

February 13, 2024

TO: Kelli Pickard, Asst. Director
Park & Recreation Department

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



SUBJECT: ACTIVITY REPORT – JANUARY 2024

FREQUENTLY USED ACRONYMS: **AASLH:** American Association for State and Local History, **COFW:** City of Fort Worth, **FWNCR:** Fort Worth Nature Center and Refuge **KP:** Kelli Pickard, **FWISD:** Fort Worth Independent School District, **LCHF:** Log Cabin Heritage Foundation, **LCV:** Log Cabin Village, **PARD:** Park & Recreation Department, **PMD:** Property Management Department, **RL:** Rena Lawrence, **SN:** Shae Nawoj, **TAM:** Texas Association of Museums, **THC:** Texas Historical Commission, **TLHA:** Texas Living History Association, **VZC:** Van Zandt Cottage, **VZCFI:** Van Zandt Cottage Friends, Inc.

Events/Classes:

- January 13: **Arts of Our Ancestors Class:** partnership class with Fort Worth ISD American Indian Education Program (AEIP) staff and students—10 attended
- January 25: **Traveling Trunk-Day in the Life of a Pioneer Trunk rental** to BASIS Benbrook charter school—15 students participated

Meetings/Happenings/Consultation:

- January 11: RL/SN hosted/attended **LCHF** first quarter meeting at LCV
- January 12: SN attended **Storytime in the Park brainstorm meeting** led by Angela Barrett (Library) via Microsoft Teams
- January 13: **Stepping into Destiny** Artists' Guild met at LCV
- January 16: RL attended **AASLH Historic House Committee** meeting via Zoom
- January 17: RL attended KP's **Recreation Team Meeting** via Teams
- January 18: SN served as panelist for **Forestry interviews** for Natural Scientist position
- January 22: SN ran an all staff meeting with LCV employees; **topics included dangling branch and limb safety, Dennis Snow—everything speaks customer service training, review of LCV policies and procedures, and upcoming events**
- January 23: SN met with Jeff Kersey (IT) about **repairs to network box and potential sites for Wi-Fi transmitters** at LCV
- January 26: SN consulted with **Kheli Willetts (Dira Professional Development)** on options for museum mannequins for one of Dr. Willetts' clients
- January 30: SN attended **TAM Workshop Planning meeting** for TAM annual meeting via Zoom
- January 30: SN attended **COFW Young Professionals New Board Member Meet and Greet** event

Media/Marketing/Tourism/Advertising:

- **Guest register (October 1 to date):** 33 states, 35 countries

Training:

- January 9: SN attended **Volunteer System Training** at Hazel Harvey Peace Center for Neighborhoods

- January 23: SN attended Madalyn Mackey's (Communications & Public Engagement) office hours for information about **GetConnected**, new volunteer management program
- January 31: SN attended **Communication Through Difficult Situations** presentation (COFW Libraries) via Zoom

Maintenance/Site Improvement:

- January 4: Jay (PMD) took measurements at LCV needed to rebuild the **grist mill waterwheel** and fix the hub/bearings
- January 4: Forestry crew removed dangling limb over the **pathway near the Parker cabin**
- January 5: Forestry crew removed dangling limb over **Mill**
- January 5: Glen (Smith Lawn & Tree/Forestry Contractor) assessing dead and dying trees to be removed from in front of **Foster house and Mill**
- January 8, 24, 26, 29, 30, 31—Daniel/John (STS360) **installed new alarm panel and running cables in breakroom, reprogrammed alarm system in office, installed camera in hallway, and installed siren in office of Foster house.**
- January 9: Superior (IT contractor) **assessed damage to network box and repaired network lines for printer.**
- January 13: **Greater Fort Worth Herb Society** monthly workday at LCV
- January 22-February 1: PARD Trades and PMD completed **drainage solution for the area behind the Parker cabin**; Trades extended the stacked stone wall along the path above the cabin, and created a v-shaped swale that will **direct water around the cabin** in addition to installing a drain at the back of the cabin's porch which will divert water to pipes underneath the porch that release water on other side of cabin; PMD removed boards from porch, sanded them down and reinstalled porch after Trades work was completed.
- January 23: Jorge (Superior—IT contractor) **reinstalled network box** in LCV office
- January 23: Daniel (STS360) **built and replaced RL's file cabinet** after the original was damaged in network box fall
- January 29: Smith Lawn and Tree (Forestry contractor) **removed trees from area next to LCV Mill and in front of Foster house**
- January 31: Jeff (Cantu) completed **monthly pest control** at LCV and VZC

March 5, 2024

TO: Kelli Pickard, Asst. Director
Park & Recreation Department

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



SUBJECT: ACTIVITY REPORT – FEBRUARY 2024

FREQUENTLY USED ACRONYMS: **AASLH:** American Association for State and Local History, **COFW:** City of Fort Worth, **FWNCR:** Fort Worth Nature Center and Refuge **KP:** Kelli Pickard, **FWISD:** Fort Worth Independent School District, **LCHF:** Log Cabin Heritage Foundation, **LCV:** Log Cabin Village, **PARD:** Park & Recreation Department, **PMD:** Property Management Department, **RL:** Rena Lawrence, **SN:** Shae Nawoj, **TAM:** Texas Association of Museums, **THC:** Texas Historical Commission, **TLHA:** Texas Living History Association, **VZC:** Van Zandt Cottage, **VZCFI:** Van Zandt Cottage Friends, Inc.

Events/Classes:

- February 24: **Bilingual Crochet Class:** CSRII historical interpreters Lizeth Gonzalez and Teresa Weaver led class—8 attended

Meetings/Happenings/Consultation:

- February 2: RL/SN met with Jacob Lohse to review **LCV FY25 proposed budget**
- February 6: SN attended KP's **Recreation Team meeting** via Teams
- February 6: SN attended **TAM IDEA #AskEquity panel planning meeting** via Zoom
- February 7: SN attended **Museum Emerging Leaders of Texas Affinity Group Meeting** (TAM) via Zoom
- February 9: SN attended **PARD Leadership Retreat** at Rockwood Clubhouse
- February 10: **Stepping Into Destiny** Artist's guild held monthly meeting at LCV
- February 12: SN attended **2024 Spring Break/Zoo Planning** meeting via Teams (OEM)
- February 13: SN consulted with Mary Orhms and her colleagues at the **LBJ National Historical Park** about programming and interpretation at 19th century dogtrot cabins
- February 14: SN attended monthly **Informal Educators of North Texas** meeting via Zoom.
- February 15: SN attended COFW Department of Diversity and Inclusion's Black History month presentation, **Afrofuturism: Imagining the Future While Honoring the Past**, via the COFW YouTube channel broadcast
- February 16: SN met with Lori Johnson of **Delve Experiences** to discuss potential programming partnership opportunities at LCV
- February 16: SN attended **iNovah eCommerce Online Payment project weekly team meeting**
- February 20: KP met with SN at LCV to review completed work on **Parker porch**
- February 26: SN gave **LCV site tour to Gary Smith and Mitchell Fox** from the **Summerlee Foundation** before their annual board meeting
- February 27: SN supervised **researcher Corwyn Edwards** while he viewed LCV's photograph of David Crockett
- February 28: SN attended the **Diversity and Inclusion Employee Committee meeting** via Teams after being appointed at the PARD representative for that committee on February 22

Media/Marketing/Tourism/Advertising:

- **Guest register (October 1 to date):** 36 states, 38 countries

- February 27: **Alexis Bowers (Sovic)** filming and photographing for LCV March social media posts

Training:

- February 12: SN attended **Volunteer Data Transfer Instructions** training in preparation of migration to **GetConnected**
- February 13: SN completed **ERP Cash Handling** training
- February 26: SN provided **LCV staff** with online **training in customer service and LCV operational procedures** in preparation for the March tour season

Maintenance/Site Improvement:

- January 22-February 1: PARD Trades and PMD completed **drainage solution for the area behind the Parker cabin**; Trades extended the stacked stone wall along the path above the cabin, and created a v-shaped swale that will **direct water around the cabin** in addition to installing a drain at the back of the cabin's porch which will divert water to pipes underneath the porch that release water on other side of cabin; PMD removed boards from porch, sanded them down and reinstalled porch after Trades work was completed.
- February 7: Jay (PMD) inspected work on **Parker porch water mitigation** project
- February 10: **Greater Fort Worth Herb Society** monthly workday at LCV
- February 12: Jerry/Juan (PMD) **delivered Log Jam** to LCV for storage
- February 20: Jerry (PMD) checked **Parker porch** to close work order; dropped off extra lumber from job at Foster cabin
- February 21-22: Ruben (PMD) performing **preventative maintenance on cabins** by brushing roofs of debris
- February 26: Billy Strong (PMD) taking measurements and photos in LCV parking lot and public restrooms to **assess needs for improvement** on public facing areas
- February 29: Jeff (Cantu) completed **monthly pest control** at LCV and VZC

April 4, 2024

TO: Kelli Pickard, Asst. Director
Park & Recreation Department

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



SUBJECT: ACTIVITY REPORT – MARCH 2024

FREQUENTLY USED ACRONYMS: **AASLH:** American Association for State and Local History, **COFW:** City of Fort Worth, **FWNCR:** Fort Worth Nature Center and Refuge **KP:** Kelli Pickard, **FWISD:** Fort Worth Independent School District, **LCHF:** Log Cabin Heritage Foundation, **LCV:** Log Cabin Village, **PARD:** Park & Recreation Department, **PMD:** Property Management Department, **RL:** Rena Lawrence, **SN:** Shae Nawoj, **TAM:** Texas Association of Museums, **THC:** Texas Historical Commission, **TLHA:** Texas Living History Association, **VZC:** Van Zandt Cottage, **VZCFI:** Van Zandt Cottage Friends, Inc.

Events/Classes:

- March 3: Van Zandt Cottage **Spring Open House** (10 participants)
- March 12-16: **Spring Break** (710 participants)

Meetings/Happenings/Consultation:

- March 6: RL/SN attended **Tarrant County Collections Staff planning meeting** with co-chairs, Leishawn Spotted Bear and Christina Hardman from the Fort Worth Museum of Science and History
- March 6: RL/SN participated in an **interview with TCU freshmen, Kate Neau and Bianca Haley** as part of their assignment on **historical places in Fort Worth** for an English Composition class
- March 7: SN attended **D&I Outreach & Events Subcommittee meeting** as part of her role in the Diversity and Inclusion Employee Committee
- March 7: RL/SN met with **KP during her LCV site visit**
- March 9: **Stepping Into Destiny Artists' Guild** met at LCV
- March 12: Keith Griffith (Fort Worth Animal Care and Control) set up a **pop-up informational booth for the COFW Animal Shelters at LCV**
- March 19: SN attended KP's **Recreation Team meeting** via Teams
- March 20: **Field Ops—Northwest Division** held staff introduction meeting at LCV
- March 21: Paul Franklin (FMS) **performed annual cash audit** at LCV with no issues
- March 21: SN attended planning meeting with Christina Hardman and Leishawn Spotted Bear to prepare for **Tarrant County Collections Staff meeting** via Zoom
- March 25: SN attended **Tarrant County Collection Staff meeting at the Fort Worth Museum of Science and History** as co-chair of the group.
- March 26: SN attended **TAM #AskEquity PreConference meeting** to prepare for TAM Annual Meeting roundtable discussion via Zoom

Media/Marketing/Tourism/Advertising:

- **Guest register (October 1 to date):** 39 states, 40 countries

Training:

- March 5 and 7: SN completed **NIMS IS-100.C and IS-200.C courses**

- March 12: SN attended **TAM IDEA webinar-Being in Relation: Learning from and Working with Native Communities** via Zoom
- March 15: SN attended Museum Association of New York's **Climate Change Facilities webinar** via Zoom

Maintenance/Site Improvement:

- March 7: David and Octavio (Trades) turned **water back on at VZC** after turning it off a few weeks prior due to concerns about a burst pipe in the outbuilding.
- March 9: **Greater Fort Worth Herb Society** monthly workday at LCV
- March 20: Angel (Central Ops) **removed fallen branch** from area near Mill
- March 22: Juan (Central Ops) **turned off water at VZC** after Water Department alerted them that the **water had been running 24/7** since March 7 when Trades turned water back on at site
- March 25-27: David/Ocavio/Ben (Trades) **locating leak at VZC**. Leak was located under concrete near the outbuilding. Trades will bring in contract plumber to address the issue.
- March 26-27: Patrick (PMD-electrician) checking on **LCV breaker/cabin situation for IT submitted BPR for STS360** alarm project
- March 29 : Jeff (Cantu) completed **monthly pest control** at LCV and VZC