



Tualatin Hills Park & Recreation District
ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate/Camp Rivendale/Fanno Farmhouse Advisory Committee Meeting

Date: February 13, 2007

Time: 1:00pm – 3:00pm

Location: Jenkins Estate – Main House

In Attendance

Committee Members: Jan Regnier (Chair), Dean Bobinet, Tom Engel, Kate Nilan, Bill O'Brien, Jim O'Connor
Absent Members: Joel Allen, Carol Cartier
Staff: Lisa Novak, Lynda Myers, Allan Wells, Brenda Peterson
Guest: Shirley Moore, prospective Committee member

- I. Call to Order** 1:05pm by Chairperson, Jan Regnier
Jan welcomed Tom to his first Committee meeting.

Guest Time:

Jan introduced Shirley Moore as a prospective new member to the Advisory Committee. Shirley told the Committee a little about herself, including that she was a former employee of the Stuhr Center staff and retired as the Programmer here at the Jenkins Estate and her many years participating and organizing the Painter's Showcase here every October. The members informed her about the activities and fundraisers currently being discussed and planned at their meetings. Jan thanked her for being a guest and noted that Lynda would contact her regarding this open position.

II. Approval of Minutes

The Minutes of January 2007 were approved as presented.

III. Financial Report

The January report was approved as presented by the Accounting Department.

IV. Agenda Items

A. Grounds Report - Allan

- Rose pruning and re-stringing of the new wire has been completed near the Herb Garden. Tree pruning is near completion in the core gardens.
- Approximately 80 hours have been devoted to storm related clean up in the past month.
- Staff have been re-landscaping the Fanno Farmhouse grounds, removing the thorny shrubs and adding more plants that will provide color for up to nine months.
- The next pressing project is in the Primrose Garden, including annual weeding, consolidation of existing plants and adding 25%-30% new Prim Roses.

B. Superintendent's Report – Lisa

- Lisa mentioned that THPRD Management staff will be meeting at the Jenkins Estate on February 22 to review all proposed budgeting items submitted by Center Staff.

C. Center Supervisor Report – Lynda

- Lynda mentioned that the Susan Bender-Phelps and the THP Foundation Committee would like input from the Jenkins Estate’s Advisory Committee on the style and location for a donation plaque at Camp Rivendale. It was a consensus that a boulder with the names laser-engraved would be the best. Lynda will contact Susan and let her know that the Committee approves the idea, supports the idea and thanks them for all of their hard work. As the decision gets closer to installation, the staff and Committee will get together for the right location near the new playground.

- Chocolate Fantasy was a success again with wonderful weather and just over 1,000 in attendance. The Main House and Stable included 27 vendors including, a variety of chocolate treats, chocolate-related gifts, vineyards, chocolate fountains, and a chocolate Spa facility. Staff advertised in three newspapers and on Good Day Oregon (channel 12) Thursday morning.

- Challenge Grant projects were discussed with the priority going to the Main House re-decorating. The Committee felt that with most of the Summer 2007 weddings/receptions occurring in the Main House this year, those dollars available should be spent in the Green Room, Red Room and Master Bedroom.
 - Re-decorating includes, removal of the drapes (not the shades within the windows), removal of the valances, removal of the wall hangings, re-painting and re-wallpapering. Eventually, more period-like paintings and/or photographs of the Estate will replace the wall hangings.
 - The re-decorating project will be completed by Jenkins Estate Building Maintenance staff, Park District Building Maintenance staff (via Job Requests) and a wallpaper contractor.
 - Lynda received 3 quotes from recommended wallpaper contractors.
Motion: To contact Joe Ackerman Paperhanger to re-wallpaper the Green Room, Red Room and Master Bedroom using Advisory Committee funds and Challenge Grant funds totaling \$1,815.00 for labor and material fees (\$907.50 each). So moved, seconded, approved unanimously.
Jan will order the wallpaper and Lynda will contact Mr. Ackerman (Lynda will ask for license and bonding information) to schedule the work for the first week in April 2007.

- Note on other Challenge Grant funding ideas: the Main House front doors will be addressed with adding a third hinge (the third hinge will relieve stress on the upper and lower hinges making the doors close more securely); the staining of the cement floor inside the Stable main doors, will be placed as a priority for the coming year.

- A printed copy of an article from the new national publication, *Garden Solutions* (www.gardensolutions.com) featured the Jenkins Estate in their February 2007 publication was provided to the Committee members.

- Upcoming Events:

March 10, 2007	Early Spring Tea
March 21, 2007	Teddy & Friends Tea Party
April 14, 2007	Spring Tea
April 20-22, 2007	Huckeba Art Show & Sale

April 28, 2007 Rhododendron Show
May 12 & 13, 2007 Barefoot Quilt Festival & Plant Sale
August 7, 2007 Summer Celebration (Anniversary Concert)

D. New Business: Committee Reports

Garden Report – Dean & Bill

Rhododendron Garden: Helen Hiatt, Member of the TV Rhododendron Society

We missed one week due to the ice and snow, otherwise we have been making an inventory of seedlings and cuttings in the greenhouse, picking up debris and putting down mulch. Clipping dead or broken branches, removing a few dead plants and some deadheading have filled in part of the time. Also, some weeding has been done (not a lot). Shirley Smith is busy on the record keeping on her laptop and making new plastic labels to fasten to brass tags. A few buds are showing color and the Wintergreen is in bloom.

Herb Garden: Bill O'Brien

Bill visited the Oregon School for the Blind in Salem, Oregon and specifically to inquire about their Braille/Sensory Garden. They have recently finished the major construction and plantings of their new garden. Local nurseries and landscapers donated most of their plants and students mostly completed the labor. Their garden is approximately the same size as the Herb Garden here at the Estate. Their pathways are flat and lined with gravel, the slope is steep on the "back-side," and the pathways are winding. Members of their Leadership Team strongly suggested that the Committee consider lining the pathways with extruding concrete for a smooth rail versus having a rock or railroad tie border for the beds. The Team also suggested both flat beds and raised beds. Signage is still under discussion for the Leadership Team as well as for the Jenkins Estate Advisory Committee. Bill invited their Leadership Team to visit the Jenkins Estate and they will work to make the field trip a student project. This progress is very exciting!

Bill has purchased 90% of the seeds and has received them. He will submit the receipts to Lynda to be reimbursed by the Advisory Committee.

Fundraiser(s): PLANT SALE

Tom and Jan will be taking over the Chair duties for the upcoming plant sale on Mother's Day Weekend during the Quilt Show. Tom will assist in creating a stronger advertising approach to the Plant Sale and Jan will continue to order and organize the plant purchasing.

- It was discussed to order approximately the same number of plants as last year with the addition of a few smaller pot sized plants, to include two sizes of hanging baskets (10" and 12"); patio pots and window boxes.
- It was discussed to have the nursery provide as much color as possible, eliminating the white colored flowers.
- Additional plants will be sold along with cards and brick engraving.

Archiving – Joel

Joel reported by email that he is having some difficulty with the shipping charges for supplies and will hopefully have supplies soon.

Historical – Jim O No report.

JQAY House – Jim O No report.

Interior – Jan See Supervisor Report with Challenge Grant funds.

V. Old Business

- **MOTION: To approve Shirley Moore’s application for membership to the Jenkins Estate Advisory Committee.** Moved, seconded and unanimously approved. Brenda will forward Shirley’s application to Lisa to be included in the THPRD Board of Director’s packet for their approval on March 5, 2007.
- The Jenkins Estate Advisory Committee History Booklet will be tabled for discussion until the archiving project is up and underway. When this project is started, it will provide opportunity to review photos/slides and other information critical to the completion of the Booklet. The Committee will also be interviewing Jim O’Connor over the next few months to get his VALUABLE childhood stories in print.

VI. Next Meeting will be held on Tuesday, March 13, 2007 at the Main House at 1:00pm.

The meeting concluded at 3:10pm.

Respectfully submitted,

Brenda Peterson
Recording Secretary