

Lawton Heritage Association
Regular Meeting Minutes
Thursday, September 9, 2021 – 5:15 P.M.
Historic Mattie Beal Home, 1008 SE 5th St., Lawton, OK

1. Call to Order and Roll Call. Time: 5:17 p.m.
Present: Sharon Stephen, Mary Jane Jones, Jim Whiteley, Abby DeBaca, Jennifer Dunham, Michael Cornish, Elizabeth James, John Kennedy, Dee McAllister, Sylvia Moore, Melva Mullins, Yuri Schendel.
Not Present: Janie Brown, Mary Owensby, Craig Williams
2. President's Report – Stephen
Stephen reported she and DeBaca has looked at the red dishes Kennedy would like to donate. They are beautiful and will be picked up next week. Jones has done a lot of work for the Mattie Tea event. She has done research to find appropriate teas to serve and what a tea menu would look like, made fliers and wrote an article for the newspaper. We have 11 reservations at this time. Albert Rivas will do an interview on Channel 7 to promote the event. Stephen thanked Cornish for taking care of the rent house. It was rented before it was completely finished. The renters are now living in the house. He received \$500.00 for the rent and \$500.00 for the deposit. McAllister is doing a great job with the gift shop. We have had to order more t-shirts and aprons which are now in the shop. Brown is finishing up the Board Development notebook. It has been a long process and thankfully, now all the information has been updated. The Finance Committee voted to purchase a smart phone for Moore. She and Jones will purchase the new one. Moore has done a wonderful job answering questions about events and the days and times we are open. She will now handle facility rentals. Dunham is keeping up with our docents. We currently have 4 in training. They should finish their training soon and Dunham will let us know when they are ready to volunteer on their own. DeBaca will present the reports for the Grounds and House Committees. These reports were sent to board members prior to the meeting. They are just information to keep board members informed about what is being done. DeBaca will be leaving early and will present the reports following her Acquisition Committee report.
3. Treasurer's Reports – Discuss and take appropriate action for approval /submitting for audit. Motion to approve by Moore. Second by DeBaca. Motion carried.
4. Minutes – Discuss and take appropriate action on August 12, 2021 meeting.
Correction: Kathleen Dutton should be changed to Cathleen Dutton. 6a should read: Motion to approve paying Cornish from the Ameriprise repair account.
Motion to approve by Jones. Second by Cornish. Motion carried.
5. Old Business-Discuss and take appropriate action.
6. Update on Hodd Wicker note cards and Mattie Beal Christmas cards.
Cards were passed around so members could see what they will look like.
7. New Business – Approve rental house purchases ~~and repairs~~
Repairs were taken care of last month.

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Motion to table until the work is finished, and we have received an invoice by Schendel.
Second by Kennedy. Motion carried.

Cornish mentioned we need to have the water turned off so the renters can open it in their name.

8. Permission to order supplies for house - ink cartridges, AC filters and copy paper. Schendel will provide the necessary information to Jones to place the orders.

Motion to approve by Mullins. Second by Cornish. Motion carried.

9. Committee/Coordinator Reports – Discuss and take appropriate action

- a. Docent Program/Docent Coordinator – Dunham

Dunham will begin asking more detailed questions when a docent has finished their train to determine if they are ready to work on their own. Once they are ready, she will contact Moore to get security codes. She tries to have two people working at the same time but would like to know if a docent prefers to work alone. Dunham reported we need docents on September 10 and 24 as well as October 3, 8, 10, 22, 28, 29, 30, and 31. James said she could work on October 29.

- b. Acquisitions – De Baca

Due to a lack of items to sell and Covid concerns, the fall garage sale has been postponed until 2022.

- c. Board Development – Brown

Stephen reported the Board Development book was almost finished.

- d. Finance – Jones

Thanks to Cornish for installing the key box in the maid's closet. We now need to organize the keys. The Chamber of Commerce has contacted Jones. They would like photos of the Mattie Beal Home and information about Mattie. They are planning kiosks at the airport and Chamber office providing people information about things to do in Lawton. They would need the information within a couple of months. They have asked if we have someone who would like to serve on the committee putting together the information. Jones and Stephen will put together information.

- e. Events – Jones

Mattie's Birthday Tea is September 18th. We have 8 attendees who are not LHA members. We will be serving three kinds of high-quality tea (library tea, Moroccan mint, Jasmine) chicken salad on croissant sandwiches, cucumber sandwiches, scones and homemade jam, fruit, and cookies. Stephen mentioned Tom and Sharon Sutherland donated the jam.

- f. House Maintenance – Cornish

DeBaca reported the following projects have been completed: Two photo electric cells controlling the front porch lights were replaced. One controlled the two lights located under the front porch overhangs and the other controlled the hanging light by

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the upstairs balcony. The hanging light now goes off during the day as it should. The cost of the photocell devices and labor was donated by an anonymous donor.

Some items we need: Air conditioner filters needs to be reordered. There are 3 sizes. Several years ago, Wendy ordered them in bulk to save money. Ink cartridges need to be reordered. There is one cartridge left. Printing paper needs to be purchased. It is bought by the box. There is only one ream left. Air conditioning unit in the attic needs its A/C filter taken out and hosed off. The Home needs cleaning. It needs dusting, sweeping, mopping, vacuuming etc. Anyone interested, please feel free to do any of the above. Please use approved products for cleaning. Most are under the sink in the new kitchen. There is a bulb out in the reception area.

Needed repairs: The sewer clean-out cover located on the North side of the building is missing. It needs to be replaced. Debris is falling into the sewer. A pocket door to the reception room is damaged and will no longer open. Mike Cornish requests other doors not be touched as it is very difficult to repair these doors. Parts are no longer available. Outside door to the kitchen used to enter the home is showing wear at the bottom hinge area. The frame is showing signs of damage. There are items on Wendy's list that still need to be attended to and repaired. Front porch overhang chain, wood rot on the front porch overhang, handicap rail needs painting.

g. Grounds Maintenance – Schendel

DeBaca reported the roses have been watered weekly and fertilized. They are usually fertilized once a month. They will be fertilized once more before spring. The swarming ants around the crepe myrtle have been dealt with. The young trees planted this year and those on the North side of the house have been watered as well as the weak redbud by the kitchen door. Flowerbeds have been weeded as necessary. There are some ongoing issues that need to be dealt with. Weeds in the parking areas and sidewalks, weekly watering of the roses and trees; weeds, nutgrass and vines in the flower beds. Anyone who would like to help with these continuing needs, please contact Abby or Yuri.

h. IT Committee – Sylvia

Moore and Whiteley met with Jonathan Bennett about the website. Bennett presented two options. Hosting of the LHA website, two email addresses, and once monthly checkup with minor changes for \$50.00. For \$125.00 it would include weekly checkups and changes. Both options include an initial cleanup of the website and mobile optimization. Additional work would be \$65.00 an hour. He has asked for a minimum 1-year commitment. The email addresses would be @lawtonheritage.org but tied to our Gmail account. If hired, he would work with John Hutchinson to transfer the website. The LHA domain would be transferred to an LHA GoDaddy account so we would have control of it. Bennett noticed in the basement that we may

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already have internet capability for the house. Since Fidelity has our phone service we may be able to add internet. Bennett had a lot of ideas about what we could do with our website like telling the stories of specific objects and possibly using QR codes in the house. It was the recommendation of the Committee to go with the \$50.00 option. Motion to approve the recommendation of the Committee to hire Jonathan Bennett by Moore. Second by Dunham. Motion carried.

The Committee will clarify the cost with Bennett before signing the contract.

i. Marketing – Jones

Jones has sent articles to The Lawton Constitution, The County Times, and The Southwest Ledger about Mattie's Tea. Also, she has taken flyers to Veridian Coffee shop, Salas', The Silver Spoon, The Chamber of Commerce, and checked with Atlanta Bread and will check with Fidelity Communications. Albert Rivas is supposed to do television. Jones boosted the event on Facebook. It was \$10.00 for five days.

j. Membership – Whiteley

A few membership renewals have been sent out.

k. Preservation – Whiteley

No report.

l. Gift Shop – McCallister

Jones and McCallister ordered 20 aprons. The cost was \$299.00. They sell for \$25.00. Our cost was \$16.00 per apron so if we need to lower the price we can. The t-shirts we needed have come in. We ordered 25 in the sizes we were out of or low on. The cost was \$495.75. The company included an extra shirt. They are folded and the extras are in the closet. The Christmas cards have come in. Business is picking up.

10. Comments/Audience Participation.

Stephen suggested inviting the City's new Art Coordinator to tour house. Whiteley said he would invite the Arts Coordinator and Art and Humanities Administrator to tour. Kennedy offered to buy an apron for one of the servers for Mattie's Tea. Stephen also offered to buy on.

James mentioned the neighbor's dog was aggressive when she came to the house. It was decided to contact animal control. There are several dogs in the area that come onto the grounds.

11. Adjournment. Time: 6:18 p.m.