

BERKLEY HISTORICAL COMMITTEE MEETING MINUTES

Tuesday, May 13, 2025

Present: S. Richardson (Chairperson), J. Tong (Vice-Chairperson), D. Carlson (Secretary), S. Hansen, G. Rubright, R. Patterson, S. Patterson, K. Grimm, D. Callihan, J. Harlan, D. Bennoune, City Council Liaison S. Baker

Absent: K.Schmeling, M.C. Mueller, A. Ozanich

1. **Call to Order:** The meeting was called to order by S. Richardson at 7:03 pm.
2. **Agenda/Citizen Comments:** S. Richardson called for additions to the agenda. None were requested. S. Hansen made a motion that the meeting agenda be approved. D. Callihan seconded the motion. The motion passed unanimously without further discussion. There were no citizen comments made.
3. **City Council Liaison Report:** City Council Liaison Steve Baker reported on a couple items to be covered at the upcoming meeting of City Council on Monday, May 19th.
 - a. Budget work: A balanced budget that includes savings for a new fire truck will be developed.
 - b. The recently completed 70-page first draft of the new Berkley Boards & Commissions Handbook will be evaluated and amended as needed. City Council will vote to approve a final draft in the coming months.

Also, the city's annual reappointment cycle is coming up in July and all Historical Committee members are encouraged to reapply as necessary.

4. **Prior Meeting's Minutes:** S. Richardson asked for possible corrections to the minutes for the April 8th, 2025 meeting of the Committee. None were suggested. S. Hansen moved that the minutes for the April 8th, 2025 meeting of the Committee be approved. G. Rubright seconded the motion. The motion passed unanimously without further discussion.

- 5. Treasurer's Report:** Treasurer Kyle Grimm reported a prior balance of \$17,075.69.
Expenditures and income are enumerated below:

a. Expenditures:	Museum Display Hardware.....	\$450.59
	Credit Card Charges.....	\$65.16
	TOTAL	\$515.75
b. Income:	None.....	\$00.00
	TOTAL	\$00.00

\$16,559.94 was reported as the month ending balance.

- 6. Curator's Report:** J.Tong reported on a few matters:
- a. A newly acquired media rack filled with handouts regarding Berkley history is now permanently stationed at the Museum's interior entrance.
 - b. S. Patterson assisted in hanging many new wall-mounted displays in the Museum.
 - c. The new owner of the Berkley Theatre building appears interested in preserving and showcasing its history and has requested the use of historical objects in our possession that we will likely loan them.
 - d. The full donation of Berkley High School Band uniforms is now completed and thanks to the work of Committee member Justin Harlan we now have a bunch from multiple eras.
 - e. The Anderson School visit on April 11th went great.

OLD BUSINESS

- 7. Museum Membership Program/Marketing:** D. Callihan reported little progress on the Museum Membership program but did take a moment to organize a subcommittee meeting with S. Richardson and K. Grimm. R. Patterson is working on a recruitment flyer.

8. **Collection Policy:** J. Tong reported that A. Ozanich has completed a first draft of the new collection policy that is now undergoing a proofreading and editing process with the assistance of R. Patterson and K. Grimm.
9. **Pattengill School Historical Marker Unveiling:** D. Callihan reported a recent meeting with the assistant to the school principal. As of now it appears likely the marker will be dedicated/unveiled as part of a combination event that also dedicates the school's new media center. The event will most likely take place in September or October. Exact date forthcoming.
10. **2025 Roseland Park Cemetery Tour:** J. Tong is meeting with the cemetery director next week. Proposed dates and times and other details will be discussed.
11. **Scavenger Hunt:** J. Harlan described the current status of the scavenger hunt's development and details regarding community participation. Approximately 20 sites will be incorporated, QR code technology will be employed, and it will be open to community participation for a large portion of the summer. Participants will begin by obtaining a scavenger hunt form at the Museum during regular hours. J. Harlan made a motion that the Berkley Historical Committee and Museum sponsor and operate the Berkley Scavenger Hunt from July 1st to August 31st of 2025. R. Patterson seconded the motion. Discussion ensued. It was suggested that the Berkley Theatre marquee be employed for a Berkley Scavenger Hunt marketing effort if possible. S. Hansen recommended that Scavenger Hunt QR codes all link to an event-specific web domain. The motion passed unanimously.
12. **2025 Berkley Pride Fest:** The event will take place on Sunday, June 22nd. K. Grimm made a motion that the Berkley Historical Committee contribute \$250 towards the event's operating expenses. R. Patterson seconded the motion. K. Grimm noted that the Committee will be named as a sponsor on event literature should the motion pass. The motion passed unanimously. J. Tong requested a detailed invoice for the contribution. D. Carlson volunteered to author a second volume of Queer history similar to last year's handout.

13. Tabled until Next Meeting: Dale's Radio Temple/St. Mary Orthodox Church exhibit project.

14. Tabled until 2026: Berkley Days, Garage Sale

NEW BUSINESS

15. Gifts to the Museum: No new gifts other than the Berkley High School band uniforms were reported. J. Tong requested that a donation form for the band uniform donation be completed and submitted so that D. Carlson can send out a 'thank you' letter.

16. Rogers School Museum Visit: J. Tong reported this visit to the Museum will take place on Friday, May 16th; six groups beginning at 9:20 am and ending at 2:05 pm. Numerous Committee members volunteered to assist.

17. New Christmas Ornaments: J. Tong passed around a mock-up of a potential Christmas ornament design for the upcoming season. D. Carlson suggested that custom artwork would likely work best for the format and recommended S. Patterson to execute such work. S. Patterson agreed. J. Tong made a motion to expend up to \$500 in Committee funds for the purchase of 250 Christmas ornaments featuring custom artwork by S. Patterson to be sold at the Museum for \$5 each. K. Grimm seconded the motion. The motion passed unanimously without further discussion.

18. Proposed Changes to Committee Procedures: S. Richardson reported on upcoming changes to Committee procedures that will require us to submit a Committee plan proposal at the beginning of each calendar year and report outlining our successes or lack thereof each December. Also, an interview with City Council has been added to the process of volunteering for the city's boards and committees, and the submission of a draft of future Committee meeting minutes from the secretary to the City Manager will be required within eight days of a meeting.

- 19. 2025 Berkley Art Bash:** The event will take place on Saturday, June 14th. S. Richardson made a motion that the Committee expend \$100 for the rights to place a booth at the event. K. Grimm seconded the motion. The motion passed unanimously without further discussion. Further discussion of the event will be added to the Committee's June 10th meeting agenda.
- 20. Possible Agenda Additions for Next Meeting:** S. Richardson suggested the possibility of the Committee undertaking an historical marker project for the Hamlet Harris farmhouse on the 1300 block of Catalpa.
- 21. Good & Welfare:** S. Richardson noted the recent proclamation honoring J. Tong that was issued at the City Council meeting of May 5th. A signed copy is available to view at the Museum.
- 22. Next Committee Meeting:** The next Committee meeting will take place in the upstairs conference room of the Public Safety Building on Tuesday, June 10th at 7:00 pm. The Museum shift sign-up calendar was passed around.
- 23. Adjournment:** S. Hansen made a motion to adjourn the meeting at approximately 8:32 pm. D. Carlson seconded the motion. The motion passed unanimously without further discussion.
- 24. Authorship Statement:** These minutes were recorded by Berkley Historical Committee Secretary, Dale A. Carlson, and transcribed by him on June 8th of 2025.