



Tualatin Hills Park & Recreation District ADVISORY COMMITTEE MEETING MINUTES

Jenkins Estate Advisory Committee Meeting

Date: December 15, 2009

Time: 1:00 pm

Location: Stable

In Attendance

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

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

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

III. Financial Report

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

- Brenda distributed a summary of the income and expenses of the Committee for the past three years.

IV. Agenda Items

Grounds Report – Allan

- Staff have been pruning, bringing in the fair-weather plants to the greenhouse and finishing the raking of the leaves.
- Park Maintenance staff have participated in the Holiday Decorations with evergreen boughs, lights and decorations.

Superintendent's Report – Lisa

- Lisa is absent at this meeting, but via email, Jan read what Lisa sent her regarding the use of volunteer hours on a project as it relates to the matching of Challenge Grant funds. The current rate for a volunteer hour is \$20.25. Advisory Committee members can use the total hours they spend on a project to match funds needed to improve any portion of the Jenkins Estate. If there are more questions, Lisa would be happy to answer them at our next meeting.

Center Supervisor Report – Lynda (Lynda is absent at this meeting, but via email, Brenda read her report.)

- Once again the Holiday Teas were a great success. Two were sold out, with the other mid-week tea, not quite full.
- There are two December weddings. The bad weather held off long enough to have these events completed as scheduled. There are several more meetings on the books as well.

- Friday, December 11, the Estate hosted the Annual Park Foundation Board Dinner. Lots of excitement as guests arrived due to a broken sprinkler head in the basement of the Stable. Two fire trucks with lights flashing as guest drove in, greeted them. The TVF&R crew did a great job of repairing the sprinkler heads. Dinner continued and all had a wonderful time.
- January is shaping up with a number of meetings; we are just barely ahead of last year at this time.
- On January 16 & 17, Jenkins Estate staff will be vendors at the Portland Bridal Show held at the Convention Center.
- On January 30, Gail will present another Wedding 101 class.

Upcoming Events – Winter/Spring

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.

- Bill asked about the location of the day lilies that were dug. Allan will contact Jim and report back to the Committee.

Rhododendron Garden: No report.

Fundraising Report: Jan

The Committee continued to discuss options for fundraising during this upcoming year. Using the 3-year summary report, the three main fundraisers are brick sales, sales at the Tea boutique and the Mother’s Day Weekend plant sale.

- Additional items for boutique could be purchased from the Gift Market in Seattle.
- Bookmarks could be created with sponsors could be made and distributed.
- Wine raffle at the Summer Concert.
- Look at a more male-oriented raffle.
- Contact and meet with the Board of the Historical Society.
- Contact and meet with the Advisory Committee at the Stuhr Center.
- The Committee also discussed moving the Plant Sale back to the Greenhouse in 2011.
- Discussion continued with exploring the use of high school students to assist in gardening activities. It was mentioned that high school students need a number of community service hours before they graduate, and the Jenkins Estate would welcome additional help.

MOTION: To go ahead and contact Sunset Farms to purchase patio plants and hanging baskets for the May 2010 event, to match the request for 2009. Seconded and approved.

MOTION: To go ahead and contact Farmington Gardens to purchase plants for the May 2010 event, to match the request for 2009. Seconded and approved.

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:

- This is Jim Metheney's last meeting and received his plaque for his year of service to the Committee. He stated that this is a very busy time for him and his family. He will continue to walk the Estate with his new puppy and will visit often.

V. Old Business: none.

VI. Next Meeting will be held on Tuesday, January 19 in the Main House.

The meeting concluded at 2:30 pm with a tour of the Stable following.

Respectfully submitted,
Brenda Peterson
Recording Secretary