

# Burlington Historical Preservation Advisory Board

Tuesday, October 9, 2018 @ 2:00 PM

Parks and Recreation Center

Conference Room – Use South Entrance

900 E. Fairhaven Avenue, Burlington WA 98233

## ***Agenda:***

|   |                                    |
|---|------------------------------------|
| <b>CALL TO ORDER</b>                                    | <b>Edie Edmundson</b>              |
| <b>APPROVAL OF MINUTES (07/10/2018 Meeting)</b>         | <b>Edie Edmundson</b>              |
| <b>OPEN COMMENT</b>                                     | <b>Edie Edmundson</b>              |
| <b>OLD BUSINESS</b>                                     | <b>Edie Edmundson</b>              |
| 1. Update on New Display Opening                        | <b>Larry Gilbert/Margie Wilson</b> |
| <b>NEW BUSINESS</b>                                     | <b>Edie Edmundson</b>              |
| 1. Mission of Historical Preservation Advisory Board    | <b>Edie Edmundson</b>              |
| 2. Discussion on creating Burlington Historical Society | <b>Edie Edmundson</b>              |
| <b>ADJOURN</b>  |                                    |
| <b>Next :</b> Tuesday, January 8, 2019 @2:00PM          |                                    |

## ***Enclosures:***

Minutes 07/10/2018 board meeting

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# Burlington Historical Preservation Advisory Board

Meeting Minutes for Monday, June 18, 2018

**Board Members in Attendance:** Janet Berger, Christine Cooper, Edie Edmundson, Larry Gilbert, Jesse Kennedy, Chris Loving, Muriel Neely and Margie Wilson

**City Staff:** Jennifer Berner and Shelley Johnstone

**MEETING CALLED TO ORDER** by Chairperson Edie Edmundson at 5:39PM.

**MINUTES:** Margie Wilson points out the misspell of Muriel Neely's last name under the "Minutes" section of the 06/18/2018 minutes. **Janet Berger motions to accept the minutes of the 06/18/2018 board meeting with correction to the spelling of Muriel's last name from 'Nelly' to 'Neely'. All are in favor; motion is carried.**

## **OPEN COMMENT**

**Monthly Meetings.** Edie Edmundson queries whether changing the board's meeting schedule to monthly instead of quarterly would be appropriate. Jennifer Berner states that there are several things that would impact, one being city staff supporting the board. It begs a larger conversation that will tie in with the board's discussion of its goals.

## **OLD BUSINESS**

**Review Historic Places Nomination Form and Discuss Goal of Program.** Jennifer Berner shares a current draft of the nomination form that Jesse Kennedy reworked after the board's discussion at its last meeting. She also shares copy of the historical preservation ordinance section 2.96.030. Jesse suggests postponing discussion of the nomination form to the October meeting to give board members ample time to review the draft and to also delve into the ordinance to determine whether it reflects the board's mission. Jennifer concurs, stating that she feels a larger conversation surrounding the board's goals must take place before an adequate nomination form can be developed. Staffing to support those goals is another important factor to consider.

Edie Edmundson encourages board members to do their homework between now and the October board meeting so that an informed discussion can take place. She reiterates that she would like to see the final report on the Carnegie Library from ARC as soon as possible, feeling that it is a key element in envisioning the board's mission.

The topic of CLG Training is tabled until the board can decide if it wishes to continue as a member of the CLG program. There are requirements that must be met on a regular basis in order to maintain the membership. Board and staff will determine whether they have adequate bandwidth to support that.

**Internship Program Follow-up/Historical Map.** Christine Cooper reports that she has not yet been able to connect with NW Archives on the subject of obtaining an intern to assist with the board's historical property register. She will have more information for the October board meeting.

## **NEW BUSINESS**

**Review 2019 Draft Program Budget.** Jennifer Berner shares a draft budget proposal for the board to consider. She states that this is a very rough draft and that she would like board members to scrutinize it closely so that the end product will adequately support the board's 2019 endeavors.

**As presented:** \$250 Office Supplies (binders, paper); \$200 Operating Supplies (exhibit materials); \$1000 Professional Services (Intern Stipend); \$200 Training and Education (seminars, workshops); \$600 Travel (lodging, fuel).

Jesse Kennedy believes \$1000.00 is too low for the Intern Stipend. Margie Wilson suggests looking into the Retired Senior Volunteer Program. Edie Edmundson asks whether this is something the board still wants to pursue. Jennifer cautions that whether the board obtains an intern from a college or volunteer program, the

intern would still need oversight, a person from the board to supervise them and to whom the intern is connecting with on a regular basis.

Margie has learned that Main Street America will host a conference in Seattle in March of 2019. This is a unique opportunity to attend a national conference close to home that will speak directly to many of the board's present challenges. She was not able to find costs associated with attendance. Board members feel attending the conference would be valuable. They opt to leave the budgeted amount for Education and for Travel at \$800.00. They will pursue donation or grant if additional funds are needed for attendance.

Janet Berger queries whether a line item should be included to cover fees for public speakers. The board elects to forgo the allowance in the 2019 budget, but to perhaps revisit it with the next budget cycle.

The board ultimately decides to accept the draft budget as written with a caveat. Jesse asks for another day to evaluate the Operating Supply line item. Jennifer will forward the information with suggested changes, if any, to other board members for a Yes or No vote via email.

***Meeting is concluded at 6:39PM.***

**NEXT MEETING: Tuesday, October 9, 2018 beginning at 2:00PM.** The meeting takes place at the Parks and Recreation Center located at 900 E. Fairhaven Avenue. Attendees should use the **South Entrance** of the building.

*Meeting minutes transcribed by Shelley Johnstone, secretary for Burlington Parks and Recreation.*