

**MINUTES**  
**HISTORIC PRESERVATION ADVISORY COMMITTEE**  
Meeting of July 25, 2012, 7:00 p.m.

Council Briefing Room  
Carrollton City Hall

The following members were in attendance:

Jim Pipkin (Vice Chair)  
Julie Hall  
Linda Mayberry  
Lark Tribble (Chair)  
Pam Greenway  
Daniel Ogden

Sara Salmon (Member Emeritus)  
Michael McCauley (Secretary)

The following members were absent:

Arlene Sterling  
Rachel Lewis

The meeting was called to order at 7:05 p.m. by Chairperson Tribble.

**Approval or Correction of the Minutes for the July 11, 2012 meeting**

Tribble called for any corrections of the minutes.

*Motion by Greenway, second by Mayberry, to approve the minutes of the July 11, 2012, meeting.*

*Motion passed, 5- 0 (Hall arrived at 7:15 p.m. and was not present to vote.)*

**Oral History Interviews**

Tribble began the special meeting by introducing Sheri Chadwick, Marketing Director for the City of Carrollton. Chadwick was invited to discuss the interview questions proposed by HPAC. Mayberry gathered and organized questions proposed by HPAC members to be discussed with Chadwick. Mayberry discussed the thought process behind the arrangement of the questions.

Chadwick discussed for HPAC consideration how the interviews and questions should be organized, e.g. which topics interviewees will be asked, when the interviewees will be available, etc. She also commended HPAC for their efforts and hard work.

Pipkin asked whether the videographer could edit the interviews based on particular topics. Chadwick said that editing would not be a problem.

Chadwick said she would like to use the city website to promote the history of Carrollton by allowing people to read the history, weekly topics, and to allow community participation by providing comments. Chadwick also discussed the upcoming centennial celebration next June and how the video clips could be a significant part of it.

Tribble asked the members about the status of their interviewees and their questions. Members discussed their list of people to be interviewed and the questions and topics they are comfortable answering. Tribble mentioned the list of interviewees has been narrowed to 12 people and this will affect the dates and length of the interviews. Further discussion on the list of interviewees and selected topics were considered by HPAC; e.g., post office, parks.

Chadwick asked HPAC when the first date of the interviews would occur. Three or four interviews would be ideal for the first date. Also, Chadwick asked if they wanted to be the interviewer or have a professional or staff to conduct the interviews. The members decided that the interviews should be conducted by a professional or staff. Chadwick said that she or Kelly Lewis from her office will conduct the interviews. The videographer will handle the video equipment.

Pipkins suggested that each HPAC member should coordinate with the interviewees they selected to confirm their available dates, times, and topics/questions they are willing to answer.

Tribble suggested starting the interviews on August 16, 2012. The members agreed to schedule the meetings in one hour intervals beginning at 10:00 a.m. with the last interview starting at 4:00 p.m. A member from HPAC greeting each interviewee is encouraged.

Chadwick said having the questions in advance will help staff and the interviewees. Interviewees using notes is acceptable.

Hall will prepare a scheduling calendar and send an e-mail link to everyone.

McCauley suggested that interviewee questions be voted on by HPAC first.

Chadwick asked the Committee if any upcoming historical markers and dedications are being considered. Tribble thought after speaking with Loren Shapiro, previous Secretary, that remaining money should be used towards the interviews. Chadwick said that this should not delay HPAC from moving forward with any historical markers since the interviews will be funded through a different fund. Tribble said that they are working on a "sign marker" for the Well Curb.

**Discussion and Consideration of whether to change the meeting dates from the second to the third Wednesday of each month**

Tribble asked the members who would want to change the date. After some discussion, it was agreed that the decision would be made after the vacant position is filled.

### **Other Projects and Items**

Chadwick offered to stay after the adjournment of the meeting to discuss the overall centennial celebration.

### **Visitor Comments**

*None.*

### **Adjournment**

*Motion by Ogden, second by Pipkin, to adjourn at 8:02 p.m.*

*Motion passed, 6-0*

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Lark Tribble, Chair  
Historic Preservation Advisory Committee

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Michael McCauley  
Secretary