

**AGENDA  
REGULAR MEETING  
HISTORICAL PRESERVATION AND RESTORATION BOARD  
TUESDAY, MARCH 22, 2016  
FARMERS BRANCH HISTORICAL PARK  
2540 FARMERS BRANCH LANE, FARMERS BRANCH, TEXAS  
7:00 P.M.**

- I. APPROVAL OF MINUTES FOR FEBRUARY 23, 2016 MEETING**
- II. DISCUSS BOARD MEETING PROCEDURES AND TAKE APPROPRIATE ACTION**
- III. DISCUSS TREES AT HISTORICAL PARK AND TAKE APPROPRIATE ACTION**
- IV. DISCUSS PRESERVATION DALLAS AWARD FOR THE CHURCH BELL PROJECT AND TAKE APPROPRIATE ACTION**
- V. DISCUSS VOLUNTEER APPRECIATION EVENT AND TAKE APPROPRIATE ACTION**
- VI. DISCUSS UPCOMING EVENTS**
- VII. 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**
- VIII. DISCUSS DIRECTOR'S REPORT AS IT RELATES TO ACTIVITIES AT THE SENIOR CENTER, RECREATION CENTER, HISTORICAL PARK, AND VARIOUS PARK FACILITIES**
- IX. ADJOURNMENT**

*AMERICANS WITH DISABILITIES ACT, TITLE II*

*The 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 at the southwest side of the house. Request for sign language interpretation or other services should be received (3) working days prior to the meeting. A request can be made to Kim Jolly Chapman at the Historical Park (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 Friday, March 18, 2016 by 5 p.m.”

Signature *Kim Jolly Chapman*  
Kim Jolly Chapman

**MINUTES  
HISTORICAL PRESERVATION AND RESTORATION BOARD  
REGULAR MEETING  
TUESDAY, FEBRUARY 23, 2016**

**PRESENT:** Gretchen Cash  
Ron Doerler  
Kellie Gallop  
Bitsy Laney  
Kay Lynn Lyon  
Roger McKemie  
Patsy Mayo  
Barbara Sisserson – Honnoll  
Beth Wood

**STAFF:** Derrick Birdsall,  
Historical Park Supt.  
  
Danielle Brissette,  
Museum Educator  
  
Kim Jolly Chapman,  
Historical Park Admin.

**GUESTS:** Linda Bambina  
Clare Connally

**ABSENT:** Scott Ames  
Jan Blair

The meeting was called to order at 7:01 P.M. with Roger McKemie presiding.

**FIREHOUSE THEATER:** Guest Linda Bambina is on the Firehouse Theatre Board of Directors and is responsible for community outreach. She talked a bit about the history of the Theatre, the 2016 season and the Mary Poppins tea, which was held at the Historical Park in the Dodson House. Linda said that she is reaching out to be a good neighbor to the Historical Park and that the Theatre will have 8 shows this year. Programs and ticket information from the Theatre were distributed to the Board as well as some information on their Children’s Theatre. Several of the Board mentioned that they had attended productions at the Firehouse Theatre and enjoyed them.

**APPROVED MINUTES:** Gretchen Cash moved to approve the minutes of the January 26, 2016 Board meeting. Beth Wood seconded. Motion carried unanimously.

**BOARD MEETING PROCEDURES:** Derrick Birdsall passed out the City Ordinance that deals with the Historical Preservation and Restoration Board organization and meetings (Section 2-104), Robert’s Rules of Order and the new Board and Commissions handbook. Derrick read the City Ordinance and informed the Board that how the Board meetings are run are up to the Board to decide. Barbara Sisserson – Honnoll stated that she has seen a “relaxing” of procedures over the years. She believes it is an honor to be on the Board and that it’s a serious matter. Barbara wants to go by the rules and serve Farmers Branch and would like the Board focus on issues and stay on track during the meetings. Chairman Roger McKemie asked for input from the rest of the Board. Kellie Gallop asked if the Board currently follows Robert’s Rules of Order and was told no. Bitsy Laney asked if there was another set of rules comparable to Robert’s and that she would like to look over what was passed out tonight and come back at a later date and have the Board make a decision. Gretchen Cash moved to discuss Board procedures and take appropriate action at the March Board meeting. Kellie Gallop seconded. The Board voted for the motion with the exception of Patsy Mayo, who voted against it.

**NOMINATING COMMITTEE:** Gretchen Cash reported that Jan Blair stepped down off of the Nominating Committee. Gretchen reported that the Nominating Committee's recommendation to the Board was that the Board wait until after the City Council appoints new Board members in July before deciding on the slate of officers. Patsy Mayo moved to accept the recommendation of the Nominating Committee. Bitsy Laney seconded. Motion carried unanimously. Kellie Gallop said she was willing to sit in on the committee to learn the ropes. Patsy Mayo moved to accept Kellie as a sit in. Gretchen Cash seconded. Motion carried unanimously.

**UPCOMING EVENTS:** The schedule of upcoming events was included in the Board's packet and discussed. Derrick Birdsall added that the First Baptist Church (recent recipient of the Witness to History Award) was going to visit the Historical Park on March 10. Prior to their visit, the church was going to have a pot luck lunch, and invited the Board to join them. Danielle Brissette discussed the upcoming spring events.

**COMMITTEE REPORTS:**

**A. COLLECTIONS:** The Curator's Report was discussed with Derrick Birdsall focusing on the importance of the Gilbert journal transcription project and what it will bring to the Park once it's completed.

**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	\$2,422.52

**C. PLANNING/EDUCATION CENTER:** Bitsy Laney presented the report from the Planning Committee. The planning retreat discussed last month is scheduled to take place on Tuesday, April 26 from 12 – 4 P.M. Details to come soon. Patsy Mayo moved to hold the retreat as planned. Kay Lynn Lyon seconded. Motion carried unanimously.

**D. FRIENDS:** Bitsy Laney reported that invitations to the April 30 Friend's event will be in the mail soon. Bitsy encouraged the Board to attend the event and join the Friends if they were not already a member. Bitsy also suggested the Board consider being an underwriter of the event; the lowest level of underwriting is \$500. Clare Connally, Vice President of the Friends, mentioned the Friends are considering lowering that level to \$250. Kay Lynn Lyon moved that the Board table underwriting the Friend's event until the March meeting. Gretchen Cash seconded. Motion carried unanimously.

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

**F. MUSEUM EDUCATION:** Danielle Brissette was on hand to discuss her report and answered questions regarding the geocaching event as well as the bird walk; both were very successful for the Park.

**G. MUSEUM STORE:** Kim Jolly Chapman was present to discuss the Museum Store report and answered a question about the marbles she had recently purchased.

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

**ADJOURNMENT:** The meeting was adjourned at 8:32 P.M.

**RESPECTFULLY SUBMITTED:**

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Derrick Birdsall

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Roger McKemie, Board Chair



**FARMERS  
BRANCH**

# **MEMORANDUM**

## **PARKS & RECREATION**

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

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 18, 2016

SUBJECT: Board Meeting Procedures

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



# **MEMORANDUM**

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## **PARKS & RECREATION**

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

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 18, 2016

**SUBJECT:** Trees at the Gilbert House

Sam Hill Tree Care has recommended, and staff concurs, that two trees near the Gilbert House be removed due to disease. One is a large post oak – just north of the heirloom rose garden and the other is the large red oak just south of the breezeway that connects the Gilbert House to the McKee addition. Staff will be on hand to answer questions.



**FARMERS  
BRANCH**

# **MEMORANDUM**

## **PARKS & RECREATION**

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

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

**DATE:** March 18, 2016

**SUBJECT:** Preservation Dallas Award

The Renner Church Bell project has been selected as a 2016 recipient of Preservation Dallas' Preservation Achievement award. Staff and Board Chair, Roger McKemie will be attending the award ceremony on May 2. Attached is the notice from Preservation Dallas. Staff will be on hand to answer questions.



*Board of Trustees  
2015 - 2016*

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Nicky DeFreece Emery  
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Vice President  
Preservation Issues  
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Carol Roark  
Diane Sherman  
Katy Slade  
Julie Travis  
Joan Walne  
Steve Whitcraft  
Willis Winters*

*David Preziosi  
Executive Director*

February 24, 2016

Mr. Derrick Birdsall  
City of Farmers Branch  
13000 William Dodson Parkway  
Farmers Branch, Texas 75234

Dear Derrick,

Thank you for your interest in Preservation Dallas and the 17th Annual Preservation Achievement Awards. We received impressive submissions this year for awards, including your nominated Renner Methodist Church Bell.

The three member jury thoroughly reviewed and deliberated submissions. Congratulations are in order as your project was selected as an award winner!

We hope you will consider attending the Preservation Achievement Awards on Tuesday, May 3, for the announcement of the 2016 winners. This year the event will take place at the historic Arlington Hall at Lee Park.

Information about the event and the opportunity to purchase tickets is available on our website. If you have any questions, please contact Donovan Westover. Otherwise, we will be in touch with you accordingly.

Thank you again for your submission and we look forward to seeing you at the Awards event in May!

Best Regards,

Buddy Apple  
Board President

David Preziosi  
Executive Director



# **MEMORANDUM**

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## PARKS & RECREATION

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

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 18, 2016

**SUBJECT:** Volunteer Appreciation

Volunteer Appreciation will be celebrated on Tuesday, April 5 at 4:30 pm in the Dodson House. Afterwards, volunteers will be encouraged to attend the City Council meeting starting at 6 pm to be recognized for their efforts.

Individual volunteers will be recognized for their contributions to the Historical Park prior to adjourning to City Hall for the Council meeting.

In 2015, 3418 volunteer hours were donated by 122 volunteers (plus the 30 students from R.L. Turner High School). Staff will be on hand to answer questions.



# **MEMORANDUM**

## **PARKS & RECREATION**

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

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 18, 2016

SUBJECT: Upcoming Events

- 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)
- 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)
- 4/5 (Tuesday) Volunteer Appreciation Event (4:30 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 Retreat (12:00 – 4:00 pm)
- 4/30 (Saturday) Jazz It Up: Friends Fundraiser at Dr Pepper StarCenter
- 5/7 (Saturday) Migratory Birds (9:00 – 11:00 am), RSVP required
- 5/10 (Tuesday) Star Party (dusk – 9:00 pm); alternate date 5/12
- 5/14 (Saturday) Demonstration: General Store (1:00 – 4:00 pm)  
Service Station (1:00 – 4:00 pm)
- 5/15 (Sunday) Demonstration: Fencing (1:00 – 4:00 pm)
- 5/19 (Thursday) Tastes & Tunes at The Grove @ Mustang Crossing
- 5/21 (Saturday) Demonstration: Gilbert House (1:00 – 4:00 pm)
- 5/22 (Sunday) Come Fly A Kite! (12:30 – 5:30 pm)
- 5/24 (Tuesday) Board meeting (7:00 pm)
- 5/28 (Saturday) Liberty Fest Presents Stars & Strings featuring the Dallas  
Wind Symphony (6:30 pm)
- 5/30 (Monday) Memorial Day (Park open 8:00 am – 5:00 pm)



**FARMERS  
BRANCH**

# **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:** March 18, 2016

**SUBJECT:** Collections Report

**Donations:** Meat Grinder donated by Frank Anderson

**Acquisitions:** None

**Did you know?:** The meat grinder as we know it was invented by German inventor, Karl Drais in the 19<sup>th</sup> century. Drais was also known for developing the typewriter and the two-wheeled concepts that would later become the bicycle and motorcycle. The meat grinder led to easier processing of meats in the home and then mass production of meat products.

### **Projects**

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

Staff continues to work on processing past donations.

#### **2. Gilbert Journal Transcription**

Staff held training for the journal transcriptions on February 25. The training was well-attended and the first sets of pages were given to the volunteers for transcription.

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

Date	Vendor	Description	Expenditures	Deposits	Balance
10/01/14					\$ 3,300.00
3/1/2016	Volunteer Appreciation		\$ 2,000.00		\$ 1,300.00

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
3/1/2016	Volunteer Appreciation	\$ 69.00	\$ 2,000.00	\$2,383.25
10/6/2015	Third Quarter 2015 Deposits		\$ 901.93	\$3,285.18
10/30/2015	Fairway Manufacturing Company	\$ 237.59		\$3,047.59
10/31/2015	Historical Folk Toys	\$ 71.77		\$2,975.82
11/12/2015	Historical Folk Toys	\$ 130.23		\$2,845.59
11/18/2015	Unique Crafters	\$ 82.64		\$2,762.95
11/18/2015	Bill Marquis	\$ 44.00		\$2,718.95
11/19/2015	Fairway Manufacturing Company	\$ 95.41		\$2,623.54
11/30/2015	Unique Crafters	\$ 177.60		\$2,445.94
12/3/2015	Coca - Cola	\$ 221.04		\$2,224.90
12/16/2015	Nashville Wraps	\$ 38.49		\$2,186.41
12/31/2016	Fourth Quarter 2015 Deposits		\$ 312.68	\$2,499.09
1/27/16	Cooperman Company	\$ 76.57		\$2,422.52
3/14/16	Total Ad Graphics	\$ 448.75		\$1,973.77



## FARMERS BRANCH

# **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: Danielle Brissette, Museum Educator

DATE: March 18, 2016

**SUBJECT:** Museum Education Report

### **Volunteers**

- 178 volunteer hours were donated so far in 2016 by 38 volunteers.
- 12 volunteers have been trained to help transcribe historic documents for the Historical Park and are currently working on the Gilbert Journals.

### **School Tours**

- 37 school tours with 2,547 guests have been booked for the 2015-2016 school year.
- April is nearly booked to capacity.

### **Outreach**

- Staff will be speaking to the Highland Park Browning Society in April.
- Staff have been accepted to teach a workshop at the 2016 ALHFAM conference in Baton Rouge, LA.

### **Events**

- Previous Events
  - o The Winter Geocaching Event February 27 was less well attended, with 15 people.
  - o The General Store Demonstration on March 5 was received very well, especially by intergenerational families.
- Upcoming Events
  - o The Farmers Branch Vintage Base Ball Festival will be held Saturday April 2 from 8 to 5 PM
    - T-shirts will be for sale for spectators and team members.
    - Concessions include the Knights of Columbus and Kona Ice.
    - Members of 9 Vintage Base Ball teams will be playing in the Festival.

- Schedule:

Fort Concho & Plano	VS	Irving	<b>9-10</b>
Irving	VS	Carrollton	<b>10:15-11:15</b>
Farmers Branch	VS	Fort Concho & Plano	<b>11:30-12:30</b>
Carrollton	VS	Wichita Bullstockings	<b>12:45-1:45</b>
Wichita Bullstockings	VS	Farmers Branch	<b>2-3</b>
ALL: Town Ball		ALL: Town Ball	<b>3:15-4:30</b>

- Weekend Demonstrations

- Gilbert House Demonstration - Saturday, March 26, 1-4 PM
- Service Station Demonstration - Sunday, April 3, 1-4
- General Store Demonstration - Saturday, April 9, 1-4 PM
- Gilbert House Demonstration - Saturday, April 16, 1-4 PM
- Victorian Fencing Demonstration - Sunday, April 17, 1-4 PM
- Come Fly a Kite! - Sunday, April 24, 12:30-5:30
- School House Demonstration - Saturday, April 23, 12-3 PM



# **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:** March 18, 2016

**SUBJECT:** Museum Store Report

### **Inventory Purchases**

- Total Ad Graphics \$448.75 Vintage Base Ball fan t-shirts

### **Pre-Packaged Bags (possible)**

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

### **Visits to Museum Store (possible)**

- Davis Elementary April 20

### **Museum Store Association (MSA)**

- The Museum Store was recently featured in a discussion on the Museum Store Association's Shop Talk (listserv). Staff was able to explain our program of offering schools Pre-Packaged Bags as part of their tour experiences and shared the order form and images of the program with other Museum Store professionals.

# PARKS AND RECREATION REPORT

FEBRUARY

## Council Items

Dunaway Associates presented findings regarding Traffic Analysis Study, 2/2

## **Upcoming:**

Presentation on bicycle lane markings and signage, 3/15

## Special Events/Tournament

Tournament of Champions Softball Tournament, 2/18-2/20, 24 teams, 24 schools

## **Upcoming:**

Dallas International Girls Cup Soccer Tournament, 3/23-3/27

## Senior Center

Valentine Tea, 139 participants, 2/12

Trips in February:

Theatre 3, 25 participants, 2/3

Stock Show, 26 participants, 2/5

Cruisin' Cuisine, 24 participants, 2/18

Cruisin' Rewind, 14 participants, 2/22

## **Upcoming:**

"Savory Seniors" Lunch and Learn, 3/18

Spud and Show, 3/22

Volunteer Banquet, 4/14

Long Term Care Seminar, 4/20

Trips in March and April:

Dallas Blooms, 3/3

1:30 Theatre, 3/9

Cruisin' Cuisine, 3/17

Cruisin' Rewind, 3/21

Theatre 3, 3/23

Painted Churches, 3/30 to 4/1

## Community Recreation Center

Daddy Daughter Dance, 664 attendees, 2/6

Flex Fitness classes, 577 participants, 2/1-2/29

SilverSneakers, 104 registered memberships, 2/1-2/29

Kids' Night Out, 31 participants, 2/27

## **Upcoming:**

Member Breakfast, 3/11

Holiday Craze Program, 3/7, 3/8, 3/9, 3/10 & 3/11

Middle School Madness, 3/19

Member Appreciation Event, Free Chair Massages, 3/23

## Aquatics Center

Red Cross CPR/FA course, 5 staff, 2/6

Lifeguard Job Fair, 6 participants, 2/11

Aquatics Staff at the UNT Recreation Job Fair, 2/19

Dive in Movie, 60 participants, 2/20

Summer Funshine Swim Lesson Registration opened, 2/22

## **Upcoming:**

Red Cross CPR/FA course, 3/5

Spring Break Lifeguard Course, 3/7 - 3/11

Lifeguard Instructor Course, 3/25-3/26

## Parks

Community Garden Work Day, 25 attendance 2/6

Landscaping 2016 classes, 40 attendees, 2/2, 2/9 & 2/16

Rose Pruning Clinic, 33 attendance, 2/20

Continue Rotary playground installation, Gussie Field Watterworth Park, 2/29

Install drinking fountain on Austell Pkwy, 2/29

## **Upcoming:**

Continue work on Farmers Market venue, 2/29

# PARKS AND RECREATION REPORT

FEBRUARY

## Historical Park

Memorial Service, 100 attendees, 2/5

Bird Counting 101, 11 attendees, 2/6

Reception, 50 attendees, 2/14

Transcription Training, 20 attendees, 2/25

Winter Geocaching in the Park, 15 attendees, 2/27

Photo Shoot, 2/27

February Walk-ins, 20

## **Upcoming:**

Wedding, 3/4 & 3/19

General Store Demo, 3/5

School Tours, 3/10, 3/17, 3/23 & 3/24

First Baptist Church Farmers Branch Tour, 3/10

Camping Under the Stars, 3/12 & 3/13

Gilbert Demo, 3/26

Vintage Base Ball Practice, 3/30

## Participation Numbers

### Special Events:

CRC: 524 program registrations  
7,830 membership scans  
by 1,373 members  
210 Guest (Day) Passes

Aquatics: 201 program registrations  
873 membership scans  
by 196 members  
179 Natatorium Day Passes

Sr Ctr: 5,610

\*Sr Ctr Vol. Hrs: January Volunteer Hours: 181.5  
(one month behind)

HP Attendance: 20 (walk-ins)  
HP Program attendees: 196

Rose Garden Vol.Hrs: 0 hrs.  
Program attendees: 73  
JB Nature Pres. Vol. Hrs: 0 hrs.  
Community Garden Vol. Hrs: 25 hrs.

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