



**Tualatin Hills Park & Recreation District**  
**ADVISORY COMMITTEE MEETING MINUTES**

**Jenkins Estate/Camp Rivendale/Fanno Farmhouse Advisory Committee Meeting**

**Date: November 13, 2007**

**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 & Dean Bobinet  
Staff: Lisa Novak, Lynda Myers, Allan Wells & Brenda Peterson

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

**Guest Time:**

Kyle Spinks, Natural Resources.

Kyle handed out the draft Maintenance Management Plan for the Jenkins Estate and included his map locating specific areas noted within the plan. Kyle requested that the members of the Committee review the document and note any omissions. Comments are due back to Brenda by December 5<sup>th</sup>. Brenda will then compile them for the December 11<sup>th</sup> meeting and revise them for Kyle by December 13<sup>th</sup>.

**II. Approval of Minutes:** The Minutes of October 2007 approved as printed.

**III. Financial Report:**

The October report was reviewed as presented by the Accounting Department.

- **MOTION:** Staff has permission from the Committee to spend up to \$1,000.00 for the publication of a quantity of 200 recipe books. Seconded and approved unanimously.
- **MOTION:** Staff has permission from the Committee to spend up to \$150.00 on loose-leaf tea for the Tea Boutique. Seconded and approved unanimously.
- It was requested that Brenda put together a separate Tea Boutique report each month.

**IV. Agenda Items**

**A. Grounds Report - Allan**

- General leaf pickup and mulching, as well as general clean up of the beds and replanting with fall color.
- Jim is working on refurbishing the Cut Garden.

**B. Superintendent's Report – Lisa:** No report.

**C. Center Supervisor Report – Lynda**

- Lynda requested that the Committee consider the staining of the Stable main room flooring for a Challenge Grant project.

*[The Committee removed the motion from October...]*

**MOTION:** With formal review of the bids, staff has permission to use Foundation funds

with matching Challenge Grant funds for up to \$2,650.00 to stain the floor in the main room of the Stable. Seconded and approved unanimously.

- Staff is currently handing out cards to visitors of the Jenkins Estate hoping to receive 8-12 responses and to begin a Park Watch program.
- Upcoming Events:

December 1, 5 & 8	Holiday Tea in the Main House – full, but taking waiting lists.
January 26	Winter Tea
February 8	Chocolate Fantasy
March 8	Winemaker’s Dinner with Vino100

**D. New Business: Committee Reports**

Rhododendron Garden: Dean - No report.

Herb Garden: Bill Due to lack of time, no report.

Fundraising Report: Jan

- After much discussion, the December meeting will focus on the Goals, including fundraising, for the Jenkins Estate Advisory Committee. Lynda will be researching some of the ideas for review also in December.

Archiving – Joel No report.

Historical – Jim O Due to lack of time, no report.

JQAY House – Jim O Due to lack of time, no report.

Interior – Jan Due to lack of time, no report.

**V. Next Meeting will be held on Tuesday, December 13 in the Gate House.**

The meeting concluded at 3:30pm.

Respectfully submitted,  
Brenda Peterson  
Recording Secretary