



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate/Camp Rivendale/Fanno Farmhouse Advisory Committee Meeting

Date: October 9, 2007

Time: 1:00pm – 3:00pm

Location: Jenkins Estate – Main House

In Attendance

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

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

Guest Time: none.

Kate will continue to keep in contact with Marsha to see if she is interested in returning to the Advisory Committee.

II. Approval of Minutes: The Minutes of September 2007 approved as printed.

III. Financial Report:

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

- Instead of just selling the stationery of the Estate at special events, a basket of stationery is on Brenda's desk for sale as visitors purchase souvenirs of their visit.
- The donations from the Herb Garden donation box will now be deposited into the Foundation Account.
- Brenda attached the 2006-07 fiscal year summary of the Foundation Account to the minutes to be reviewed.

IV. Agenda Items

A. Grounds Report - Allan

- Jim is working on two turf projects; one aerating the lawn areas and maintaining good drainage on the front lawn.
- Park staff and the Edward Center crews are beginning the season leaf cleanup.
- Jim will be moving the scented geraniums from the Herb Garden to the Greenhouse for the winter season.
- The Aloha Garden Club will be volunteering in the upcoming weeks in the Herb Garden.
- Staff will be planting the winter pansies in the upcoming weeks.
- Allan explained the new change in Park Maintenance staff. There was a need for a weekend staff person to open and close the gates of the Estate, especially the Camp Rivendale gates. We have received complaints both from patrons that want to use the new and special playground and also complaints from the neighbors that visitors to the park (while the gates are closed) are parking in the neighborhood, blocking driveways and vandalizing personal property. So to provide onsite parking and access to the playground, Allan has re-organized some staff to allow a weekend Park Maintenance

employee to have the gates open every weekend from 10am-4pm from October through May.

- The Committee asked about the status of the woodpile changes. There are no new changes to mention at this time. Allan will keep the Committee informed.

B. Superintendent's Report – Lisa

- The John Quincy Adams Young House Master Plan was approved by the Board of Directors at their last meeting. They also approved moving forward on the application to the National Historic Registry. (*More listed below under JQAY House Report.*)
- Doug and Lisa requested Jan to attend a meeting regarding the upcoming Holiday Dinner sponsored by THPRD. In the past, the Jenkins Estate Advisory Committee sponsored the “cocktail hour” and all Committee members were invited. Now there will be a change in the list of invites. Because of the space limitations of the Main House, the Advisory Committee of the Jenkins Estate and some of the staff will not be invited this year. Jan mentioned that while this Committee has enjoyed participation in this Holiday event in the past, we hope that those invited enjoy themselves with the greetings of the holiday season. With that, there will be discussion at the next meeting to see if we want to have our own Holiday function.

C. Center Supervisor Report – Lynda

- Lynda requested funds to purchase holiday boutique items.
MOTION: Staff has permission to spend up to \$500 in Foundation funds to purchase tea items for the boutique for the upcoming Holiday Teas. Seconded and approved unanimously.
- Lynda is scheduling a formal bid from Comcast to install internet lines to the Main House and Stable per the 2007-2008 budget.
- Lynda requested that the Committee consider the staining of the Stable main room flooring for a Challenge Grant project.
MOTION: Pending formal review of the bids, Staff has permission to use Foundation funds with matching Challenge Grant funds for up to \$3,000 to stain the floor in the main room of the Stable. Seconded and approved unanimously.
- Because of the time constraints of one of our members, the Committee discussed alternate times and dates for the Advisory Committee. This discussion was tabled for another meeting.
- Upcoming Events:

October 11-14	Painter’s Showcase
October 13	Autumn Tea in the Garden Tea Room at the Gate House
October 14	Cedar Mill Cider Festival at the John Quincy Adams Young House
October 27	Spooktacular
December 1, 5 & 8	Holiday Tea in the Main House

D. New Business: Committee Reports

Rhododendron Garden: Dean

- The volunteer crew in the garden has shrunk to three regular members with one or two additional others attending occasionally.
- The work of spraying weeds, pulling weeds, transplanting cuttings, making cuttings, planting and cutting of the horsetail continues.
- Shortly the volunteers will be spreading mulch on the weeded beds.

- This has been a bad year for loss of rhododendrons with the removal of 29 dead shrubs. Usually the loss is between 12 and 24. This past year, poor drainage and the resulting over watering, has been one of the causes of the increased loss. Some beds near the top of the hill were soggy all summer. Irrigation specialists investigated the pipes and there was a suggestion of decreasing the watering schedule. This was instituted late in the summer. Hopefully this will improve next year's plant survival rate. – Allan mentioned that he will look into this situation further.

Herb Garden: Bill

- The Committee discussed the move of the kiosk from the front intersection to the Herb Garden for garden information. This was a great idea and Allan will talk with Jim to make that move.

Fundraising Report: Jan

- Discussion continued regarding a possible co-Event with the Rhododendron Show on Saturday, April 26th. A possible unique and inviting theme would be a history fair/event in connecting to the Estate and other THPRD historic facilities. Horses, Rootbeer, beer, coffee brew, brats, etc. The Committee requested that we dedicate an hour of the meeting to this event in November.

Archiving – Joel

No report.

Historical – Jim O

- Jim mentioned that in the tapes of Ester and Joan Hile, there was mention of summer and winter flowers along the elm grove. Something to think about when planning plantings around the Estate. Allan will mention this landscaping idea to Jim.

JQAY House – Jim O

- Park Maintenance staff will be taking grafts of the fruit trees to preserve the species.
- Administration/Foundation staff will begin looking for fund-raising opportunities in the next few months.
- First Annual Cedar Mill Cider Festival will be this Sunday, October 14 from 1:00-4:00pm. This is a free event sponsored by THPRD, Cedar Mill Bible Church, Bales Thriftway, and Polygon Northwest. There will be food sales provided by Thriftway, where proceeds will go toward the renovation of the house, music, crafts and a cider press. Thriftway is also donating many pounds of apples for tasting.

Interior – Jan

- New carpet will be installed in the bride's/equestrian room courtesy of the Building Maintenance budget.
- Track lighting in the master bedroom will also be budgeted in the Building Maintenance line items in the near future.
- Exterior: With the removal of the kiosk at the main intersection, will there be a need for additional signage. Staff will look into additional sandwich boards or directional signage that will invite visitors either to the special event or to direct those coming to an off-site meeting, to their specific building location.

V. Old Business

Brenda brought the information regarding criteria and donors that have been placed on the donation board in the Stable above the trough. The Committee will revisit this topic at an upcoming meeting.

VI. Next Meeting will be held on Tuesday, November 6 in the Main House.

The meeting concluded at 3:00pm.

Respectfully submitted,
Brenda Peterson
Recording Secretary