

**COTTONWOOD HEIGHTS HISTORIC COMMITTEE MEETING
WEDNESDAY, FEBRUARY 13, 2019, 5:30 P.M. CITY HALL**

MINUTES

ATTENDANCE:

Members: Don Antczak, Allen Erektion, Max Evans, Jim Kichas, Jerri A. Harwell, Carol Woodside

Others: Ann Eatchel, CH City Culture Mgr.; Paula Melgar, CH City Records, Culture, & HR Dept. Dir.

Excused: Melinda Hortin; Sylvia Orton; Tali Bruce, CH Council Representative

MINUTES APPROVAL

The minutes from the 11/14/18 meeting were approved.

WELCOME & INTRODUCTIONS

Officer & Staff Introductions. The 2019 chair, Jerri Harwell, welcomed the group and introduced the other 2019 officers, Jim Kichas, Vice Chair and Sylvia Orton, Secretary. Due to illness, Sylvia is not in attendance today, but hopes to return to the March meeting. In her absence, Carol Woodside will be taking minutes. Jerri also introduced CH staff members Ann Eatchel, and Paula Melgar. Ann will attend our meetings. However, if she cannot attend, Paula will be her replacement.

Sabbatical. Gayle Conger will be taking a one-year sabbatical in 2019. She will not attend any meetings.

Proposed 2019 Meeting Schedule Discussion. We were reminded the City Offices now close at 5:00 p.m. After discussion, **it was decided we will keep our committee meetings on the 2nd Wednesday of the month, beginning at 5:30 p.m.** Either Ann, Paula or Tali Bruce, our Council Representative, will arrange to have doors open for us. Ann will reserve the meeting room for all meetings this year and she will make alternate arrangements if our usual room is not available.

CITY UPDATE

City Council Update. No report. Tali Bruce is excused because of illness.

Butlerville Days Update. Ann reported the **dates for 2019 Butlerville Days will be Friday, July 26 and Saturday July 27, 2019.** She also reminded the group, this year the Historic Tent will be the venue for Brighton High School's 50th anniversary display of memorabilia. Ann is working with the BHS 50th Anniversary committee regarding the display. She attends the planning meetings and will report back on progress. Sylvia has also been helping identify historic photographs for the BHS display. She will continue in that capacity as her health permits. **The BVD Historic Tent will also be the venue for Historic Book promotion and sales.**

HISTORIC COMMITTEE WEBSITE

Jerri reported there is need for an updated historic website. In the past, many committee communications with outside agencies have been received and handled by Gayle. Also, some of the registers in the current website are outdated with retired committee members still listed as active,

causing information to be sent to the wrong person. Some suggestions for website update include: 1) history book information on the site, 2) a specific Historic Committee web address, 2) a Landing Page, 3) the ability for people to order books on line, and 4) a contact page for citizens wanting to donate photographs and memorabilia. **As an initial step, Jerri will talk to Max to get his input.** Ann will be involved going forward, as she will be the contact person between the committee and all outside organizations, a responsibility she may delegate to other committee members in future. Paula said our timing is good, as the City is investigating new websites and our needs could be met.

HISTORY BOOK SALES UPDATE AND POSSIBLE SALES PROMOTIONS

At the last meeting, Carol Woodside agreed to chair a subcommittee tasked to sell CH City History Books, and she has agreed to continue with this assignment. Before the holidays, Ann and Carol had a preliminary meeting and gathered some information.

Book Sales Update. Ann will present up-to-date book sales information at the March meeting.

Book Sales Promotion. This discussion began on the premise that **people do not know about the book.** The group identified the following possible solutions to this problem.

Advertise. Continue to advertise book sales in newsletters, on website and perhaps on electronic billboard **(Ann will check)**. Selling on Amazon was discussed. However, because of cost and lack of market, this possibility was not pursued. Everyone agreed we should **have a big advertising push in June and July leading up to the Butlerville Days Event.**

Businesses. Approach businesses with an interest in city history regarding having books on consignment (Trader Joes, Hillside Tires, to name a few). Encourage dentist and physician offices and beauty shops to buy a book which is available for customers in waiting areas. **Ann will approach Sherrie Martell, CH Business Development Specialist regarding possible book sales using businesses.**

City Hall Meetings. Advertise by 1) Having a book-selling table at appropriate City meetings such as City Council, Planning Commission, Wasatch Planning. 2) Investigate possibility of Historic Art Display in foyer **(Ann will check with Arts Council)**. 3) Update the book poster display with *Did You Know* history facts **(Ann & Carol working on this)**.

Libraries/Schools. Libraries sell books and have *book of the month* displays. Get copies of book in Whitmore (already has a copy), Murray, Sandy, Holladay libraries. **(Jerri will investigate.)** Get copies of book in *school libraries* for use as a historical reference. **(Ann will investigate possibilities.)**

Pricing. Sell book at a reduced price. Ann will get information on cost to produce the book so a discount price can be obtained. Carol has already determined the mailing cost/book is \$3.68 if sent at *book rate* in a padded bubble envelope.

Book Volume #2 Planning. Preparation for book volume #2 printing was discussed. There have been some errors found in the first book. We are not trying to make a profit on the sale of books. However, the group agreed we should set a financial base.

NEW BUSINESS

Forward Focus. Jerri circulated 3X5 cards to the group and asked everyone to list on their card three activities for the committee to pursue in the coming year. The cards were returned to Jerri, and she will prepare the ideas for discussion at the March 13, 2019 meeting.

Historical Item Storage. Storage space for historical items in City Hall is very limited. There has been talk of *remote storage* and *a museum*, but always in future terms. Presently the History books are taking up most of the City Hall historic committee space. It was discussed that the historical photos, posters, memorabilia, etc., which are now stored in private homes, need to be moved to City Hall, archived and stored appropriately.

Fortunately, our Vice Chair, Jim Kichas, is an archiving professional and has already begun educating the committee and the City, as to the appropriate way to handle this task. Jim recommends a *phased approach* and archiving will be a priority task for the committee in 2019.

NEXT MEETING: Wednesday, March 13, 2019, 5:30 p.m.

ADJOURN: There being no further business, the meeting adjourned at 6:30 p.m.