



**FARMERS
BRANCH**

City of Farmers Branch

Minutes

Historical Preservation & Restoration Board

Farmers Branch
Dodson House
2540 Farmers Branch Ln
Farmers Branch, TX 75234

Tuesday, May 28, 2019

6:30 PM

Dodson House

Meeting held at 6:30 PM at the Dodson House Main Room

Presiding: Chair Ann Christman

Present: Gail Cope, Carol Dingman, William Frome, Johannes Hylkema, Danielle Neumeyer, Bill Stolp, and Warren Wetzel

Absent: Bitsy Laney and Kay Lynn Lyon

Staff: Mike Mashburn, Parks and Recreation Assistant Director and Hillary Kidd, Historical Park Manager

A. AGENDA ITEMS

A.1 Call to order.

Meeting was called to order at 6:35 pm.

A.2 Approval of minutes from the April 23, 2019 Board meeting; and take appropriate action.

William Frome moved to accept the minutes as presented. Johannes Hylkema seconded. Motion carried unanimously.

A.3 Consider excusing the absence of Carol Dingman, Bitsy Laney, and Danielle Neumeyer from the April 23, 2019 Board meeting; and take appropriate action.

The absences of Carol Dingman, Bitsy Laney, and Danielle Neumeyer were discussed. All asked in advance to be excused. Gail Cope moved to approve the absences. Bill Stolp seconded. Motion carried unanimously.

A.4 Receive a report on Museum Trends.

Presentation by Gail Cope in maximizing the museum exhibitions by spreading the theme of the exhibition to other venues and activities throughout the City. The second presentation by Gail Cope was on the top museum trends for 2019. Hillary Kidd also gave a presentation on museum trends based on the article "On Doing Local History" by Carol Kammen. Hillary and Mike Mashburn explained that they are going to make a presentation each month to the Board and challenged the Board to read the article thoroughly and think about it before the next meeting.

A.5 Sub-committee recommendation as it pertains to "Barn" architectural services RFQ; and take appropriate action.

Update by sub-committee members William Fromme, Warren Wetzel, and Mike Mashburn on the progress of the Barn Project pertaining to the architectural services RFQ. The sub-committee and staff have reviewed the proposals of four different architectural firms and met with three firms who submitted proposals for the barn project. The proposal considered the best for the project was shared with the Board. The sub-committee members were pleased by the detailed proposal and the fact that the firm had spent so much time in the Park and knew it so well on a personal level. The rest of the Board agreed with the sub-committee's recommendation. Warren Wetzel moved that RFQ be chosen as the architect to be suggested to City Council for the project. Gail Cope seconded. Motion carried unanimously. Mike Mashburn outlined the next steps to be taken after the Council has made its decision on the Barn project.

A.6 Discuss Historical Park's Quarterly Report; and take appropriate action.

Hillary Kidd gave the Quarterly Report. The year-to-date revenue totals the first half of FY 18/19 have increased 77% year-over-year. The revenue gain was due in part to the introduction of several new programs, which featured relatively low supply and operational costs compared to larger revenue streams. This included the Girl Scout Badge workshops, Valentine Candy Making, and Girl Scout Birthday Bash. The Girl Scouts were so pleased by the events at the Park that they want to partner again in 2020.

A.7 Discuss Historical Park meeting date; and take appropriate action.

Ann Christman led the Board in a discussion of changing the meeting day. The City Council has requested that the Historical Park Board change the day of its meeting in order to make it possible for the City Council members to be able to attend a meeting. The Historical Park Board is currently the only board meeting on Tuesdays when the City Council meets. There was a discussion of possible days for the Board meetings. Finally the fourth Thursday of the month was agreed upon. Bill Stolp moved to move the meeting day to the fourth Thursday of the month starting with the July meeting. Danielle Neumeyer seconded. Motion carried unanimously.

A.8 Receive committee updates; and take appropriate action.

- StEPs
- Strategic Plan

StEPs Committee: Bill Stolp reported that his committee is waiting on an update and had nothing new to report at this time. Hillary Kidd and Kim Jolly Chapman will be helping this committee to continue its work. However, they are on a time crunch for budget work and other matters for the new fiscal year. Bill was asked to limit meetings with the staff people, and to just send a few questions in writing for the staff people to answer for his committee. This way the StEPs committee can still move forward without impeding the staff's other work.

Strategic Plan Committee: Carol Dingman's reported that the committee is working on final draft of the Strategic Plan which will be emailed to the sub-committee in June to read over and discuss before presentation to the Board.

A.9 Receive and discuss Director's report.

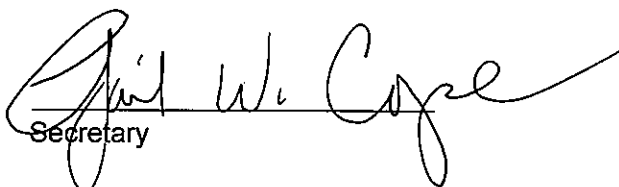
A copy of the Director's report was included in the Board's packet. Mike Mashburn asked the Board if they wanted him to continue putting the list of all Parks and Recreation activities in the Board packet each month. The Board members agreed that they wanted this practice to continue. Moving forward the report will be the Calendar of Events.

B. ADJOURNMENT

Warren Wetzel moved to adjourn the meeting. Johannes Hylkema seconded. Motion carried unanimously.

The meeting adjourned at 8:45 p.m.


Chair


Secretary