



**FARMERS
BRANCH**

City of Farmers Branch

Minutes

Historical Preservation & Restoration Board

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

Thursday, January 23, 2020

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, Bill Stolp, and Warren Wetzel

Absent: Melissa Dours

Staff: Mike Mashburn, Parks and Recreation Director

A. AGENDA ITEMS

A.1 Call to order.

Meeting was called to order at 6:30 pm.

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

Johannes Hylkema moved to accept the minutes as presented. Warren Wetzel seconded. Motion carried unanimously.

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

Danielle Neumeyer moved to excuse the absences. Kay Lynn Lyon seconded. Motion carried unanimously.

A.4 Received an update on the Barn Project; and take appropriate action.

Mike Mashburn provided an update on the Barn Project. There is a concern over the location of the barn in the 100 year / 500 year floodplain. As a result, there are two options to move phase two of the building or elevate the entire structure four feet. It is in the best interest to pivot phase two to the other side of the building along the fence line. Renderings of this new placement to be provided at the next meeting, if available. New design plans will be presented to the Barn subcommittee prior to going before the Board.

A.5 Discuss Historical Park Quarterly Report: Year End; and take appropriate action.

The Year End report was provided in the Board packet. Mike Mashburn reviewed the Year End Report. Overall positive marks. Revenue is up 120% for the last year. There have been great successes with the Girl Scout Programs. Rental Revenue is up, mostly due to the Church now being ready for rentals. The Parks and Recreation Department is looking to market the use of the Historical Park more for rentals. Expenditures have increased, but that is due to the increase in Park Programming. Attendance in the park has increased overall.

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

The 2020 Calendar was provided in the Board packet. Mike Mashburn reviewed the calendar. It was noted that Hillary Kidd, Historical Park Manager, would be taking primary role as staff representative at future meetings.

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

- **StEPs**
- **Fundraising**

StEPs

Bill Stolp provided the update on StEPs. Bill discussed the five certificates already awarded to the Historical Park. The latest certificate was silver for Stewardship and Historical Structures & Landscape. To earn gold for Section One, the completed Strategic Plan will need to be provided. On Nov 7, the committee went through Section Five – Stewardship with Hillary Kidd and Kim Jolly Chapman. Section Six - Management has been started but will need additional input from Hillary. Collections is on hold as it will be best to wait until the Historical Park's Curator is available. The next meeting is TBD.

Strategic Plan

At the November meeting, the Strategic Plan was presented with comments from Hillary Kidd and the representative from the Texas Historical Commission. This Strategic Plan is not the ideal format for using as part of the StEPs program, however, this format was created by City Council. Bill Stolp consolidated the comments and the final draft of the Strategic Plan, which is ready to review. The goal now is to get the document in front of City Council to approve. There was much discussion over the Strategic Plan being too detailed, and the potential for City Council to reject. Most of the discussion covered the request to include funds to hire a fundraising person. This Plan represents the Historical Park Board's goals they would like to see accomplished in the next five to ten years. The committee is looking into removing the Staff section of the Strategic Plan, knowing this Plan is an evolving document. City Council has their meeting on February 18 and retreat on Feb 19 an ideal time for them to review the Plan. However, due to other agenda items the Plan may not even make the discussion. The decision was made to not vote on the Plan at this meeting. An updated version of the Plan will be created and sent to the Board prior to the February Board meeting so that all feedback and comments are presented to the Strategic Plan sub-committee prior to the Board meeting.

Fundraising

Johannes Hylkema mentioned that the board of the Friends of the Historical Park would have their meeting in February to discuss joint fundraising. This meeting is not for the Historical Preservation and Restoration Board, but specific to the Friends of the Park members.

A.8 Receive and discuss Calendar of Events

A copy of the Calendar of Events was included in the Board packet. Mike Mashburn provided the update on the Calendar of Events. It was re-announced that the Park received the DFW Director Association Award for the Laura Ingalls Wilder programming. This is the eighth award for the department. Warren Wetzel mentioned that the December event at the Arboretum would be a great model to emulate for our Historical Park. It will be added to the August agenda to discuss Fall/Christmas 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.

Carol Dingman would like to note that this year's Christmas exhibit tour was better facilitated and led by more informed docents than from the previous year. Johannes Hylkema thought the A Dickens of a Dinner experience was outstanding.

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

Carol Dingman brought up the MLK Parade in Carrollton, and the request to gather oral history from residents. Another future event tailored to the Historical Park would be to expand the cemetery tours. Bill Stolp inquired on the status of Santa Fe Days moving from its closed location in Carrollton to Farmers Branch. Mike Mashburn mentioned that the organizers were contacted, but there has been no reply from them since.

B. ADJOURNMENT

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

The meeting adjourned at 7:48 p.m.


Chair


Recording Secretary