



JEFFERSON COUNTY HISTORIC SITE PRESERVATION COMMISSION

TURTLE EFFIGY MOUND, 58'
GENERAL ATKINSON GROUP
JEFFERSON COUNTY MOUNDS & TRAIL PARK



John Molinaro, Chairman
Rebecca Shrum, Vice Chair
Jessie Powers, Secretary
Cindy Arbiture
Robert Birmingham
Kathleen Groskopf
Joan Jones

Meeting Minutes

Meeting Date: January 29, 2009
Meeting Time: 6:30 PM
Meeting Place: UW-Extension Bldg
864 Collins Road
Jefferson, WI 53549

Those Present: John Molinaro
Joan Jones
Kathleen Groskopf
Rebecca Shrum
Jessie Powers

The following items were discussed:

1. Call to Order. Mr. Molinaro called the meeting to order. Action taken: none.
2. Roll Call at 6:40 pm. The following members were present at roll call: Mr. Molinaro, Ms. Jones, Ms. Groskopf, Ms. Shrum and Ms. Powers.
3. Certification of compliance with Open Meetings Law. Action taken: none.
4. Review of Agenda. Action taken: none.
5. Motion to approve December 4th, 2008 meeting minutes by Mr. Molinaro, seconded by Ms. Jones.
6. Citizens Comments: none present. Action taken: none.
7. The Local Government Certification Grant was approved on January 16th, 2009. This grant must be used within one year.
8. The Jefferson County Historic Site Preservation Commission (JCHSPC) will need to report to the National Park Service (NPS). The NPS requires a mission statement from the JCHSPC.
9. Countywide Conference update:
Seek out appropriate businesses (as sponsors) to potentially have table displays (rented) or take out ads for a fee as a marketing tool. These ads or literature would be compiled in an informational packet/folder supplied by the JCHSPC at the start of the conference to all who attend.

Need to prepare a program, registration form and an agenda for Saturday's events. Mr. Molinaro suggests putting the names of all attendees in the program as a good way for people to network and to remain in contact after the concert.

We will need different types of registration forms: one for individuals to register, one for businesses to register and potentially one for businesses to sponsor.

The deadline for returning completed registration forms will be April 6th to allow the JCHSPC to complete the remaining tasks prior to the conference.

Foreseen costs that will need to be covered: lunches, snacks, folders, name tags, paper for registration forms and programs.

Mr. Molinaro has contacted a couple caterers to supply lunch. Rick Kuhlman of Watertown charges \$5.50/person over 100 people and \$6.00/person less than 100 people. CW Catering charges \$7.00+ tax+ tip, does not include soda, but it does include clean-up. Mr. Molinaro will also contact Mike's Bakery.

It was suggested to charge \$50 for businesses to have literature in folder, \$25 & \$50 sponsorship donations to be listed in the program and \$75 to rent a table to display work, materials or product. Ms. Powers will speak to a couple of businesses that may be interested in submitting literature.

Friends of Aztalan have offered to sponsor \$200. The Fort Atkinson Historic Preservation Commission has offered to sponsor the snacks provided during one of the breaks on Friday.

10. Ms. Shrum assigned the task of preparing the registration forms to the UW Whitewater intern, Jacob Schaeffer.

11. Next meeting date and agenda:

- Next Meeting Date: February 26th, 2009 at 6:30pm.
- Next Meeting Place: UW-Extension Bldg, 864 Collins Road, Jefferson, WI 53549
- Next Meeting Agenda: TBD.

12. Adjourn. Ms. Jones motioned to adjourn, Ms. Shrum seconded the motion, vote: unanimous. Meeting adjourned at 8:05.