

# LACEY HISTORICAL COMMISSION MEETING MINUTES

November 19, 2014, 6:00 p.m.  
Lacey City Hall, Council Chambers

## **PRESENT**

**Commission:** Yasemin Alptekin, Shirley Binkley, Erich Ebel, Amber Granger and Kristina Trebil.

**Excused:** Kimberley Bauman and Fernnell Dowell III.

**Staff:** Lori Flemm, Parks & Recreation Director and Erin Quinn Valcho, Museum Curator.

**Historical Society:** Bob Krier and Lisa Wooden.

**Public:** None.

The meeting was called to order at 6:02 p.m. by Kristina Trebil, Vice Chair.

## **AGENDA**

Item 9e and 9f under new business were added to the agenda.

## **MINUTES**

The October 15, 2014 minutes were approved as written and placed on record.

## **ANNOUNCEMENTS**

- a. Ms. Flemm announced that there is a new CLG coordinator for the state of Washington, Kim Gant. Ms. Quinn Valcho will be meeting her on November 20.

## **PUBLIC COMMENT**

Lacey Historical Society (LHS). Bob Krier reported:

- LHS thanks Mr. Ebel for his website presentation at their last meeting.
- Lanny Weaver, LHS President, is forming a committee for Thurston County Through the Decades and LHS looks forward to partnering with the Commission on this event.

## **CORRESPONDENCE**

- a. Letter from Susan Goff. Ms. Goff has resigned her position on the Commission. No reason was given. Several people expressed their disappointment and stated that her expertise would be missed. Ms. Goff was recognized for her contributions: serving on the exhibit planning team, developing and researching the walking tour, clipping news articles, and preparing the historic property inventory reports.

## **CALENDAR OF EVENTS**

- a. 2015 planning calendar was provided in the packet, but there are no changes from last month. We still need the date of the LHS annual meeting.

## **OLD BUSINESS**

- a. Update - Museum tour. Ms. Flemm shared the CD slideshow of photos that Ms. Alptekin took during the City Council tours of museums last month.
- b. Depot Capital Campaign Consultant Services. On hold pending the 2015 work session with City Council. The two city council members who were not able to

make the museum tour last month would still like to visit the museums. The planning for that is in the works and any Commissioners who were unable to attend will also have an opportunity to go.

- c. LHC 2014 Work Plan Status. Commissioners reviewed and updated the work plan. Ms. Binkley asked to correct “Cabin Creek” which should be “Eaton Creek”.

## **NEW BUSINESS**

- a. 2015 LHC Work Plan. Commissioners reviewed and updated the work plan. Adoption will be on the December meeting agenda.
- b. Rack Card: The LHC brainstormed ideas for a tagline for the new museum brochure that is in development by Mr. Ebel.
- c. 2015 Capital Facilities Plan update. Ms. Flemm shared the CFP for Parks & Recreation with the Commission. She answered questions about the new museum project re: budget, grant funding, location and floor plan revisions. She also answered questions about the project to make the current museum building ADA accessible and possible uses for that building.
- d. Review draft 2014 accomplishments. These accomplishments will be presented by the Chair to City Council. Ms. Alptekin asked for changes to the wording in one sentence about her project.
- e. Youth Commissioner school presentation. Miss Granger gave a dry run of her presentation to the LHC and received feedback from the Commissioners. A full list of comments will be sent to her after the meeting.
- f. 2014 CLG Annual Report. Ms. Quinn Valcho shared a copy of the draft of the annual CLG report. After discussion, it was approved for submittal.

## **Ad Hoc COMMITTEE REPORTS**

Policy Ad Hoc Committee. Committee Chair, Kristina Trebil reported that a meeting was held on November 12<sup>th</sup> at 6 p.m. They reviewed two new policy sections, “Facilities” and “Staff and Volunteers” in the Operations section. They await review by the committee members who were unable to attend. The next meeting is scheduled for December 10<sup>th</sup> at 6 pm.

- Ms. Flemm reported that the standards and protocols policy for boards and commissions will be reviewed by the General Government Committee on December 8<sup>th</sup> and from there it will go to City Council in January.
- Ms. Flemm reminded the Commission that the Rules of Procedure is by policy supposed to be reviewed in December, but that may be inappropriate given that the entire manual is under review. Ms. Alptekin made a motion to defer the review until next year and it was seconded by Mr. Ebel.

**Motion carried: To defer the review of the “Rules of Procedure” policy until next year.**

Event Sponsorship Committee. No report.

## **STAFF / MUSEUM REPORT**

- a. Curator’s Report. Ms. Quinn Valcho reported:
  - There were **49** visitors to the Museum in October.
  - Erin completed **3** customer service requests.

- Volunteers gave **119.5** hours in October to the Museum and the Commission.
- Data entry continued: 66 contacts, 134 accessions, 155 documents scanned, 1 temporary custody record added. Richard began cataloguing artifacts. Hannah finished scanning accession records. There are 2 more years to go in the accession records.
- Erin cleaned, dusted and vacuumed the museum office.
- Erin deinstalled the WWII exhibit in City Hall and installed the Lacey Drive-In exhibit.
- Erin spoke at the Lacey Women's Club on October 28<sup>th</sup> with Shirley Dziedzic.
- Erin visited the Tenino Depot Museum for the South Sound Heritage Association.

### **COMMISSIONERS' REPORTS**

- a. Ms. Alptekin shared her visit to the Makah Tribal Museum at Neah Bay.
- b. Ms. Binkley shared her visit to Dayton which has a train station museum. She showed pictures of a small display building that is an idea for how to use the cabin logs from the collection.

### **CHAIR'S REPORT**

No report.

### **DIRECTOR'S REPORT**

- a. Ms. Flemm reported that she inquired about web conferencing for Commissioners who can't make the meeting. The options are to use a conference phone for interactive audio or to watch the meeting without two-way communication.

Meeting adjourned at 8:03 p.m.

### **NEXT MEETING**

Wednesday, December 17, 2014, 6:00 p.m. at Lacey City Hall.