

1. Repair and replacement of roof on the Gate House
2. Repair of front doors (in the living room) in the Main House
3. Replacement of high-speed buffer
4. Pest management funding in the Main House and Stable

The Committee fully supports both Program and Building Maintenance lists as prioritized above. There are concerns from the Committee on the lack of computer support for managing events electronically and the concern for the Gate House and its roof.

Lynda will get an update from our IS Department on the status for installation of approved internet access to Jenkins Estate corporate clients in both the Main House and Stable.

- Upcoming Events:

January 26	Winter Tea <i>(full)</i>
February 8	Chocolate Fantasy
February 23	Winter Tea <i>(full)</i>
March 8	Wine Dinner with Vino100
March 15	Winter Tea <i>(full)</i>
March 26	Teddy Bear Tea

New Business: Committee Reports

Rhododendron Garden: No report.

Herb Garden: Bill Tabled until February.

Fundraising Report: Jan

With support of THPRD Management, the Jenkins Estate Advisory Committee will proceed with a new fundraiser.

Concept: The Committee will purchase a tea at \$500 (current rate for the rental of a private tea) and sell tickets (maximum 250 to meet State of Oregon guidelines) for \$25 each with a maximum sale of \$6,250. Jan volunteered to Chair the fundraiser for this year.

Rationale: This fundraiser doesn’t have a high commitment of time for the members; it’s an activity directly related to the Jenkins Estate and it’s a very popular and successful activity at the Estate. With the mailing lists from the program staff and upcoming events, access to large numbers of “target” sale possibilities are available. The Committee will use this new fundraising event to assist in reaching their annual goal of \$8,000.

Raffle Information:

- What: Gate House Tea
- When: A date and time to be selected by winner along with Jenkins Estate staff
- What’s included: equivalent services to any other private tea scheduled

How many guests: maximum 25
Selling of tickets: Jenkins Estate office, Jenkins Estate Advisory Committee members,
Chocolate Fantasy, Public Teas, Plant Sale/Quilt Show
Date of drawing: Sunday, May 11 at 3:00pm at Plant Sale

MOTION 1: The Committee supports this new fundraiser and the Committee Chair. Seconded and approved unanimously.

MOTION 2: The Committee agrees to purchase a tea for \$500.00 for the prize of the raffle. Seconded and approved unanimously.

MOTION 3: The Committee agrees to use funds needed for printing of tickets, copying flyers and distributions as necessary, not to exceed \$300.00. Seconded and approved unanimously.

The Plant Sale continues at least one more year...

Jan established contact with Sunset Nursery to see if the hanging baskets and boxed plants will be available again this spring. The plants are available, but need to be selected/ordered soon. There was discussion about changing a few of the plants and reducing the number ordered. With Jim's contact, there is a possibility of adding about 10 azaleas to the plant sale as well. Jan requested that another Committee member should Chair this event. With no volunteers, Jan will confirm the commitment to purchase plants with the vendor and discuss the event with the Committee again in February.

The February meeting will focus on the Committee's Goals.

Archiving – Joel Tabled until February.

Historical – Jim O Tabled until February.

JQAY House – Jim O Tabled until February.

Interior – Jan Tabled until February.

V. Old Business

- Jan Regnier and Jim O'Connor's membership applications were resubmitted for consideration.
MOTION: The Committee approves these two applications to be submitted to the Board of Directors for continuing membership. Seconded and approved unanimously.
- An announcement for members was included in the January CPO #6 newsletter, will be resubmitted to also include the other CPOs of the Park District and the local newspapers.

VI. Next Meeting will be held on Tuesday, February 12 in the Main House.

The meeting concluded at 3:00pm.

Respectfully submitted, Brenda Peterson, Recording Secretary