

The regular meeting of the Elkins Historic Landmarks Commission (EHLC) was called to order on Wednesday, November 19, 2008 at 7:00 pm in the Darden House.

All five commissioners were present at the meeting: Carol Schuler, Ellen Spears, Suellen Gross, Logan Smith and Phyllis Baxter. In addition, Spinner O'Flaherty, Patrick Westerfeld and Nora Morris were in attendance.

The October minutes were read by Carol Schuler and approved by the Commission. Carol introduced the new members of the Commission: Logan Smith and Phyllis Baxter. Carol also introduced guests Patrick Westerfeld and Nora Morris who have been working on the EHLC website.

The Treasurer's report was read, discussed and approved. Suellen advised that the Weavers' Guild has moved out of the Darden House and because they paid their annual rent in advance, will probably be due a refund. They will continue to occupy a storage room on the third floor at a cost of \$25.00 per month and therefore, will need to retain a key. However, a refund will not be given until a formal letter from the Weaver's Guild is received. There was also discussion of the need for EHLC to have an audit done. It was determined by the group that an audit is only necessary if EHLC receives grants in the amount of \$25,000.00 or more.

ACTION: Contact Weaver's Guild to send EHLC a letter stating the change in their lease. (*Who is doing this task?*)

Patrick Westerfeld showed the EHLC website and discussed its capabilities. He created a logo for EHLC and asked for feedback from the group. The commissioners can add or change content at any time using a password and editing tools. Nora Morris suggested that it may be best to email any changes to her and she will put them in herself. Her email address is nora@cda.com. The link to the website is: www.historicelkins.org and the email on the website is: info@historicelkins.org

Carol has edited each of the five commissioner bio's to be posted on the website. She asked that if changes are necessary, they be made promptly so that the information can be posted.

ACTION: Update, correct your biographies for the website.

Suellen continued her work of getting estimates for the work that needs to be done on the porch and roof. She had three estimates, the best of which was from MM Mars. A motion was made and seconded to accept the bid from Michael Marrs and go ahead with the project. The motion passed unanimously.

ACTION: Suellen will contact Michael to begin work.

Discussion continued about the City Council's Resolution supporting an urban renewal authority. Carol Schuler agreed to attend the City Council meeting and present the attached EHLC resolution and a recommended amendment to the Council's resolution.

ACTION: Carol presented our resolution and amendment and Council passed both.

Plans were discussed for possible uses for the newly emptied front room of the Darden House. Also, plans for a resource room for community use were talked about.

Keys and the number of them that are floating around the community is something EHLC needs to address. Possible solution: change the locks and find a method to better control the number of keys given out.

The question was raised about decorating the Darden House for Christmas.

ACTION: Someone take responsibility for this??

The next meeting of the EHLC will be Wednesday, December 17, 2008 at 6:30 pm in the Darden House. A Christmas party is planned to which EHLC will invite the Mayor and member of Council and past Presidents of EHLC. Commissioners will bring hors d'oeuvres and drinks.

ACTION: Invitations must be sent. Food prepared and organized. Table arranged, flowers, decorations, etc.????

And lastly, Phyllis Baxter informed the EHLC that the Riverside School Association is buying the Riverside School from Richard Holland. She asked if EHLC would agree to be named the successor on the lease. The following motion was made and seconded: "EHLC agrees to be named successor or assignee under the condition that assign ability is added to the deed and that allowed purposed be broadened." Passed unanimously.

The meeting was adjoured at 9:35 pm.

Respectively submitted,

Ellen Spears, Secretary