

January 15, 2025

TO: Monique Hill, Asst. Director
Park & Recreation Department

FROM: Rena Lawrence, Historic Site Supervisor
Log Cabin Village, PARD



SUBJECT: ACTIVITY REPORT – DECEMBER 2024

FREQUENTLY USED ACRONYMS: **AASLH:** American Association for State and Local History, **ALHFAM:** Association for Living History, Farm, and Agricultural Museums, **COFW:** City of Fort Worth, **FWNCR:** Fort Worth Nature Center and Refuge, **FWISD:** Fort Worth Independent School District, **LCHF:** Log Cabin Heritage Foundation, **LCV:** Log Cabin Village, **MH:** Monique Hill, **NCPH:** National Council on Public History, **PARD:** Park & Recreation Department, **PMD:** Property Management Department, **RL:** Rena Lawrence, **SN:** Shae Nawoj, **TAM:** Texas Association of Museums, **TCU:** Texas Christian University, **THC:** Texas Historical Commission, **TLHA:** Texas Living History Association, **VZC:** Van Zandt Cottage, **VZCFI:** Van Zandt Cottage Friends, Inc.

Events/Classes:

- December 7: **Holidays at the Hearth** event—591 participants
- December 20: **Pretzel Log Cabin program partnership with Golden Triangle Library**—52 participants

Meetings/Happenings/Consultation:

- December 6: SN attended the **Natural and Cultural Resources Management “Division”** meeting at City Hall
- December 10: RL attended MH’s **Recreation Division** leadership staff meeting via MSTeams
- December 11: RL attended the **Texas Lakes Trail Visitor Experience Committee meeting** via Zoom
- December 11: RL/SN met with MH at LCV for **site updates and a “state of the history field”** familiarization session
- December 11: SN attended the COFW Department of Diversity and Inclusion **Women’s Workforce Symposium** planning subcommittee meeting via MSTeams
- December 12: RL provided **consultation on artifact collections’ policies and overall management to Dr. Kheli Willets (Dira Professional Development) and Archivist Jason Fung (National Buffalo Soldiers Museum)** of Houston, TX via Zoom
- December 13: LCV staff attended the **PARD Holiday luncheon** at the Fort Worth Botanic Garden
- December 13: SN attended a **TAM session planning** meeting with colleagues from the **Fort Worth Museum of Science and History** via MSTeams
- December 27: **Longtime employee Steven Suarez retired**; RL/SN and Nicholas Martinez (FWNCR) interviewed candidates for the **(Museum) Skilled Trades Tech II position** on December 30 and 31; this is **the first time the position will be filled** since its strategic reclassification in 2022; the **reclassification combined our Maintenance Worker position with a vacant .5 Customer Service Representative I** position to create one with competitive pay and a more accurate reflection of job duties; while Steven currently focuses more on interpretation, the **newly hired person will truly be a facility caretaker** able to handle minor repairs, maintenance, groundskeeping, and basic cleaning to **reduce reliance** on PARD Trades, PARD Central Operations, and PMD, who are often themselves strapped for human

and other resources; this will allow us to engage the external entities for major projects while **handling small but urgent tasks** on site.

Media/Marketing/Tourism/Advertising:

- **Guest register (October 1 to date):** 40 states, 30 countries

Training:

- December 11: SN completed the online training portion of the **Red Cross First Aid/CPR/AED** training
- December 12: RL/SN attended PARD's **Windows 11--Introduction** webinar via MSTeams
- December 18: RL attended the **FWStat Office Hours** training via MSTeams
- December 19: RL attended the first class of the MollyU Team Leader Pathway VILT: **Employee & Labor Relations for Leaders** via MSTeams

Maintenance/Site Improvement:

- December 2: Tim (PMD) worked on the heater in the women's restroom
- December 3: IT checked the **Verizon wireless switch/modem** at the VZC; it failed and the network was down meaning that the cameras and alarm were briefly offline
- December 4: Tim (PMD) started replacing the motors in the **mini-split HVAC units** in the VZC
- December 5: IT **replaced the VZC Verizon modem** and brought its network back online
- December 6: Billy Strong (PMD Facilities Planner) visited and **marked the historic buildings on GIS**
- December 7: **Greater Fort Worth Herb Society** monthly workday at LCV
- December 11: Daniel (STS360) **rebooted LCV's alarm** after a power outage
- December 26: Jeff (Cantu) completed **monthly pest control** at LCV and VZC