



**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, February 27, 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, Melissa Dours, William Frome, Johannes Hylkema, Kay Lynn Lyon, Danielle, Neumeyer, Bill Stolp, and Warren Wetzel

Absent:

Staff: Hillary Kidd, Historical Park Manager

A. AGENDA ITEMS

A.1 Call to order.

Meeting was called to order at 6:34 p.m.

A.2 Introduction of Historical Park Staff.

Hillary Kidd, started in February 2018 as the Curator and was promoted in May 2019 to Historical Park Manager. She is very excited of the possibilities at the Historical Park.

Victoria Anderson, Museum Educator, has been at the Park for two years. She has a Bachelor of Arts in History and a Masters of Arts in History. Victoria is responsible for the Park's education, volunteer, and steward programs. School tours have increased over 120% under her supervision. She has worked in the museum field for over ten years, has received awards, and is published.

Tony Derrick, Historical Park Grounds Maintenance Technician, has been with the City for 25 years with 19 being at the Park. He is responsible for the beauty of the grounds. Tony is a resident of Farmers Branch and is married with two girls. His wife Sally is a member of the C-FBISD School board. The Derrick family volunteers their time in the community.

Kim Jolly Chapman, Historical Park Coordinator, has been with the City for a total of 26 years. She has worked in most of the Park's Department divisions. Her duties include, but are not limited to rental operations, budget planning, supervising Park Attendants, working with the Historical Park Board, coordination of maintenance and marketing, and website design. She is responsible for programming events such as Camping Under the Stars, Star Parties, Haunts & Houses, and the Christmas Teas. Kim has been married for 20 years and lives just across the border in Dallas.

Lauren Prengler, Park Attendant, has been with the Park for 18 months. She is a 30 year resident of Farmers Branch. She is the face of the Park on weekends and evenings.

JD Arnold, Building Maintenance Technician, has been with the City for eight years. JD's background is in construction and is responsible for the interior and exterior maintenance of the structures at the Park. JD received an award for the Ladonia restroom project. He has taken blacksmithing classes and loves wood and leather working.

Bonnie Newman, Historical Culture Specialist, has been with the Park for two years. Bonnie works closely with Victoria in combining modern programming with historical programming. She has a degree in Marketing and Merchandising. Bonnie was a teacher for eight years, and then assistant buyer for JC Penny's for five years. She has been with the city since 2009. She is responsible for events such as the Pop up Dinners, Day of the Dead, Girls Scouts, Mad Hatter Tea, and Mums and Sons. This summer, scheduled events include Fairy Garden Workshop and Girls Make History Camp. What excites her is the endless possibilities of programming. Bonnie's current programs reach people in the community as well as those outside; 80% of attendees are from outside Farmers Branch. She is from NYC and moved to Farmers Branch in the 1980s. She has lived in Farmers Branch for 32 years. She is married and has three girls.

A.3 Approval of minutes from the January 23, 2020 Board meeting; and take appropriate action.

Will Frome moved to accept the minutes as presented. Warren Wetzel seconded. Motion carried unanimously.

A.4 Consider excusing the absence of Melissa Dours from the January 23, 2020 Board meeting, and take appropriate action.

Will Frome moved to excuse the absences. Johannes Hylkema seconded. Motion carried unanimously.

A.5 Receive an update on the Barn Project; and take appropriate action.

Hillary Kidd reported on the delay of getting the topographic summary. The rain has delayed this; however, they are starting Friday, January 28. Once the topographic summary is complete, the project can move forward.

A.6 Receive Historical Park Quarterly Report: First Quarter 19-20.

A copy of the Quarterly Reports was included in the Board packet. Hillary Kidd explained the new format for the quarterly report reflects year to date totals. The City's fiscal year runs October through September. This report includes the October through December 2019 time period. Numbers have not been audited and are subject to adjustment. The year to date revenue totals for the first quarter of FY19/20 have increased by \$47,000 or 271% compared to last year. The tremendous increase in revenue is due in part to adding more programs, classes, events, and rentals at the Historical Park. In the first quarter, we had special events, Bloomin' Bluegrass Festival and Halloween in the Park, but also added eight sold out Girls Scout Badge Workshops, a sold out Chocolate Making Workshop, Park After Dark: Paranormal, Day of the Dead Celebration, Laura Ingalls Wilder, Dicken's of a Dinner, four Christmas Teas, and 11 school tours. Expenses had a marginal increase of 18% and this is attributed to overall operation expenditures; as well as offering numerous new programs and classes, an increase in watering, additional marketing materials, and the addition of a full time Historical Park Manager.

A.7 Discuss the Sunset Review as it relates to the Historical Preservation and Restoration Board; and take appropriate action.

Ann Christman showed the Board the presentation that she will share with the City Council on May 13, 2020.

Every five years, City Ordinance No. 3563 requires different Boards to be reviewed by City Council to go over: Structure: Meetings/Attendance/Training Compliance and Function: Recommendations and Public Outreach.

On May 13, at noon, during the Quarterly Chair Lunch in the Study Session room, Ann will inform the City Council how the Historical Preservation and Restoration Board is fulfilling these roles.

Will Frome made a suggestion to add final statement and question and answers. Ann explained that she has only 10 minutes and that it was not necessary.

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

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

StEPs

The StEPs committee will review each section to compile lists of information/documentation needed to complete the requirements. Bill Stolp says they are very close to being finished. The committee is still in need of some help from Historical Park staff in order to finish.

Fundraising

Johannes Hylkema met with the Friends of the Historical Park Board on February 5, 2020 to discuss the issue of fundraising. The Friends are happy to work with the Historical Preservation and Restoration Board to support the Park. The Friends do not want to change their mission and become fundraisers nor do they want to share/change the status of their 501(c) 3. At this time, the Friends do not want to change or modify their present structure of membership guidelines. The Fundraising Committee will meet again in the new week or so to refocus the direction regarding the raising of funds to support the Park.

A.9 Review and approve Strategic Plan; and take appropriate action.

Bill Stolp passed out the Historical Park's Strategic Plan 2020-2030 for review and approval. The version that was passed out is not the same version Bill sent to the Board via e-mail. The difference in the two plans are pictures were added and the last page regarding staffing was added. Bill met with Councilman John Norwood who made the suggestions of changes. Bill stated, John Norwood put is approval stamp on the document and wants the Historical Board to approve the documents.

*Johannes Hylkema moved to accept the Strategic Plan. Warren Wetzel would like to discuss the Strategic Plan before voting. Warren stated that the Board cannot vote on this new document because it is not the same as the email version. Ann Christman stated that the procedure was not followed correctly. Hillary Kidd stated that she is not comfortable with the current plan and feels it is not the most clear, concise, and professional document to represent the direction of the Historical Park moving forward. She and staff are not in favor of the current plan; however, with edits the plan can be adjusted and improved upon. Johannes proposed that the committee meet with Hillary March 3 at 1:00 p.m. to make changes to the Strategic Plan.

The Plan will then will be emailed to the Board for review and a Special Called meeting will take place on March 4 at 7:30 p.m. to vote on the new Plan. Johannes withdrew his motion.

*Correction, please see meeting transcript below for corrected motion record from the February 27, 2020 meeting:

Transcription of audio recording "New Recording 36m4a"

Audio recording of Farmers Branch . . . Meeting on Thursday, February 27, 2020

Prepared by Will Frome

Time from start of recording H:Min:Sec	Speaking	Text
0:00:29	Ann	We'll start the meeting at 6:34 pm
0:38:20	Bill	This is the Strategic Plan
0:41:23	Bill	My recommendation is (to) make a motion to approve this as is and get it to the City Council
0:41:35	Will	I so move
0:41:37	Johannes	Second
0:41:38	Warren	I'd like to have a conversation first [Conversation ensues]
0:49:25	Will	I'm sorry. There is a motion.
0:49:26	Ann	There is a motion.
1:03:38	Will	I would like to re-orient the cart and the horse.
1:03:41	Bill	Go for it.
1:03:42	Will	If in the next 5 minutes Hillary, Bob/Bill, Dickens (Dingman) can decide on the day right now that you will sit down and make these changes; if you three can do that right now then I will rescind my motion.
	Will	But, let's make sure, we've got... again we're talking about timing. This is the second month in a row this thing has come down to timing.
1:04:18	Ann	It has come down to timing.
	Ann	However, if you proceed with your motion, just sayin' ...
	Carol	It will be a split vote
	Ann	It probably will
1:04:31	Will	The three of you need to nail your date now so that the revised document (with or without pictures) comes to all of us so that we can have this called meeting in time to get it on the council's agenda.
	Will	Now.. what is that date?
1:04:56	Hillary	It's normally a week or so before so that if yall are pushing for the 17 th ... I can meet Monday... [Schedule conversation ensues]
1:05:50	Will	Ok. Now Madam Chairman is suggesting a special called meeting on Thursday the 5 th .
	Ann	Whatever next Thursday is.
	Will	Ok. Now in order to have that special called meeting on Thursday the 5 th , when does Amy Piquana [sic] have to post the notice?
	Ann	By Monday. So we have Friday to give it to her.
	Will	By Monday the 2 nd ?
	Ann	No, by Monday the 5 th , 6 th , 7 th , 8 th , 9 th ... By Tuesday the 10 th .

[Schedule conversation ensues]

1:15:29 Melissa Will needs to . . .

1:15:30 Will I would like to hear the staff read the plan back to us with dates and times.

1:15:38 Hillary [reads back the schedule of planned events leading up to the special called session]

1:16:36 Will Madam Chairman, based on the time-table that we've established I will rescind my motion to approve the strategic plan.

Ann Johannes, do you rescind your second?

Johannes Yes

Ann Ok. Alright. I think we have a plan now.

[meeting continues]

A.10 Discuss Calendar of Events

A copy of the Calendar of Events was included in the Board packet. Hillary Kidd highlighted the following past and upcoming events.
 January - First Friday brought in 24 people. The Girl Scout Art Badge Workshop for all ages was sold out totaling over \$300 in revenue. A second workshop was added to accommodate additional attendees.
 February - Bird Walk was cancelled due to weather, and the HeARTs and Crafts event was not well attended due to being so new. The school tour on February 27 needs volunteers.
 March - Girl Scout Birthday Bash is coming up and the Mad Hatter Tea has already sold out.

A.11 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch; and take appropriate action.

No items were brought up by the Board for discussion.

A.12 Discuss agenda items for future Historical Preservation & Restoration Board meetings; and take appropriate action.

The December meeting date for 2020 needs to be discussed as it now conflicts with Dickens of A Dinner.

B. ADJOURNMENT

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

The meeting adjourned at 8:03 p.m.


 Chair


 Recording Secretary