

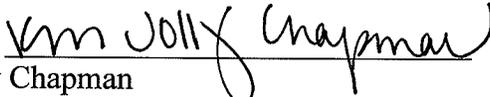
**AGENDA**  
**REGULAR MEETING**  
**HISTORICAL PRESERVATION AND RESTORATION BOARD**  
**TUESDAY, FEBRUARY 23, 2016**  
**COMMUNITY RECREATION CENTER**  
**CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**  
**14050 HEARTSIDE PLACE, FARMERS BRANCH, TEXAS**  
**7:00 P.M.**

- I. FIREHOUSE THEATRE**
- II. APPROVAL OF MINUTES FOR JANUARY 26, 2016 MEETING**
- III. DISCUSS BOARD MEETING PROCEDURES AND TAKE APPROPRIATE ACTION**
- IV. DISCUSS NOMINATING COMMITTEE FOR 2016 OFFICERS AND TAKE APPROPRIATE ACTION**
- V. DISCUSS UPCOMING EVENTS**
- VI. REPORTS:**
  - A. COLLECTIONS**
  - B. FINANCIAL REPORT**
  - C. PLANNING/EDUCATION CENTER**
  - D. FRIENDS OF THE HISTORICAL PARK/FUNDRAISING**
  - E. ORAL HISTORY**
  - F. MUSEUM EDUCATION/VOLUNTEERS**
  - G. MUSEUM STORE**
  - H. SPECIAL EVENTS**
- VII. DISCUSS DIRECTOR'S REPORT AS IT RELATES TO ACTIVITIES AT THE SENIOR CENTER, RECREATION CENTER, HISTORICAL PARK, AND VARIOUS PARK FACILITIES**
- VIII. ADJOURNMENT**

*AMERICANS WITH DISABILITIES ACT, TITLE II*

*The Farmers Branch Community Recreation Center is wheel chair accessible. A barrier free entry is available at the main entrance of the Recreation Center with specially marked parking spaces nearby. Requests for sign language interpretation or other special services should be received (3) working days prior to the meeting. A request can be made to Kim Jolly Chapman at (972) 406 – 0184.*

“I certify that the above notice of this meeting was posted at least 72 hours, in accordance with the Open Meetings Act, on the bulletin board at City Hall on Wednesday, February 17, 2016 by 5 p.m.”

Signature   
Kim Jolly Chapman



**FARMERS  
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# **MEMORANDUM**

## **PARKS & RECREATION**

**TO:** Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

**FROM:** Derrick Birdsall, Historical Park Supt.

**DATE:** February 17, 2016

**SUBJECT:** Firehouse Theatre

This item was placed on the agenda at the request of Linda Bambina with The Firehouse Theatre.

**MINUTES  
HISTORICAL PRESERVATION AND RESTORATION BOARD  
REGULAR MEETING  
TUESDAY, JANUARY 26, 2016**

<b>PRESENT:</b>	Jan Blair Gretchen Cash Ron Doerler Kellie Gallop Bitsy Laney Kay Lynn Lyon Roger McKemie Barbara Sisserson – Honnoll Beth Wood	<b>STAFF:</b>	Derrick Birdsall, Historical Park Supt.  Jamie Rigsby, Curator
		<b>GUESTS:</b>	Clare Connally Marjorie Cutler

**EXCUSED ABSENCE:**  
Scott Ames  
Patsy Mayo

The meeting was called to order at 7:02 P.M. with Roger McKemie presiding.

**APPROVED MINUTES:** Gretchen Cash moved to approve the minutes of the October 27, 2015 Board meeting. Barbara Sisserson-Honnoll seconded. Motion carried unanimously.

**NOMINATING COMMITTEE:** After discussion, Barbara Sisserson-Honnoll, Gretchen Cash and Jan Blair volunteered to serve on the Nominating Committee. They will present a slate of officers at the next meeting.

**PARK ANNIVERSARIES:** Staff reported that 2016 is the 30<sup>th</sup> Anniversary of the Historical Park and the 160<sup>th</sup> birthday of the Gilbert House. There will be a “birthday party” at the Family Star Party this summer on July 8<sup>th</sup> and the Park Superintendent will take on the role of Dr. Gilbert in the Gilbert House during the Bluegrass event in October.

**WITNESS TO HISTORY:** Barbara Sisserson – Honnoll discussed Farmers Branch First Baptist Church and their upcoming award on February 2<sup>nd</sup> and invited the Board to come help recognize the church at the Council meeting. In addition, Barbara mentioned the church would be having a reception (just down the street from City Hall) right after their presentation and that the Board would be invited to attend.

**UPCOMING EVENTS:** The schedule of upcoming events was included in the Board’s packet and discussed.

**COMMITTEE REPORTS:**

**A. COLLECTIONS:** Jamie Rigsby was on hand to discuss her report that was included in the Board packet. Jamie also shared images of the Gilbert family Bible and Gilbert journals with the

Board. In addition, Jamie brought items that were discovered beneath the floorboards of the Gilbert House; each one helping staff to further learn and share information about the house to Park visitors.

**B. FINANCIAL:** Copies included in Board packet. The balances are as follows:

Board (Travel, dues, etc.)	\$3,300.00
Wardrobe	\$2,000.00
Museum Store	\$2,499.09

**C. PLANNING/EDUCATION CENTER:** Bitsy Laney presented the report from the Planning Committee. She and Scott Ames met several times since the Board last met – once with Derrick Birdsall and once with John Land in addition to meeting independently as well. Bitsy informed the Board that she had learned there will be two bond elections, one in May for Public Safety and then another one later in the year. Both Bitsy and Marj Cutler put in applications to be on the new bond committee. The City will hire a consultant to determine the best use of Hotel/Motel money that is not already dedicated somewhere else and the consultant will likely interview the Board and staff. A planning retreat needs to be held for the Board in the March/April timeframe this year.

**D. FRIENDS:**

Bitsy Laney reported that there will be a spring event for the Friends of the Historical Park at the Dr. Pepper StarCenter on April 30<sup>th</sup>. All were encouraged to join the Friends if not already a member and participate in the event. Clare Connally discussed particulars; notably that members of the Friends' officers were meeting to have a taste test of potential food for the event and that the theme will be "Jazz it Up". The fabulous Lynna will be playing jazz tunes on the piano. The Board discussed how best to encourage new members to join and how to get the word out.

**E. ORAL HISTORY:** No Report.

**F. MUSEUM EDUCATION:** A copy of the Education Report is included in the Board's packet.

**G. MUSEUM STORE:** A copy of the Museum Store report is included in the packet.

**DIRECTORS REPORT:** A copy of the Director's Report was included in the Board packet.

**ADJOURNMENT:** The meeting was adjourned at 9:10 P.M.

RESPECTFULLY SUBMITTED:

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Derrick Birdsall

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Roger McKemie, Board Chair



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# **MEMORANDUM**

## **PARKS & RECREATION**

TO: Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: February 17, 2016

SUBJECT: Board Meeting Procedures

This item was placed on the agenda at the request of Barbara Sisserson-Honnoll.  
Staff will be on hand to answer any questions.



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# **MEMORANDUM**

## **PARKS & RECREATION**

**TO:** Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

**FROM:** Derrick Birdsall, Historical Park Supt.

**DATE:** February 17, 2016

**SUBJECT:** Nominating Committee

This item was placed on the agenda at the request of Gretchen Cash. Staff will be on hand to answer any questions.



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# **MEMORANDUM**

## **PARKS & RECREATION**

TO: Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: February 17, 2016

SUBJECT: Upcoming Events

- 2/23 (Tuesday) Board meeting (7:00 pm)
- 2/25 (Thursday) Transcription Training (5:30 – 8:00 pm); RSVP required
- 2/27 (Saturday) Winter Geocaching (12:00 – 6:00 pm)
- 3/5 (Saturday) Demonstrations: General Store and Service Station (1:00 – 4:00 pm)
- 3/12-3/13 (Saturday & Sunday) Camping Under the Stars (5:00 pm – 9:00 am)
- 3/22 (Tuesday) Board meeting (7:00 pm)
- 3/25 (Friday) Good Friday (Park open 8:00 am – 5:00 pm)
- 3/26 (Saturday) Demonstration: Gilbert House (1:00 – 4:00 pm)  
Vintage Base Ball Practice (2:00 – 4:00 pm)
- 3/27 (Sunday) Easter (Park closed)
- 3/30 (Wednesday) Vintage Base Ball Practice (6:00 – 8:00 pm)
- 4/2 (Saturday) Vintage Base Ball Festival (8:00 am)
- 4/3 (Sunday) Demonstration: Service Station (1:00 – 4:00 pm)
- 4/9 (Saturday) Demonstration: General Store (1:00 – 4:00 pm)
- 4/12 (Tuesday) Star Party (dusk – 9:00 pm); alternate date 4/14

- 4/16 (Saturday) Demonstration: Gilbert House (1:00 – 4:00 pm)  
Teen Camp Night at the Historical Park (6:00 – 10:00 pm)
- 4/17 (Sunday) Demonstration: Fencing (1:00 – 4:00 pm)
- 4/23 (Saturday) Demonstration: School House (12:00 – 3:00 pm)  
Date Night in the Park (5:30 pm)
- 4/24 (Sunday) Come Fly A Kite! (12:30 – 5:30 PM)
- 4/26 (Tuesday) Board meeting (7:00 pm)
- 4/30 (Saturday) Jazz It Up: Friends Fundraiser at Dr Pepper StarCenter



**FARMERS  
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# **MEMORANDUM**

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## **PARKS & RECREATION**

TO: Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

THRU: Derrick Birdsall, Historical Park Supt.

FROM: Jamie Rigsby, Curator

DATE: February 17, 2016

**SUBJECT:** Collections Report

**Donations:** WWI memorabilia and dishes donated by Sandy Ball

**Acquisitions:** None

**Did you know?:** When large mustaches were popular in the Victorian Era, men would often drink their tea or coffee from a special "mustache cup." The cups were usually made of porcelain with a small shelf on one side of the interior. The shelf had a hole in it that allowed liquid to pass through while the rest of the shelf kept the liquid from touching the moustache. There is a mustache cup on display in the Queen Anne Victorian Cottage.

### **Projects**

#### **1. Collections Maintenance**

Staff continues to work on processing past donations. Marjorie Cutler continues to volunteer in the collections area and has catalogued more than 40 items to date.

#### **2. Texas Living History Association**

Staff gave a presentation about "Safety in Museums" at the recent Texas Living History Association (TLHA) conference that was held in Fredericksburg, Texas January 21 - 25. Though there were only a few attendees in the session, one attendee from Plano Heritage Farmstead asked if staff would be willing to present the same topic to her site. Staff traveled to Plano Heritage Farmstead to teach their employees about safety in the workplace.

#### **3. Pump Organ**

The 1880s pump organ that is in the Old Church was purchased in 1989 by the Historical Restoration and Preservation Board in honor of Inez Good. The organ has been used in services in the church for many years until recently when one of

the foot pedals came loose. Pump organs are unusual instruments, making it difficult to find people that repair them, but a technician has finally been located. The organ is being repaired and will be back online soon.

#### **4. Gilbert Journal Transcription**

Staff has photographed all of the pages of the two Gilbert Journals and the Family Record pages of the Gilbert Bible that are in the collection. Volunteers have been recruited to transcribe the pages so that the information can be used to better interpret life in Farmers Branch in the 19<sup>th</sup> century. Volunteer training for the transcription project will take place at the Historical Park on February 25.

2015/2016  
BOARD  
201-9092-660-30-89

Date	Vendor	Description	Expenditures	Deposits	Balance
10/01/14					\$ 3,300.00

2015/2016  
WARDROBE ACCOUNT

Date	Vendor	Description	Expenditures	Deposits	Balance
10/01/14					\$ 2,000.00

2015/2016  
MUSEUM STORE  
201-0000-142-01-01(expen)

Date	Vendor	Expenditures	Credits	Ledger Balance
10/1/14	Balance Forward			\$2,452.25
10/2/15	Cooperman Company	\$ 69.00		\$2,383.25
10/6/15	Third Quarter 2015 Deposits		\$ 901.93	\$3,285.18
10/30/15	Fairway Manufacturing Company	\$ 237.59		\$3,047.59
10/31/15	Historical Folk Toys	\$ 71.77		\$2,975.82
11/12/15	Historical Folk Toys	\$ 130.23		\$2,845.59
11/18/15	Unique Crafters	\$ 82.64		\$2,762.95
11/18/15	Bill Marquis	\$ 44.00		\$2,718.95
11/19/15	Fairway Manufacturing Company	\$ 95.41		\$2,623.54
11/30/15	Unique Crafters	\$ 177.60		\$2,445.94
12/3/15	Coca - Cola	\$ 221.04		\$2,224.90
12/16/15	Nashville Wraps	\$ 38.49		\$2,186.41
12/31/16	Fourth Quarter 2015 Deposits		\$ 312.68	\$2,499.09
1/27/16	Cooperman Company	\$ 76.57		\$2,422.52



**FARMERS  
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# **MEMORANDUM**

## **PARKS & RECREATION**

TO: Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

THRU: Derrick Birdsall, Historical Park Supt.

FROM: Danielle Brissette, Museum Educator

DATE: February 17, 2016

**SUBJECT:** Museum Education Report

### **Volunteers**

- 61.5 volunteer hours were donated so far in 2016 by 17 volunteers.
- Nearly half of those hours were donated by Marjorie Cutler as she continues to work as a Collections volunteer.
- Volunteer Transcription Training is scheduled for February 25.
  - o Training will begin the effort to fully transcribe both the Gilbert Journals according to archival standards.

### **School Tours**

- 28 school tours with 1,967 guests have been booked for the 2015-2016 school year.
- 2016-2017 school year changes:
  - o Fall: Tours will only be available September 19 – October 7 due to increased demand placed by special events and a lack of staffing.
    - Priority for these dates will be given to CFB-ISD schools who will be allowed to schedule their tours 2 weeks prior to non-CFB-ISD schools.
  - o Spring: Tours will be available March 1 –May 31, Tuesday through Friday.
    - Mowing has been moved to Friday afternoons.
    - The Garden will only be available to tours 2 days a week, with preference for Tuesday and Thursday.
    - Fridays in May will be reserved as rain dates in the event of possible inclement weather.
  - o Still the exact same number of tour dates available despite the changes.

## Outreach

- Staff presented at the Texas Living History Association conference January 21-24.
- Staff will be speaking to the Highland Park Browning Society in April.
- Staff had a meeting with other Vintage Base Ball representatives in the area to try and plan 2016.

## Events

- Previous Events
  - o The Winter Geocaching Event January 30 was very well attended, with 45 people participating and 12 people logging finds since.
    - "Found along with its companion. Great outing if one can stay out of the wind. Beautiful place to visit. well maintained and a wonderful amount of local history. it is worth a SLOW trip around and learning the history of Farmers Branch."
    - "I wanted to let you know that the Geocache Event went very well. There were probably between 35 and 40 visitors to the park - families with children, seniors, and regular geocachers. Please recognize Richard for the help he provided to cachers who looked lost/confused."
  - o The Bird Walk on February 6 was also a successful event with 11 birders identifying 27 different species.
- Upcoming Events
  - o General Store Demonstration
    - Saturday, March 5, 1-4 PM
    - Saturday, April 9, 1-4 PM
    - Saturday, May 14, 1-4 PM
  - o Gilbert House Demonstration
    - Saturday, March 26, 1-4 PM
    - Saturday, April 16, 1-4 PM
    - Saturday, May 21, 1-4 PM
  - o Victorian Fencing Demonstration
    - Sunday, April 17, 1-4 PM
    - Sunday, May 15, 1-4 PM
    - Sunday, June 19, 1-4 PM
  - o School House Demonstration
    - Saturday, April 23, 12-3 PM
  - o Come Fly a Kite!
    - Sunday, April 24, 12:30-5:30
    - Sunday, May 22, 12:30-5:30
    - Sunday, June 26, 12:30-5:30
    - Sunday, July 24, 12:30-5:30
  - o Service Station Demonstration
    - Saturday, March 5, 1-4
    - Sunday, April 3, 1-4
    - Saturday, May 14, 104
  - o Vintage Base Ball
    - Practice: Saturday, March 26, 2-4 PM
    - Practice: Wednesday, March 30, 6-8 PM
    - Vintage Base Ball Festival: Saturday, April 2, 8-6 PM



**FARMERS  
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# **MEMORANDUM**

## **PARKS & RECREATION**

**TO:** Roger McKemie, Board Chair  
Members of Historical Preservation &  
Restoration Board

**THRU:** Derrick Birdsall, Historical Park Supt.

**FROM:** Kim Jolly Chapman, Historical Park Administration

**DATE:** February 17, 2016

**SUBJECT:** Museum Store Report

**Inventory Purchases**

- Cooperman Company      \$76.57      marbles

**Pre-Packaged Bags (possible)**

- McKamy Elementary      March 24
- Grace Academy      April 14
- Rainwater Elementary      April 21
- Christ 4 Kids      May 12

**Visits to Museum Store (possible)**

- Davis Elementary      April 20

**Merchandise Development**

- Vintage Base Ball Festival      t-shirts
- 30<sup>th</sup> Anniversary      ornament

# PARKS AND RECREATION REPORT

JANUARY

## Council Items

### **Upcoming:**

Presentation on Traffic Analysis Study, 2/2

## Special Events/Tournaments

CFBISD Winter Invitational Soccer Tournament, 1/7-1/9, 45 schools, 70 teams

### **Upcoming:**

Tournament of Champions Softball Tournament, 2/18-2/20

## Senior Center

Avoiding Fad Diet Seminar, 28 attendees, 1/15

Living with Neuropathy, 20 attendees, 1/22

Trips in January:

Irving Arts Center, 24 participants, 1/8

Kimbell Museum of Art, 19 participants, 1/12

Cruisin' Cuisine, 24 participants, 1/21

Cruisin' Rewind, 20 participants, 1/25

### **Upcoming:**

Valentine Tea, 2/12

Fishin' Fun, 5/14

Trips in February:

Theatre 3, 2/3

Stock Show, 2/5

Cruisin' Cuisine, 2/18

Cruisin' Rewind, 2/22

## Community Recreation Center

Holiday Craze, 80 registrants, 1/18, 1/19

Flex Fitness classes, 487 participants, 1/1-1/31

SilverSneakers, 97 registered memberships, 1/1-1/31

Kids' Night Out, 53 participants, 1/23

### **Upcoming:**

Daddy Daughter Dance, 2/6

Member Breakfast, 2/9

Summer Funshine early bird registration begins, 2/22

Member Appreciation Event, Free Chair Massages, 2/26

Kids' Night Out, 2/27

## Aquatics Center

Concrete re-pour at Frog Pond, 1/25

Polar Plunge, 75 participants, over \$12,000 raised for Special Olympics, 1/30

### **Upcoming:**

Lifeguard Job Fair, 2/11

Dive in Movie, 2/20

Lifeguard Job Fair, 2/23

Lifeguard Course, 2/25, 2/26, 2/27 and 2/28

## Parks

Community Garden Work Day, 20 volunteer hours, 1/2

Began Rotary playground installation, Gussie Field Watterworth Park, 1/6

Removal of Christmas lights and displays, 1/11

Presentations at the American Rose Society Deep South District Mid-Winter Conference, 70 attendees, 1/12 and 1/13

Landscaping 2016 classes, 40 attendees, 1/19 and 1/26

Light installation at Cox complete, 1/6

Workshop, Traffic Analysis Study, 10 attendees, 1/20

Installed drinking fountains, Rawhide and Gussie Field Watterworth Parks, 1/20

Drain installation complete, Aquatics Center, 1/29

# PARKS AND RECREATION REPORT

JANUARY

New fence installation, **Farmers Branch Market**, 1/20

## **Upcoming:**

Landscaping 2016 classes, 2/2, 2/9, and 2/16

Community Garden Work Day, 2/6

Rose Pruning Clinic, 2/20

Install road, sewer and water, **Farmers Branch Market**, 2/29

Install drinking fountain on Austell Pkwy, 2/29

## **Historical Park**

Birthday Reservation, 50 attendees, 1/9

Wedding, 25 attendees, 1/16

Winter Geocaching at the Park, 45 attendees, 1/30

Exhibiting at Dallas Bridal Show, 1/30 and 1/31

January Walk-ins, 121

## **Upcoming:**

Memorial Service, 2/4

Bird Counting 101, 2/6

Reception, 2/14

Winter Geocaching in the Park, 2/27

## **Participation Numbers**

### Special Events:

CRC: 938 program registrations  
7,754 membership scans  
by 1,328 members  
244 Guest (Day) Passes

Aquatics: 143 program registrations  
774 membership scans  
by 200 members  
208 Natatorium Day Passes

Sr Ctr: 5,218

\*Sr Ctr Vol. Hrs: December Volunteer Hours:  
147.5 (one month behind)

HP Attendance: 121 (walk-ins)  
HP Program attendees: 120

Rose Garden Vol.Hrs: 0 hrs.  
Program attendees: 110  
JB Nature Pres. Vol. Hrs: 0 hrs.  
Community Garden Vol. Hrs: 20 hrs.

\*Report for Senior Center volunteer hours lag 1 month.