



BRUNNER FARMHOUSE CITIZEN ADVISORY COMMITTEE

Minutes

7 January 2019

Meeting Summary

Routine Farmhouse business was discussed.

Roll Call

Present: Shari Burton, Chair, Sherill Bunetta, Mark Brunner, Diana Hastings, Megan Pletcher, Gary Klotz, and Kevin Standbridge (Staff)

Agenda

The meeting was called to order by Shari Burton at 6:32 pm at the Brunner Farmhouse. The minutes from the 5 November 2018 meeting were approved as presented. The agenda for tonight's meeting was reviewed, amended, and approved.

OLD BUSINESS

1. **Brochure update and approval:** The final status of the new brochure is still pending. Kari Dillingham, Dir, BCAH, corrected the format a bit to include the City logo and the approved City font. Nancy Andzulis, Staff, still needs to review the final draft.
2. **Signage:** A rough draft of the proposed sign for the Farmhouse was presented, by Mark and Diana. There was a discussion regarding the exact text and symbols that should appear on the sign. Shari advised the committee that we will be using the text "Brunner Farmhouse and Gardens" on all media going forward to include this sign. The proper address for the Farmhouse will also be on the sign. The following 5 symbols should appear on the new sign:

Dog on a leash, Picnic Table, Hiking, Parking "P", Bicycle.

Based on the sample sign we reviewed, the following symbols should NOT appear on the new sign:

Horse, Motorized vehicles, trash bin, Dog (pick up poop)

Addition discussion regarding the placement, visibility, and lighting of the new sign, was tabled until the next meeting of this Committee, however, the consensus of the Committee continues to have the sign placed on Main Street, at the driveway to the Farmhouse. Since this is a dark stretch of Main Street, lighting would be very desirable.

3. **Website Updates:** Shari began the discussion by commending the work of Megan on this project. Megan reported that some of the suggested changes were made; some were not, as we must follow the Broomfield City standards. The 1st page of the website is virtually unchanged. Megan worked with Nancy A. and Claudia in Communications on this project. There was a discussion on the pros and cons of Frequently Asked Questions (FAQs). The consensus was YES, we should have several FAQs, as this is a website tool frequently used by website users. Suggested FAQs include:
 - a. Can Anyone Volunteer to maintain a garden?
 - b. Who can use the Farmhouse?
 - c. Can I take photos on the Farmhouse grounds?
 - d. Can I use the picnic area adjacent to the Farmhouse?
 - e. Where is the Brunner Farmhouse located?

4. **VIDEO:** At the last meeting of this Committee, Kevin told us the City may have some funds that could be used to produce a video of the Farmhouse for our website. Mark added that he had some old video of the farmhouse before it was relocated to its current site. The objective of this committee is to produce a short video to better "market" the Farmhouse to potential Users and the Public. Kevin said he would like to bring in a specialist from the City to discuss this project with us at the February meeting of this Committee. There was additional discussion regarding the current format of the Discovery Church video made several years ago, as well as the Brunner family video. They are both in older formats that might make them unusable unless they are migrated to a current format. It was suggested by Mark that any new video produced by the City should be shot in the late spring/early summer.

MONTHLY BUSINESS

1. HOUSE REQUESTS:

Sherill advised us that there are no new requests to use the Farmhouse at this time, however 3 current renewals are still pending. They are ECO Arts, Emerald Hills HOA, and CASA.

2. GROUNDS AND GARDENS:

- a. Master Gardeners (MG) will continue to participate with the Brunner Farmhouse Gardens. They prefer to be Mentors and Trainers and will not be sponsoring a garden. They did agree to update our MASTER Garden Books.
- b. Sarah Schweig will continue to lead the MG for the time being.
- c. Shari will contact Nancy A. to arrange a notice of the MG training at the Farmhouse on Tuesday, 26 February and Tuesday, 26 March 2019. All Farmhouse Committee members were invited to attend one or both of these training/workshops. Shari would like to see advertising for these workshops in B-REX, Nextdoor, our Website and our FaceBook page as well as the Enterprise newspaper. Mark would like to verify the dates before we go out with any notices. Shari will verify these dates and provide details to the Committee members.
- d. Shari has had difficulty contacting Abby Rupsa, Raised Patio Garden Volunteer. Megan was able to locate an email address and phone number for Ms. Rupsa. They are: Abbyrupsa@hotmail.com and 949.230.9929.
- e. Shari announced that she has been accepted to the Master Gardeners Program and will soon begin her training.

3. **ACTION LIST:** Item 64 and 65 are completed and should be CLOSED.

NEW BUSINESS

1. **Holiday House Tour Report:** Mark's sister, Kelly, did a Farmhouse tour in December. Turnout was very low; only 4 adults came. Kelly is willing to do more Farmhouse Tours; however, December may not be the best time-frame. She suggested the Summer months might ensure a better turnout.
2. **Brunner Farmhouse Finances:** As of 31 DEC 2018, we had \$12,223.88 in our account.
3. **Administrative:**
 - a. Diana advised Shari she will be absent from the February and March meetings.
 - b. Kevin reminded the group that both Sherill and Megan's term on the Farmhouse Committee will expire in March 2019. He said he hoped they would both re-apply and continue with the committee.


The next meeting of this committee will be on Monday, 4 February 2019.

Adjournment

The meeting was adjourned 7:55 PM

Approval

Minutes Prepared by Diana Hastings

Approved by 
Chair