Dinner to be held at 6:00 PM in the Dodson House
Meeting to be held at 6:30 PM in the Dodson House

A. AGENDA ITEMS

A.1 Call to order.

A.2 Consider approval of minutes from the November 14, 2019 Board meeting; and take appropriate action.

A.3 Consider excusing the absence of Melissa Dours and Warren Wetzel from the November 14, 2019 Board meeting; and take appropriate action.

A.4 Receive an update on the Barn Project.

A.5 Receive Historical Park Quarterly Report: Year End.

A.6 Discuss 2020 calendar updates; and take appropriate action.

A.7 Receive committee updates; and take appropriate action.
   • StEps
   • Strategic Plan
   • Fundraising

A.8 Receive and discuss the Calendar of Events.

A.9 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch; and take appropriate action.

A.10 Discuss agenda items for future Historical Preservation & Restoration Board meetings; and take appropriate action.
B. CITIZEN COMMENTS

This agenda item provides an opportunity for citizens to address the Historical Preservation and Restoration Board on any matter that is not posted on the agenda. Anyone wishing to address the Historical Preservation and Restoration Board should complete a Citizen Comments Registration Form and submit it to the Chairman prior to the start of the meeting. There is a three (3) minute time limit for each citizen to speak with a reasonable limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic item. Anyone wishing to speak shall be courteous and cordial.

The Historical Preservation and Restoration Board is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Historical Preservation and Restoration Board may have the item placed on a future agenda for action; refer the item to the Board Liaison for further study or action; briefly state existing City policy; or provide a brief statement of factual information in response to the inquiry.

C. ADJOURNMENT

Farmers Branch Historical Park is wheelchair accessible. Specially marked parking spaces are located in the parking area off Farmers Branch Lane. The Dodson House is accessible on the north side of the house. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

Certification

I certify that the above notice of this meeting was posted 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

City Administration

Stamp:

Posted By: Valerie Hawkins

Posted Date: 1/17/20 @ 2:05 pm
City of Farmers Branch
Minutes
Historical Preservation & Restoration Board

Thursday, November 14, 2019
6:30 PM
Dodson House

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

Presiding: Chair Ann Christman
Present: Carol Dingman, William Frome, Johannes Hylkema, Kay Lynn Lyon, Danielle, Neumeyer, and Bill Stolp
Absent: Melissa Dours and Warren Wetzel
Staff: Mike Mashburn, Parks and Recreation Director and Hillary Kidd, Historical Park Manager

A. AGENDA ITEMS

A.1 Call to order.
Meeting was called to order at 6:46 pm.

A.2 Approval of minutes from the October 24, 2019 Board meeting; and take appropriate action.
William Frome moved to accept the minutes as presented. Kay Lynn Lyon seconded. Motion carried unanimously.

A.3 Consider excusing the absence of Melissa Dours from the October 24, 2019 Board meeting, and take appropriate action.
Carol Dingman moved to excuse the absence of Melissa Dours. Danielle Neumeyer seconded. Motion carried unanimously.

A.4 Discuss 2020 meeting dates; take appropriate action.


A.5 Received an update on the Barn Project; and take appropriate action.
Mike Mashburn gave an update on the Barn Project. The architect contract with O'Brien Architects has been received back. There was a strong positive response to the presentation at the study session. Carol Dingman presented some ideas regarding small exhibit space for traveling exhibits. Hillary Kidd discussed the option for using movable panels for flexibility. William Frome inquired on how the Board will be able to communicate to the City Council on design and use of the Barn space. Mike mentioned
that in the coming months there will be opportunities for the Board to present recommendations. There
was lively discussion on how a representative on the Board can communicate with individual Council
members regarding the Barn Project. It was reiterated by Mike that the best rule of engagement is to
work within the Board meetings, and once a decision is made, let the staff and Board Chair utilize their
liaison role.

A.6 Discuss Historical Park Quarterly report; and take appropriate action.

Hillary Kidd presented the Quarterly Report. The Historical Park’s fiscal year-to-date revenue is
$68,000, compared to only $37,000 last year. Overall the revenue increase is due in part to new
events, school tours, and rentals. The completed Church renovations allowed for rental bookings to
begin. Rental revenue for the fourth quarter is at $15,000, compared to last year’s fourth quarter
revenue of $2,600. Year-end rental stands over $32,000 compared to $9,000 last year. Other
revenue at $2,700, mainly consisting of school tours was down from last years $4,000. This decrease
was contributed to low programming and no school tours over the summer months. Year-end totals
have already increased by 67% overall. Historical Park expenses have increased 35% due to end of
year spending for building maintenance tools and office furniture.

A.7 Receive committee updates; and take appropriate action.

- StEps
- Strategic Plan
- Fundraising

StEps
The Committee met November 7 and went over Section Six: Management. The next committee
meeting, scheduled for Wednesday, November 13 was moved to the next week due to study session.
This allows Hillary Kidd and Kim Jolly Chapman to attend. The committee will go over Section Five:
Historical Structure and Landscapes. Next steps are to review open questions from other sections,
including Section Two: Audience. Section Four: Stewardship of Collections will be postponed until a
Curator is hired. Getting the Strategic Plan approved will complete Section One: Mission, Vision, and
Governance. The committee estimates all sections to be completed by May 2020.

Strategic Plan
Carol Dingman reminded the Board to review the comments provided by Hillary Kidd regarding the
Strategic Plan. The current format proposed drafted with John Norwood and Mike Bomgardner will
continue to be used. However, fundraising has been added to the sustainability section of the
Strategic Plan.

Fundraising
Johannes Hylkema provided the report on fundraising progress. The details of the report were
provided in the Board Packet. Johannes noted he will be meeting with the Friends of the Historical
Park. It was reiterated by Carol Dingman the need to have a professional dedicated resource for
optimum fundraising capabilities.

A.8 Receive and discuss Calendar of Events

A copy of the Calendar of Events was included in Board’s Packet. Hillary Kidd gave a quick update
on previous events. Dia de los Muertos was a success and had over 16 VIPs in attendance. Chocolate
Workshop was sold out and was a wonderful experience for all. 150 people attended the Brownie
Journey. The Lantern Walk with Janie Stark students was cancelled due to weather. Hillary reviewed
the Park hours: closing at 5:00 PM and closing on Sundays in December - February. Future events
were provided as part of Board Packet, those highlighted included: Christmas Teas, A Dickens of a
Dinner, and Christmas Exhibit Tours.
B. **ADJOURNMENT**

Johannes Hylkema moved to adjourn the meeting. Danielle Neumeyer seconded. Motion carried unanimously.

The meeting adjourned at 7:54 p.m.

___________________________
Chair

___________________________
Recording Secretary
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: January 20, 2020

SUBJECT: Board Attendance

Consider excusing the absence of Board members Melissa Dours and Warren Wetzel from the November 14, 2019 Board meeting.

Adhering to the Attendance Policy under the Ethics Policy City Council has adopted, the Historical Preservation and Restoration Board shall decide by vote at this meeting whether Melissa Dour’s and/or Warren Wetzel’s absence was for good cause or not.

As a matter of practice, the Board has excused the absence of a Board member when a member has a pre-notified excusable absence. By excusing the absence, the Board member is not penalized with using one of three unexcused absences allowed in the Charter.

Actions:
1) Motion to approve the excused absence of Melissa Dours and/or Warren Wetzel from the November 14, 2019 Board meeting.
2) Motion to deny approval of the excused absence of Melissa Dours and/or Warren Wetzel from the November 14, 2019 Board meeting.
3) Motion to modify to meet the needs of the Board.
4) Motion to table the issue for further study or take no action.
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
    Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: January 20, 2020

SUBJECT: Barn Project Update

Staff will be present to give an update on the most recent developments as they relate to the Barn Project.
Revenue
(Numbers have not been audited and are subject to adjustments)

Overall Revenue

The year-end revenue totals from last fiscal year to this have increased 120.90%. The total revenue for FY 18/19 was $67,804.44 while FY 17/18 was $30,693.39; an increase of $37,111.05. The overall revenue increase was due in part to all the new programs, additional school tours, and increased rentals.
The year-end totals for rental revenue in FY 18/19 was $32,419.75 compared to $9,505.87 for FY 17/18, an increase of 241.05% or $22,913.88. The rental revenue more than tripled in 2019 in large part to the Church being back on-line for the summer/fall wedding season.

The year-end totals for “other” revenue, which includes school tours and programs, increased by 67% or $14,197.17 from FY 17/18 ($21,187.52) to FY 18/19 ($35,384.69). We had 32 school tours and many new programs, including Girl Scout workshops, Day of the Dead Celebration, From Prairie to Posh Progressive Pop-up Dinner, and the Vintage Cocktail Workshop.
Attendance

Year-end totals for attendance decreased from 102,413 in FY 17/18 to 32,013 for FY 18/19; a 68% decrease. This decrease was in part to ending the Tour of Lights in FY 17/18, reduction in attendance of Independence Day Celebration (6,500 compared to 10,000 in FY 17/18), two Date Night’s being canceled (April & June), Bloomin’ Bluegrass Festival changing venue’s due to rain, and numerous Historical Park programs and events being canceled due to inclement weather.

Expenses

(Numbers have not been audited and are subject to adjustments)

Historical Park

Expenditures

The Historical Park had an increase of 27% in yearly expenses from FY 17/18 total of $765,334.90 compared to FY 18/19 total of $974,052.84, an increase of $208,717.94. The increase in expenditures is attributed to the numerous new programs, events, and classes being offered, adding contract workers with the Steward Program, an increase in grounds maintenance, landscape watering, and building maintenance, as well as overall general expenses including personnel salary and benefits; collections care and exhibit supplies; furniture and fixtures; utilities, marketing, and printing.
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
    Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: January 20, 2020

SUBJECT: 2020 Calendar Updates

Staff will be present to give updates on the 2020 biannual City Council presentation schedule, Board & Commission training dates, and deadline reminders as they relate to the Historical Preservation and Restoration Board.
StEPs Committee Report
From Bill Stolp

Committee meetings where held on November 7 and November 20, 2019.

On November 20, the committee met with Hillary and Kim to review Section Five: Stewardship of Historical Structures and Landscapes. Section Five was completed and the Silver Certificate was submitted to AASLH. The Historical Park has received the certificate.

A portion of the committee met to discuss Section Six – Management. Questions that need additional information and/or clarification are:

- Code of ethics regarding fundraising
- Institution's strategic plan
- Fundraising - endowments, gifts, income sources
- Policies and procedures for secure storage of documents and emergency plans
- Protection from potential risk - incident reports, review of security, fire protection, insurance coverage, emergency operations plan
- Follows all legal requirements for nonprofit institution

Certificates completed to date are:

- Section One – Mission, Vision, and Governance (Silver)
- Section Two – Audience (Silver)
- Section Three – Interpretation (Gold)
- Section Five – Stewardship of Historic Structures and Landscapes (Silver)

The committee will meet in early 2020 to discuss sections that still need to be completed.
Strategic Plan Committee Update
From Carol Dingman

The final strategic plan will be presented for Board approval so it can be presented to the City Council in 2020.
Fundraising Committee Update
From Carol Dingman

The fundraising sub-committee has held several meetings to discuss alternative funding strategies to ensure the financial viability of the park moving forward. Carol Dingman will present the discussed ideas and seek Board feedback as to the preferred approach.
The Branch Connection

**DECEMBER 2019**
- Monthly Breakfast 12/2
- Evening Texas Hold 'em Tournament 12/3
- Trivia Tuesday 12/10
- Texas Hold 'em Tournament 12/12
- Connection Karaoke 12/17
- Birthday Luncheon 12/18
- Monday Night Dance 12/2, 12/9, 12/16 and 12/30
- Cruisin’ Cuisine Trip to Rodeo Goat 12/19

**JANUARY 2020**
- The Branch Connection closed January 1
- Monthly Breakfast 1/6
- Beyond a Kegel: Pelvis Floor Strengthening 1/6-2/10
- Groovy Tie-Dye Workshop 1/7
- Evening Beginner Bridge Lessons 1/7-2/25
- Evening Texas Hold 'em Tournament 1/7
- Cookin’ Club: Retro Recipes from the 1960’s 1/8
- Valentine Show 2/14
- Trivia Tuesday 1/14
- Top 100 Plants for North Texas Talk 1/15
- Birthday Luncheon 1/15
- Absolute Beginner Line Dancing Lessons 1/15-3/25
- Texas Hold ‘em Tournament 1/16
- Texas Hold’em Tournament 1/16
- Rock Music Jam 1/18
- Old Time Acoustic Music Jam 1/18
- Silver & Gold Soiree: 20th Anniversary Celebration 1/18
- Monday Night Dance, 1/6, 1/13, 1/20 and 1/27
- Connection Karaoke 1/21
- Movie Time: Instant Family 1/27
- Cruisin’ Cuisine Trip to Bubba’s Cooks Country 1/16

**FEBRUARY 2020**
- Super Bowl Party, 2/2
- Monthly Breakfast 2/3
- Evening Texas Hold ‘em 2/4
- Trivia Tuesday 2/11
- Cookin’ Club: Soup-er Bowl (Soups & Stews) 2/12
- Rock Music Jam 2/15
- Connection Karaoke 2/18
- Japanese Maples in the Shade Garden Talk 2/19
- Birthday Luncheon 2/19
- Cruisin Cuisine Trip to Kenny’s East Coast Pizza 2/20
- Texas Hold’em Tournament 2/20
- Old Time Acoustic Music Jam 2/22
- The Not-So-Newlywed Game 2/27
- Monday Night Dance 2/3, 2/10, 2/17 and 2/24

**MARCH 2020**
- Monthly Breakfast 3/2
- Evening Texas Hold ‘em 3/3
- Rolled & on the Rocks 3/7
- Trivia Tuesday 3/10
- Cookin’ Club 3/11
- Connection Karaoke, 3/17
- Gardening: Green Up Lawns for North Texas 3/18
- Birthday Luncheon 3/18
- Texas Hold’em Tournament, 3/19
- Movie Time: A Star is Born 3/23
- Cruisin’ Cuisine goes to Highland Park Cafeteria 3/25

Community Recreation Center & Athletics

**DECEMBER 2019**
- Game and Practice Fields Closed, 12/1-31
- Daddy Daughter Dance Ticket Sales Begin, 12/1
- Howliday Pawty & Christmas Open House, 12/6
- Embroidery Christmas Ornaments Class, 12/7, 12/14
- Santa Makes House Calls, 12/13-12/24
- Pancakes and Pajamas, 12/14
- Kids Night Out, 12/14
- Holiday Craze, 12/23, 12/26-31

**JANUARY 2020**
- Flex Into The New Year Scan In Challenge, 01/1 – 01/31
- Holiday Craze, 1/2, 1/3, 1/6
- CFBISD Winter Invitational Soccer Tournament 1/2-4
- Kids Night Out, 01/18
- RLT First Home Soccer Game, 1/31

**FEBRUARY 2020**
- Daddy Daughter Dance, 2/1
- CFBSA First Spring Game, 2/8
- Valentines Glow Party, 2/14
- Kids Night Out, 02/15
- CFBISD Tournament of Champions (Softball), 2/20-22

**MARCH 2020**
- SFP Resident Registration Begins, 3/2
CALENDAR OF EVENTS
PARKS AND RECREATION
DECEMBER 2019 – MARCH 2020

St. Pawtrick’s Day Pawty, 3/6
Holiday Craze, 3/9-13
CFBGSL Spring Season Begins, 3/11
CFBBA Spring Season Begins, 3/16
CFBBA Opening Day Parade, 3/21

**Aquatics Center**

**DECEMBER 2019**
- Pop Fitness 12/21
- Lifeguard Training Course 12/21 – 12/23
- Lifeguard Training Course 12/26 – 12/28

**JANUARY 2020**
- Dive in Movie January 3
- Water Safety Instructor Course 1/4 – 1/5
- Lifeguard Training Course 1/17 – 1/19
- Pop Up Fitness 1/18

**FEBRUARY 2020**
- Lifeguard Training Course 2/14 – 2/16
- Pop Up Fitness 2/15
- Hoppy Hour 2/22
- Leap to a New You 2/29

**MARCH 2020**
- Lifeguard Training Course 3/9 – 3/11
- Lifeguard Training Course 3/13 – 3/15
- Easter Egg Splash 3/28

**Historical Park**

**DECEMBER 2019**
- Park Closed, 12/1, 12/8, 12/15, 12/22, 12/24, 12/25 & 12/29
- School Tour, 12/5
- First Friday: Bah Humbug!, 12/6
- Christmas Exhibit Tours, 12/6, 12/7, 12/13, 12/14, 12/20 & 12/21
- Christmas Teas, 12/7 & 12/14
- Reservation, 12/12 & 12/21
- A Dickens of A Dinner, 12/13
- Clock Strikes Noon, 12/27

**JANUARY 2020**
- Park Closed, 1/1, 1/5, 1/12, 1/19 & 1/26
- First Friday: Planes, Trains, and Automobiles, 1/3
- Girl Scout All Ages Art Badge Workshop, 1/20
- HeARTs and Crafts, 1/20
- Bird Walk, 1/25
- Home Depot Workshop, 1/25

**FEBRUARY 2020**
- Park Closed, 2/2, 2/9, 2/16 & 2/23
- Camping Under the Stars Registration Opens, 2/3
- First Friday: A Historical Park Valentine, 2/7
- Bird Walk: Bird Counting 101, 2/8
- Strolling Through Shakespeare, 2/13
- Girl Scout All Ages World Thinking Day Patch Workshop, 2/17
- Celebrate Girl Scout World Thinking Day, 2/22

**MARCH 2020**
- First Friday, 3/6
- Mad Hatter Tea, 3/7
- Reservation, 3/7
- Park Closing at 6 PM, 3/8
- School Tour, 3/9 & 3/25
- Girl Scout Birthday Bash, 3/12
- Girl Scout She-roses, 3/19
- Vintage Base Ball Practice, 3/26
- Camping Under the Stars, 3/27-3/28

**Special Events**

**DECEMBER 2019**
- Skating Under The Stars – 11/29 through 1/17/2020
- Christmas Tree Lighting & Holiday Market – 12/7
- Holiday Market at The Grove – 12/14
- Holiday Market at The Grove – 12/21

**JANUARY 2020**
- Skating Under The Stars – continues through 1/17

**FEBRUARY 2020**
- N/A

**MARCH 2020**
- N/A
Parks

JANUARY 2020
The Joy of Bird Feeding, 1/14
Outstanding Plants for North Central Texas, 1/21
Riparian Plants, 1/28

FEBRUARY 2020
CSI: Landscape Unit, 2/8
Sensational Succulents, 2/11
Rose Pruning, 2/22

MARCH 2020
N/A

Parks and Recreation Performance Management:
http://farmersbranchtx.gov/1075/Parks-Recreation
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: January 20, 2020

SUBJECT: Report from Board Members

This agenda item is to allow Board members the opportunity to discuss any park, program, event, or facility they have attended since the last meeting and offer any feedback they may have.

This information will help us continually improve on our services to residents.
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: January 20, 2020

SUBJECT: Future Meetings

This item was placed on the agenda so that Board Members have an opportunity to recommend topics they would like discussed at future meetings. This will be a regular item listed on the agenda at all future meetings.