



Tualatin Hills Park & Recreation District ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate Advisory Committee Meeting

Date: November 17, 2009

Time: 1:00 pm

Location: Main House

In Attendance

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

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

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

III. Financial Report

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

- Challenge Grant: it was moved to purchase an additional wireless adapter for audio/visual connection between the laptops in use and the television for \$235.00 of Jenkins Estate Advisory Committee funds, along with THPRD Matching Grant funds. Seconded and approved.

The wall mount will be returned, as the Jenkins Estate Building Maintenance staff will be able to secure the television to the wall/bookcase with the equipment supplied with the television.

- With the funds donated in memory of Shirley Smith (\$340) and additional funds needed from the Advisory Committee for a total \$412.21 (total cost includes delivery from Eugene [adjusted amount from \$421 with purchase order information]) to purchase five magnolias (one less because of availability, 4-5 foot plants) for the Rhododendron Garden. Moved, seconded, unanimously approved.

IV. Agenda Items

Grounds Report –Allan

- Summer flowerbeds have been cleaned and mulched with organic products.
- All daffodils from the Gate House have been dug, split and replanted near the fence and the front entrance sign.
- Camp Rivendale has been winterized.
- Park staff have received three quotes to replace the pump for the well. This repair happens about every five years.
- Staff continues winter preparations with tree pruning in the Rock Garden and ivy removal along the Rhododendron Path.

Superintendent's Report – Lisa

- Members of the public and the Advisory Committee can follow the progress of the Bond Measure Projects on the Park District's web page. Comments are also welcome.
- Natural Resource Management Plan: Staff answered questions of the Committee as they reviewed the plan prior to the meeting. The Park Maintenance Department supports this document, as it is a plan for the natural areas, outside the developed area. Continued communication between Jenkins Estate Park staff, Program staff and Natural Resources staff remains a priority as park safety, park health and park users are considered in all decisions.

Center Supervisor Report – Lynda

- The new television is here and working. A few minor details have to be worked out before it's marketed to the users of the facility. Also, Clear wireless service was installed in the Main House. There should be access for eight users in the Stable and eight users in the Main House.
- Joan Morgan Candy, great, great granddaughter of Captain J.C Ainsworth visited the Estate on October 23rd. She was visiting from California and had not been to the Estate since she was a young girl. She distinctly recalls the front porch of the Main House and sitting on the porch. Joan had many compliments for Jim MacDonald and the rest of the grounds crew. She was amazed that the buildings and grounds were so well cared for. Joan sent a "collectors" teapot to the Advisory Committee in hopes that they could sell it to raise funds for Camp Rivendale. Joan plans to go through some old trunks of her grandmother's to look for correspondence between her grandmother and Belle Jenkins. She will send us copies of anything she finds.
- Spooktacular was held on October 31st this year. First time in many years that it was held on Halloween. Attendance was down a bit. Could be a combination of weather, economy and competition with other Halloween events. Overall the event was a great success. Staff added new games in the Stable. Through a new contact, Gail DuBois, Program Coordinator, was able to get plenty of volunteers. Students from Hillsboro, Beaverton and Aloha helped with children's games, hay ride, and pumpkin patch.
- Holiday teas are booking fast. Saturday, December 5th is sold out with a waiting list. Tuesday and Wednesday teas have some spots left.
- Staff has purchased some small cake servers and handmade tea cozies to sell in the Boutique. (Purchased with the \$300 for AC)
- Holiday Decorating of Stable and Main House begins November 18th.
- Reminder that staff Holiday Potluck is Monday evening, November 30th. Please RSVP to Brenda. I hope everyone will be able to attend this fun evening.

Upcoming Events – Winter/Spring

December 2, 5, & 8	Holiday Tea
January 30	Wedding Planning 101
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.

Rhododendron Garden: No report.

Fundraising Report: Jan

The Committee discussed different fundraising options. Current Committee goal is \$8,000 annually. If event is to be publicized in the Park District's quarterly Activities Guide, deadlines for winter/spring events is November 1; summer events is January 15; fall events June 1.

- Current fundraising projects: boutique sales, plant sales, and brick sales.
- Brick sales may be a project to increase advertising/promoting bricks near the Herb Garden.
- Plant Sale
Continue similar purchases from Sunset Farms and Farmington Gardens as in previous years.
This event brings the Committee together; it's pretty and easy.
Maybe more than one Plant sale per year.
It's a tradition – maybe work with Park staff to include/propagate plants from the Estate.
- Silent Auction at Chocolate Fantasy or Summer Celebration Concert or possible on-line auction like Foundation Hike & Bike, or a combination
Each member would donate one item for sale; Wine only auction
Would need to know audience for selection of donated items
- Cook-off contest
Use of Camp Rivendale; locate fun judges to draw crowd; have a caterer for side/accompanying dishes; issues with serving "item" to the public without food-handlers licenses...
- Tea Raffle – not a popular fundraiser to continue
- No fundraiser at all – issue with the tasks of an Advisory Committee to include fundraising (majority of Committee "hates fundraising")
- Each member write a donation check for \$500 and take the tax write-off at the end of the year.
- Volunteer hours equivalency for special projects
The national equivalent rate for volunteer services for 2008 is \$20.25 per hour (there isn't a current rate for 2009).
Possible projects discussed: Rhododendron Garden, completion of inventorying and labeling; completing the historic restoration of the Cutting Garden; assisting with the Natural Resource Management Plan; etc.
Note that all matching Challenge Grant funds desired, would need to be in the area of volunteer services.
Lisa will research more on the details of volunteer hours matching with Challenge Grant funds.

Discussion continued with the possibility of partnering with the Beaverton Historical Society on fund-raising efforts.

History & Archiving: Michael

- With the new slide viewer, it took Michael three hours to digitally copy 180 slides. The discussion concluded with a review of the slides with a slide projector and selecting the best ones to digitally copy. The Estate has a slide projector and reels for use.

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

Interiors: Jan and Diane

- With the new television on the bookcase, Diane will explore costs for reframing the glass photos and their new location.

Other New Business: None.

V. Old Business: None.

VI. Next Meeting will be held on Tuesday, December 15 in the Main House.

Meeting concluded at 2:50 pm.

Respectfully submitted,

Brenda Peterson
Recording Secretary