



**MINUTES**  
**CITY OF NORCO**  
HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING  
2870 CLARK AVENUE  
CONFERENCE ROOM "A"  
AUGUST 12, 2014



---

**Commission Members:**

Matthew Potter—Chair  
Diana Stiller—Vice Chair  
Patricia Overstreet—Commission Member  
Mark Sawyer—Commission Member  
Denise Sutherland—Commission Member

**Staff Members:**

Bill Wilkman, Preservation Consultant  
Roger Grody, Economic Development Consultant  
Chuck Wilson, Archiving Consultant

CALL TO ORDER: **4:02 p.m.**

PLEDGE OF ALLEGIANCE:                   **Member Sawyer**

1. REVIEW AND APPROVAL of Policies and Procedures Manual for Norco Historic Collection (Consultant Wilson)

Chair Potter introduced the item by noting the Manual was funded by a grant from the Lake Norconian Club Foundation, and that the efforts were overseen by a hardworking subcommittee. He added that the goal of this meeting was to discuss the draft that already incorporates comments from the subcommittee, accept additional comments and hopefully adopt it and forward it to the City Council.

Mr. Wilson noted that the Commission's input was important, as its members will be charged with protecting the collection. He presented an archival newspaper box from the collection to indicate how the collection is organized and how each box is labeled through a uniform organizational format. Mr. Wilson noted that the Manual references key staff positions (e.g. Archivist/Curator and Assistant Archivist/Curator) but that practically speaking those positions would be filled by volunteers in the near term. He recommended that a series of academic readings could prepare volunteers to function in a more professional manner, and insisted that the Commission should adhere to professional museum standards even when positions are filled by volunteers. Therefore, he believed this section in the Manual need not be changed, although some Commission Members expressed an interest in adding language that addresses the issue of volunteers.

In response to the inquiry of who would be appointing the staff, Chair Potter stated that it would likely be based on a Commission recommendation to the City Manager.

Mr. Wilson proceeded to walk the Commission through the entire Manual and appendices section by section. The most spirited discussion centered around the issue of whether a deaccessioned item should be shredded or otherwise physically destroyed if the donor or his/her estate was not interested in reclaiming it. The premise of destroying something of historical value was unnerving to some who believed it sent a message that might not be appreciated by the community or prospective donors. Overall, the recommended changes to the document were very minor.

**M/S Sawyer/Sutherland** to accept the Policies & Procedures Manual with revisions and to submit to the City Council to receive and file.

**AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland**

2. DISCUSSION on Composition and Role of Norco Historic Collection Advisory Board (Acting Chair Potter)

Chair Potter suggested that this item be deferred to the next regular meeting on September 9, 2014, due to the late hour and the need to spend some time on this item.

3. UPDATE on Move to the Allen Historical Community Room at the Community Center (Chair Potter)

Vice Chair Stiller reported that two tasks remained at the trailer. First, fragile items need to be moved by Commission Members, which she estimated would take a couple of hours. Second, a date would need to be established for City staff to move all of the remaining boxed items and furniture. Commission Members agreed to compare calendars and come up with dates for finalizing this process.

4. REPORT on Norconian Survey (Consultant Wilkman)

Mr. Wilkman reported that the work on the survey is moving ahead quickly because much of the information was previously compiled for other purposes and that Council Member Bash has been an invaluable resource.

5. ADJOURNMENT: Chair Potter adjourned the meeting at **5:55 p.m.**