

San Anselmo Parks and Recreation Commission

Meeting Minutes – 07/21/09

1. **Meeting called to order** – 7:06pm.
2. **Roll Call:** Commissioners present: McInerney, Logwood, Kelly, Young, Childs, Hunerberg
Dave Donery, Community Services Director.
3. **Moment of Silence for Samantha Dean**
4. **Agenda Approved**
5. **Minutes Approved** – with the following clarifications:
 - TYPO – remove second \$100K in Revenue Expenditure item – bullet point #1.
 - Clarification – Change “summer camps being cancelled” to “some of the summer camps being cancelled” in Revenue Expenditure item – bullet point #1
 - Add “be struck” after the word “updated” in bullet point #2 of Item #4.
 - Sullivan stated that she is committed to another event on October 4th, but will assist Young to do community outreach for the fair.
6. **Open Time for Public Expression:**
 - No public expression.
7. **Subcommittee Master Plan Report**
 - Subcommittee met in June and agreed to move forward with a Needs Assessment in the fall of 2009.
 - Group decided to approach schools to negotiate getting involved in the back to school night at the local schools. Subcommittee asked commissioners to think about which school(s) each of them would be willing to approach regarding this item:

Brookside (both campuses): Kelly/Sullivan	White Hill: Logwood/Kelly
Wade Thomas: Hunerberg	Drake: Hunerberg
Manor: None	St. Anselms: McInerney + Young
 - Country Fair Day booth would “kick-off” the process. Have survey available, upcoming “pizza party” meeting dates, and information on how to access it online.
 - Sullivan mentioned that she received an survey via email. She did not fill it out. She got a second “reminder” email which she did fill out.
 - Kelly mentioned that it may be difficult to attract people to the open meetings, but that they are important in that we will hear things that we wouldn’t hear from a simple written survey.
 - Hunerberg commented that it is important to be both present at the Back to School Nights as well as have open meetings.
 - Logwood stated that we need to be cautious in making promises that we cannot keep. It was agreed that a short explanation/disclaimer be given regarding how the department operates at the beginning of each get together. Sullivan reiterated that we need to be careful about setting expectations that can be achieved.
 - McInerney clarified that the Back to School Night events would be used to announce this effort, but not to conduct the survey itself.
 - Sullivan recommended that we have a table at each school but not ask to speak during assemblies.
 - Next Steps: Subcommittee to meet to

8. Fairfax M.O.U.

- Donery gave a brief history of the M.O.U.. He presented the 2009/10 Proposed M.O.U., pointing out the primary changes from previous agreements:
 - a) Fairfax residents will pay the resident discount rate for all programs held in Town of Fairfax facilities. Non-resident rates will be charged to participants living outside of Fairfax.
 - b) A Fairfax Program Development Coordinator will be recruited to handle program development and oversight. This position will be compensated through program fees.
 - c) Net profit distribution:
 - 50% Program Dev. Coordinator
 - 35% S.A. Recreation Department
 - 15% Town of Fairfax – Rec. Facilities Fund

The Parks and Recreation Commission voted to recommend the proposed Fairfax M.O.U. for adoption by the Town Council. M/Childs, S/ Sullivan, V/Ayes-6, Noes-0

9. Staff Update

- a) Memorial Park Tennis Courts.
 - Steve Myrter has not had the chance to make any progress on this.
- b) Red Hill Park – JPA will meet on 7/27 to discuss Phase II of the Park’s development and fundraising. The Board will also discuss the Third Amendment of the JPA.
- c) Summer Program Update- Donery gave a report on the summer programs the department is offering.
- d) Camp Earth – Donery reported that the new camp in Fairfax, Camp Earth, is beginning to receive registrations. The camp is based on a sustainability theme. The camp was priced affordably and is scheduled for the “gap” week before school starts for the fall.
- e) Online Registration – Staff is exploring use of the existing software’s online capabilities. This would include a test period, a soft launch and full implementation being targeted for Spring 2010. Donery stated that he is also working with other vendors to see if a better option exists that the Town and Department can afford.
- f) Country Fair Day – Event will take place on Sunday, October 4th, 11-3pm. Commission will host a booth and an activity. It was discussed that the commission will use this as an outreach opportunity for the Needs Assessment by passing out surveys and announcing open meeting dates. Commissioner Kelly reminded the commission that we have committed to running, and profiting from, the beer booth. A beer booth subcommittee should be established to plan and implement the booth.

Future Agenda Items:

- Update on tumbling incident
- Carter Coleman Recognition
- Subcommittee Master Plan
- Online Registration
- Redhill Park
- Community Fair and Parade

Meeting adjourned at 8:37pm.