



Minutes
Double Butte Cemetery Tour Committee
Subcommittee of Tempe Historical Museum Advisory Board
October 26, 2010

Minutes of the Double Butte Cemetery Tour Committee, a subcommittee of the Tempe Historical Museum Advisory Board, recorded at 5:30 p.m. on October 26, 2010, in the Tempe Public Library Connections Café Program Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Lisa Roach, Chair - Tempe Historical Museum Advisory Board
John Aguilar - Tempe History Museum Volunteer
Virginia Erhardt - Tempe History Museum Volunteer
Irene Hormell - Tempe History Museum Volunteer
Judy Knoth - Tempe History Museum Volunteer
Peggy Moroney - Tempe History Museum Volunteer
Vincent Murray - Tempe Historical Society
Julie Symopoulos - Tempe Historical Museum Advisory Board
Korri Turner - Tempe Historical Museum Advisory Board
Eduarda Yates - Double Butte Cemetery Advisory Board

(MEMBERS) Absent:

Anne Chandler - Tempe Historical Museum Advisory Board

City Staff Present:

Maja Aurora, Public Art/Art in Private Development Program Coordinator - Cultural Services Division
Mike Branom, Senior Mayoral Aide - Community Relations Department
Dr. Amy Douglass, Administrator - Tempe History Museum
Rachael Peterson, Administrative Assistant - Library and Cultural Services Division
Denise Rentschler, Community Outreach and Marketing Coordinator - Community Services Department
Adrienne Richwine, Community Services Department Deputy Director - Library and Cultural Services Division
Shawn Wagner, Community Services Department Administrator - Recreation Division

Guests Present:

None

Agenda Item 1: Call to Order

- Lisa Roach, Tempe Historical Museum Advisory Board and Double Butte Cemetery Tour Committee Chair, called the meeting to order at 5:30 p.m.

Agenda Item 2: Public Comment

- No public comment recorded.

Agenda Item 3: Timeline; Set-up, Start, Tour, Clean-up

- Lisa Roach, Double Butte Cemetery Tour Committee Chair, reported that she intends to arrive at the Double Butte Cemetery site by no later than noon on Sunday, October 31. Roach further inquired about gaining access to the use of six-foot tables to be placed at the beginning of the Double Butte Cemetery Tour site, as well as to be placed along the route of the tour.
- Shawn Wagner, City of Tempe Community Services Department Administrator - Recreation Division, assured L. Roach that one six-foot table will be placed at the start of the tour route, and that multiple tables will be placed along the route of the tour. Roach stated that there are six cases of water in the Tempe Historical Society storage closet within the Tempe History Museum to be used at the Double Butte Cemetery Tour event. Roach further stated that she has acquired three large tubs that may be filled with ice and used to chill water bottles.
- Vince Murray, Tempe Historical Society President, reported that the Tempe Historical Society has secured port-o-johns for the tour; V. Murray stated that the port-o-johns will be delivered to the Double Butte Cemetery between 6 a.m. and noon, and will be picked-up the following day. Eduarda Yates, Double Butte Cemetery Advisory Board member, inquired about the placement of the port-o-johns; V. Murray confirmed that the port-o-johns will be placed in the parking lot near the Double Butte Cemetery's (Cemetery) public entrance. Shawn Wagner confirmed that the port-o-johns will be placed near the Cemetery's memorial gardens.
- L. Roach inquired about public parking the day of the event; S. Wagner encouraged the tour participants to park near the Cemetery's entrance off of Alameda, or near the Cemetery's rear entrance off of West Court Way.
- Julie Symopoulos, Tempe Historical Museum Advisory Board member, inquired about the markers being placed along the tour route to indicate the gravesite points. Lisa Roach reported that she intends to place potted mums, as well as cones and signage, along the tour route to indicate the notable gravesites. Denise Rentschler, City of Tempe Community Outreach and Marketing Coordinator - Community Services Department, encouraged L. Roach to place 8 ½ " by 14" staked signs mounted on foam core along the tour path to be utilized as guides by the tour's docents. Shawn Wagner further encouraged L. Roach to utilize cones; S. Wagner stated that he will procure 24 cones from the City of Tempe Public Works Department to be used the day of the event.
- D. Rentschler added that the tour signage will feature a number, an image of the notable, a name, and will be in color vs. black and white.
- Eduarda Yates recommended that each stop along the tour have at least two chairs.
- Shawn Wagner reported that he will bring a First Aid kit to the event.
- Mike Branom, City of Tempe Senior Mayoral Aide, asked Maja Aurora, City of Tempe Public Art/Art in Private Development Coordinator, for speaking points related to the newly-installed public artwork element within the Double Butte Cemetery. Branom also asked Denise Rentschler to prepare and forward speaking points to him for Tempe Mayor Hugh Hallman as soon as possible.

Agenda Item 4: Speakers; Tour Kick-off Presentation

- Lisa Roach, Double Butte Cemetery Tour Committee Chair, reported that the Double Butte Cemetery Tour's kick-off presentation will last approximately 15 minutes, and will include brief discussions led by Tempe Mayor Hugh Hallman and by Vince Murray, Tempe Historical Society President.
- L. Roach asked that Mayor Hallman speak discuss the purpose of the tour, as well as introduce the event's docents and explain the logistics of the event to the tour participants.

Agenda Item 5: Presenters; Scheduled Times

- Lisa Roach, Double Butte Cemetery Tour Committee Chair, confirmed that the following notables will be featured along the walking tour:
 - Thanks Anderson;
 - Guess Birchett;
 - Benjamin Baker Moeur;
 - Howard Pyle;
 - Hugh Laird;
 - Carl, Charles and Sallie Davis Hayden;
 - Walker Wilson Jones;
 - Winchester Miller;
 - Curtin Miller;
 - The Woolf Family;
 - James C. Goodwin.
- L. Roach explained that each presenter will speak approximately five-to-six minutes, and will give an overview of the historical importance of each notable. Roach encouraged each of the speakers to dress in character, if possible.

Agenda Item 6: Guides; Scheduled Times, Notes

- Lisa Roach, Double Butte Cemetery Tour Committee Chair, reported that Cynthia Yanez, City of Tempe Community Services Department Management Assistant and staff liaison to the Double Butte Cemetery, will be present at an information booth near the starting point of the tour to help answer questions related to the Double Butte Cemetery, as well as to distribute information to the tour participants.
- Shawn Wagner, City of Tempe Community Services Department Administrator - Recreation Division, explained that City of Tempe staff will be present near the start of the tour to take additional registration prior to the starting time of the event.

Agenda Item 7: Giveaways

- Lisa Roach, Double Butte Cemetery Tour Committee Chair, acknowledged the following giveaways that will be presented to the Double Butte Cemetery Tour participants:
 - Double Butte Cemetery Brochure;
 - Double Butte Cemetery Tour Information;
 - Comment Cards;
 - Candy.

Agenda Item 8: Signage

- Denise Rentschler, City of Tempe Community and Outreach Marketing Coordinator - Community Services Department, reported that she will follow-up with Lisa Roach, Double Butte Cemetery Tour Committee Chair, in regards to the design and fabrication of the Double Butte Cemetery Tour signage.

Agenda Item 9: Additional Items

- Maja Aurora, City of Tempe Public Art/Art in Private Development Coordinator, provided the Double Butte Cemetery Tour Committee members with a brief updated related to the progress of the public artwork element installation within the Double Butte Cemetery. Aurora explained that the project installation is nearly complete, and assured the committee members that the public artwork installation will be complete prior to October 31.

Meeting adjourned at 6:32 p.m.

Prepared by: Rachael Peterson, Library and Cultural Services Division Administrative Assistant

Reviewed by: Dr. Amy Douglass, Tempe History Museum Administrator

Lisa Roach, Chair
Double Butte Cemetery Tour Committee