

# San Anselmo Parks and Recreation Commission

## Meeting Minutes – 08/18/09

1. **Meeting called to order** – 7:09pm.
2. **Roll Call:** Commissioners present: McInerney, Logwood, Sullivan, Young, Childs, Hunerberg  
Dave Donery, Community Services Director.
3. **Agenda Approved**
4. **Minutes Approved**
5. **Open Time for Public Expression:**
  - Carter Coleman stated that he is working on a possible source of funding to help start a Recreation Foundation.
6. **Presentation** of the first Parks & Recreation Commission's "**Commitment to the Community Award**" honoring outgoing Parks & Recreation Commissioner Carter Coleman. Donery, McInerney and Childs spoke. McInerney presented plaque to Coleman.
7. **Subcommittee Master Plan Report**
  - Donery stated that as per our last Commission meeting, Commissioners had committed to making contact with local schools to arrange for the Commission to become involved at the Back to School Night activities.
  - Staff will work with the Subcommittee to finalize a draft of the survey tool to be used. This tool will be presented at the Sept. 15<sup>th</sup> meeting.
  - It was noted by several commissioners that the Back to School Nights are coming up in late-August and early-September.
  - Donery advised that the survey tool would not be ready in time for these activities.
  - The Commission agreed that a presence at the events was important and that we should announce the survey and collect emails. One or two Commissioners should attend each event.
  - Country Fair Day booth would "kick-off" the process. Have survey available, upcoming "pizza party" focus group meeting dates, and information on how to access it online.
  - It was agreed that the subcommittee would develop the schedule of appearances via email.
  - Sullivan suggested that the subcommittee develop talking points, along with what our "booth" will entail.
  - Hunerberg stated that Drake has required that she present to them the documents that would be presented at the booth. They will need to approve these.
  - Donery stated that it would be important to have staff at some of the schools along with the Commissioners.
  - Kay Coleman suggested the name "REC REACH" for the survey. The Commission agreed that this would be a good name for the outreach effort.
  - Next steps will be the subcommittee developing talking points and arranging schedules. This will be done via email
8. **Staff Update**
  - a) **Tumbling Incident Update** – Autopsy of Samantha Dean determined the cause of death to be from a hereditary heat condition. The Town took steps to investigate the incident and collected information surrounding the incident. The tumbling instructor Juan Sanchez, Donery and Kelly attended Samantha's Memorial Service at Lagunitas Lake. Sullivan stated that the "word on the street" was that the incident was handled quickly and well.

- b) Memorial Park Tennis Courts – No update. Dave will work with Steve Myrter to make progress on this issue. Steve has been dealing with a large amount of public works problems. Donery will follow-up with Myrter to get a timeline for dealing with the issue.
- c) Red Hill Park – The JPA Board met in July. Discussion items included Phase 2 of the project, which includes several items related to the sports fields along with the development of the SE corner of the park and access from the Sunny Hills parking area. John Wright feels that he will be able to get funding for the projects related to the sports fields. Funding for the other two items would need to come from fundraising or other public dollars. The other item discussed was regarding the eventual dissolution of the JPA and how use would be continued to be coordinated.
- d) ICC Lower Floors – Town has removed leasing sign for the downstairs space and is allowing the department to begin limited programming in the space. The office space will need some funding for renovations, but some of the classroom spaces are basic, but useable. The Town allocated \$10K towards improvements to the Tumbling Room and an expansion of the Vista Room.
- e) Fairfax M.O.U. & Camp Earth – Fairfax MOU was approved by both Councils. CAMP EARTH full with a waiting list. Good Earth supplied program with organic cotton and ink t-shirts plus food for an organic BBQ. Sullivan asked about the choice of week. Donery stated that this is known as the “gap” week. It’s the week before school begins. Many camps have closed and parents need care.
- f) Online Registration – The decision was made to move to ActiveNet. This is the web-based service offered through the Active Network. This service has a per-transaction charge. They have a percentage option and a flat fee option. The department is analyzing which options work best for the Town. This software will allow for online registration immediately. Logwood suggested recovering some of the new costs through negotiations with new instructors, where the instructors take a slightly smaller percentage for the convenience.
- g) Country Fair Day – Plans are progressing rapidly. Michael Feldman has produced the poster. Bands are booked. Denise has been conducting outreach for parade and fair booths. The Recreation Department has committed to running preschool-oriented activities in Creek Park (Bumpkin Patch). The Parks & Recreation Commission has committed to having a booth featuring REC REACH along with coordinating the Beer Booth. Commissioner Kelly had committed previously to coordinating the Beer Booth. McInerney stated that there should be a new Commissioner onboard who could help.

**Future Agenda Items:**

- Juan’s After School Teen Program (Hunerberg)
- Soccer Registrations/Sports Report - (McInerney)
- Online Registration
- Memorial Park Tennis Courts
- REC REACH

**Meeting adjourned at 8:57pm.**