

**San Anselmo Parks and Recreation Commission
Meeting Minutes – 06/21/2011**

- 1. Meeting called to order 7:00pm**
- 2. Roll Call:** Commissioners present: Logwood, Young, Kallmeyer, Lopin, Sullivan. Community Services Director David Donery.
- 3. Youth Commissioner Appointment:** Chairperson Kelly asked that Commissioner Lopin recuse herself from this item. Commissioner Sullivan moved to reappoint Kelsey Lopin to the Commission as the Youth Commissioner for 2011/12. Commissioner Logwood seconded the motion, the Commission voted unanimously to reappoint Lopin.
- 4. Approval of Agenda:** Agenda approved.
- 5. Approval of Minutes of April 19th, 2011:** Minutes approved.
- 6. Open Time for Public Expression:** None
- 7. Recreation Fund:** Donery reported that the May 2011 Rec. Fund looks healthier than it has in years past. He reminded the Commission that some of the funds will be deferred into the new Fiscal Year. Sullivan asked if there has been any thought given to having a percentage of the operations going into a reserve fund. Donery stated that he expects that the fund should end the year with a positive balance and that he is working on developing a reserve fund that could be used for emergencies and/or for facility improvements. Donery cited several programs that have had good years. The Robson After School program greatly exceeded revenue expectations and Camp Kinder-Kool was up by two full classrooms. Camp KidMarin was also seeing earlier registration numbers. Donery also cited that expenses were down due to having one less Rec Coordinator salary. Kelly asked how the Snack Shack numbers were looking during softball. Donery stated that the comparison is difficult due to last year's numbers being incomplete, but he expects the overall totals to be much higher. Donery stated that he will have a final total from the Snack Shack operations after the summer tournament season is completed. Kelly asked that he bring the numbers to the Commission when they are ready. Kelly asked about how Parkside Preschool was doing. Donery stated that their school year ended on June 10th and that they have been full during their first three weeks of their summer program, Camp KidMarin-Minis. Donery stated that the department is moving ahead with new logo, and that the program will be featured on the cover of the Fall Rec. Guide. Donery asked about the status of the Parent Survey. Kelly stated that the subcommittee had not completed the questions and that he would contact Commissioner Kallmeyer and should have the survey finished within a few days. Donery stated that the department was working with Living Social by offering discounts to Parkside's summer program. He stated that they had sold 24 camp registrations for the first three weeks and that all were new customers.
- 8. Discussion Items –**
 - A. Joint Meeting with Town Council – Review/Next Steps:** Kelly and Lopin stated that they felt that the meeting was productive and that the Council was in agreement with the direction the Commission wanted to take on the items presented. Young felt that although the meeting was positive overall, that the Commission did not walk away with any concrete commitments from the Council. Kelly stated that once the non-profit 501c3 organization is established, the Commission should ask that the Council allow a small donation to the new organization from the department's reserve funds. He stated that this could be symbolic but would be a great start. Young asked about the status of the 501c3 project. Donery stated that two attorneys have volunteered their time to help prepare the application and that he expects for this to be completed in the fall. Logwood stated that it would be great to have a public, "big check" donation to the organization be made, such as during the Country Fair Day event. Donery stated that the 501c3 could be a Town-wide "Friends of San Anselmo" organization that could be used by a broad range of projects, or whether having a parks and recreation only organization. Kelly stated that his preference is to have a Parks and Recreation-specific . The

Commission discussed the pros and cons of the two options. Lopin mentioned that trusting that donations would reach the intended project if it was a Town-wide organization might be an issue. Sullivan stated that the budget would be transparent and that accounting records would reflect all transactions. Young stated that creating specific projects beneath a Friends of San Anselmo would assist in steering funds into their proper accounts. Donery stated that this is how it is done, but he expressed concern that if the perception is that people would have trust issues and therefore refrain from donating at all. Kelly asked that the discussion get tabled and he recommended that Commissioners research how it is being done elsewhere and that the discussion be continued.

Donery stated that a Baptist church out of the Dallas/Fort Worth area is coming out in July do perform some community service at the ICC building. The group is connected to the Red Hill Church across the street, who did not have enough work for the group and referred them to us. Donery reported that they are planning to do some landscaping in front of the center.

B. Picnic on the Plaza - Donery reminded the Commission about hosting the Picnic on the Plaza event on Friday, August 26th from 5 to 8pm. Donery talked about the theme, and stated that the group had decided on a Hawaiian theme. Lopin stated that she would contact the local Halau on Tunstead. Logwood offered a free week at his condo in Hawaii as a raffle prize if the Commission wanted to do fundraising. It was discussed that tickets could be sold at the event and a drawing could follow at the Country Fair Day event. Donery stated that the Commission would be responsible for setting up, cleaning up, and for all of the content during the event including music and activities. Young suggested that the Commission should sell pineapple. Young stated that she would come and volunteer for the event. Donery thanked Commissioners Young, her son Scott, and Commissioner Logwood for their help at the annual Children's Egg Hunt. Donery also thanked Commissioner Lopin for her work in playing the bunny for the event. Sullivan committed to calling and inquiring about live music. Sullivan suggested putting up a volleyball net for the event. Kelly committed to speaking with a Hawaiian BBQ provider who could possibly sell food at the event. Donery stated that he would ask Dana Gibson to help as Dana went to college in Hawaii and has some good connections. The Commission agreed to continuing the discussion at the July and August meetings.

9. Action Items –

A. July Meeting Date Change: Donery stated that he would not be able to make the regular July meeting date. The Commission agreed to change the date to Monday, July 25, 2011.

10. **Monthly Commissioner Reports:** Kelly mentioned that he met someone that day and they stated that they love the Recreation Department. Kelly also mentioned that he recruited an individual to apply for a seat on the Commission.

11. Staff Updates:

A. Red Hill JPA – Update: Donery stated that the Red Hill JPA Board has officially disbanded. He stated that both the Town Council and the TUHSD Board of Trustees had voted to approve the new Joint Use Agreement for use of Red Hill Park, which leaves all of the use agreements in tact.

B. Dog Park Steering Committee: Donery reported that the Committee held its two-year anniversary party on May 23rd. He stated that the Committee is currently conducting a fundraiser in partnership with Petfood Express.

C. Summer Programs: Donery reported that the summer has started off strong with the department's three main camps being full in the first two weeks. He reported that there were six separate camps at Memorial Park this week. Lopin asked about the large inflatable structure at Memorial. Donery stated that it was the Paintball Camp's arena. Donery reported that Camp Wildcat was cancelled but that two of the main teachers have put together an Art and Music Camp, which filled two one-week sessions.

D. Department Reorganization – Status: Donery stated that the reorganization was approved the plan in May. The process has been moving along and the final step will be to appoint a new Recreation Supervisor, which will happen before the next meeting.

E. Country Fair Day: Donery reported that the 2011 event will include a music and food component at Creek Park, which would run from Noon to 4pm. United Markets will sponsor the food at Creek Park. The street fair

will run from 10am to 2pm. The pancake breakfast and parade will remain the same. Logwood suggested that the Commission add non-alcoholic drinks to what they sell since the food will be near them in Creek Park. Donery stated that he would look into whether this would work or not based on what others are offering.

F. Upcoming Council Items: Donery reported that the Town Council will conduct a review of the dog-specific rules at both Memorial Park and at Robson Park at their July 26th meeting.

12. Commission comments and questions, requests for future agenda items – None

Meeting adjourned at 8:48PM