

## **Committee Meeting Minutes**

Committee: Parks and Recreation Advisory Board

Date: November 10, 2016

Time: 6:30pm

Present: Molly Ferguson, Judy Thorp, Jake Austin, Suzanne Serrurier, Cary Gawel, Jill Cotton

Absent: James Roderick, Rachel Lang

Purpose of Meeting: Review Royal Warrior Challenge income, discuss Community Tree lighting, plans for 2017, winter break program, swings and porta pottys at Parks, communication between Coordinator and board members..

### **SUMMARY:**

#### **1. Royal Warrior Challenge**

- Reviewed income and expenses for this event. Event generated \$468.70 in net income for Parks and Rec.
- 43 kids participated in the race, a great turnout. Will plan this event annually.

#### **2. Community Tree Lighting**

- Discussed board members availability for event so Coordinator knows who will be present to assist
- Reviewed refreshments: Coordinator/board members to purchase cocoa, hot cocoa fixings and cookies to serve at the Tree Lighting. Candy canes to be purchased for Santa to hand out.
- Discussed coloring contest. Coordinator secured Tom Sparks space to use to hang coloring contest entries. Will hang entries in building the week of Nov 28 prior to tree lighting. Coordinator to pass out coloring sheets at elementary school on Nov 21-22 to be returned on Nov 28. Details of Tree lighting will be on back of sheets with rules.
- Local business ornaments – Coordinator passed out at least 20, got a positive response from businesses for this new idea. Ornaments to be hung on large tree prior to tree lighting. Coordinator to purchase additional lights for 2 smaller trees that will hold school and preschool ornaments.
- Coordinator secured Girl Scouts/Brownies/Daisys for Christmas Carols
- Coordinator to distribute flyers around town detailing event, will also have on BP and Lions Club marquees.

#### **3. Parks and Recreation in 2017**

- Coordinator would like to work with the board in 2017 to determine specific goals and timelines for goals. We have had great ideas that have been discussed in 2016, but some haven't come to fruition as events and programs get planned and schedules get busy.

#### **4. Winter Break program**

- Coordinator discussed time frames for an open gym program over winter break. Board members identified evenings of December 21 and 28 as options for this program. Fee would be \$10.00 per child per evening. 2 sessions for younger and older kids.

- Board members suggested residents that have assisted with Parks programs in the past and may want to help again– Coordinator to reach out to them. UPDATE – Coordinator has not heard back from residents as of Nov 17.

#### **5. Miscellaneous Items**

- Coordinator confirmed that new swings have been installed at Pioneer and Garfield Parks. Coordinator hopes that concrete pad will be installed at Garfield Park so new porta potty can be placed away from residents front yard. Porta Potty at Pioneer Park seems ok – UPDATE – door is broken at Pioneer Park's porta potty, new one to be ordered.
- Communication between Coordinator and board members for events: Coordinator needs to know ahead of time what board members will be present for events, or if a board member is going to be late or leaving early. When setting up or taking down events it is important to know who is going to be there so work is not left to just a few members. Board member Jill Cotton suggested setting up a Google Calendar for events so board members can be reminded of upcoming commitments.

#### **OPEN DISCUSSION/ITEMS NOT ON ORIGINAL AGENDA**

Coordinator discussed upcoming Pre-ballet recital, which is a first, we have not had a recital for this class before. To be held on Tuesday Nov 29 at the Community Building. 12 little ones will participate in the 'Dance of the Snowflakes'. Refreshments for parents and children to be served after recital.

**ADJOURNMENT 7:30PM**