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**Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, July 26, 2022, 6:30 pm**

1. CALL TO ORDER:

Chair Brent called the meeting to order at 6:35 p.m.

Historic Landmark Board Members Present: Melody Haveluck, George Cushing, Jennifer Brent.

Board Members Excused: Heidi Ruby.

Staff Present: Amy Kreimeier

2. CITIZEN COMMUNICATION: None.

3. ACTION ITEMS/DISCUSSION:

- A. **National Night Out Planning:** Chair Brent offered to take the lead on this find out the registration procedure and take copies of the new brochure on August 2. Brent only person available for that event.
- B. **Chalk Art Festival Planning:** Chair Brent suggested a possible young person that might want to participate on behalf of the Board. Cushing offered to pursue the Public Safety event on October 8th and get the Board signed up to participate.
- C. **Sesquicentennial Update:** Haveluck advised the main event would be on October 5th at first Wednesday farmers market and there will be a big celebration. It was decided that a flyer would be created to pass out whenever possible to announce upcoming Board events and to also include the Board's mission statement. Haveluck would work on putting creating flyer.
- D. **Editorial Calendar:** Haveluck advised that she had been made aware that all the photos stored on the private drop box had been deleted. She would try to find out if they are still available for use. Haveluck obtained the old template for the editorial calendar and would work to update for current usage. She advised that the Friends were looking for a submission each quarter for their magazine. The next one would be due October 15. It was noted with the new brochures a larger article could be prepared for the news times and edited for the Friends. Kreimeier suggested about 250 words. Chair Brent said she would draft the article.

4. NEW BUSINESS:

- A. **APPROVAL OF MINUTES:** Approval of Historic landmarks meeting minutes of June 28, 2022 meeting.
- B. **COUNCIL LIAISON REPORT:** None.
- C. **BOARD COMMUNICATIONS:** Cushing reported on his trip to the National Association of Preservation Commissions conference in Cincinnati, Ohio.
- D. **FHFG REPORT:** Haveluck mention the last garden tour would be August 6th at the old train station. A cemetery tour will take place on October 8th.
- E. **STAFF UPDATE:** Kreimeier advised that the Downtown Brochure printing had been completed and provided copies to the Board for distribution. Spanish translation for all four district brochures had been completed. The Spanish language brochure for the downtown district was ready for print and the remaining three would need to wait for more funds.

5. **ADJOURN**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted by: George Cushing, Secretary