

# Minutes of the Veneta Park Board

## October 5, 2011

### Board Members

**Present:** Cathy Colusen-Keegan, Barb Nelson, Dennis Paronto, Marie Pickett, Daphene Sampson, Braeden Cornelius

**Others:** Ric Ingham, City Administrator; Sandra Larson, City Council Liaison; and Darci Henneman, Assistant City Recorder

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Daphene opened the meeting at 4:35 p.m.

I. Public comment  
None

II. Approve Minutes for September 7, 2011  
Marie motioned to approve the September 7, 2011 minutes, Barb seconded, all approved.

III. Old Business/Status of:

1. Harvest Festival Recap

Marie said there were 28 raffle entries and 32 people completed the park survey. Survey numbers were down from last year. Marie made the following suggestions for next year: create a rules and procedures cheat sheet; raffle ticket holders need to show their tickets; provide a more distinct box for the raffle tickets; provide two surveys – an adult and a children's with questions geared to specific age groups. She also suggested having volunteers in the park and someone taking pictures. A lot of positive feedback was received on Fern Park. Braeden and Luis enlisted 16 student volunteers to assist with at the Park Board booth.

Braeden felt it went really well but agreed written rules would be very helpful to the student volunteers. Marie provided a volunteer sign up sheet for him to complete.

In response to a question from Marie, Ric said no one should be in a City park after dark because they close at dusk.

Daphene said the Harvest Festival was well put together and the raffle baskets turned out really nice.

Marie said six Fern-opoly games were sold at the booth and she gave \$60 to Darci to be deposited into Park Board fundraising fund.

Ric reminded the board of the importance of completing volunteer sign up sheets for workers compensation purposes.

2. Certificate of Appreciation for Olivia and Brittany

The Board reviewed the draft certificate. Barb suggested in the future the certificates could be presented to the student representatives at the Elmira High School award ceremony held in the spring.

3. Discussion on Event Calendar

Ric provided the City's event calendar. Every spring City staff and the Park Board are busy with several events. He suggested the Park Board focus on two or three signature events and then co-sponsor a couple of events with other entities. The Park Board has a desire to work with the school on an Earth Day event by participating in the district's "Green Week" as a signature event and then co-sponsor the Tree Lighting ceremony held during the Light Parade. Other events the Park Board

could participate in would be the Harvest Festival; Skateboard function and the Fire District's helmet give away; a fall planting with the Garden Club; and Applegate Field Dayz (this would be a good time to host a movie night or concert).

Daphene said the Park Board could incorporate a spring planting with the school district's "Green Week" and do a fall planting with the Garden Club and the school district.

Marie would like the Park Board to participate for the entire "Green Week" and suggested getting the Garden Club involved.

Barb said she doesn't know where the Garden Club is at but she will attend the Saturday, 8<sup>th</sup> meeting.

Ric suggested co-chairing an event with the Garden Club and get it on the City's event calendar.

Barb said the Park Board needs to be more specific with the Garden Club on what we want them to do. She gets the sense they would be willing to do something during that same time frame.

In response to a question from Cathy, Ric said members of the Earth/Arbor Day subcommittee will be meeting with the school district soon.

Dennis volunteered to go to the schools to talk with teachers about "Green Week".

Ric said the Park Board could work with the school district during their "Green Week" and invite the community/vendors to participate for several hours to help the students become more engaged. At this point "Green Week" will replace the City's Earth/Arbor Day event. The City and Park Board could offer our Earth/Arbor Day information.

Daphene suggested making up the event calendar cards again.

In response to a question from Daphene, Ric said a consensus from the Board is needed before the City outreaches to the school district to move forward with "Green Week".

Marie made a motion for the Park Board to host the Tree Lighting ceremony, Barb seconded, all approved. The Park Board will work with the light parade committee on this event.

It was the consensus of the Park Board to focus on three annual signature events; the Tree Lighting ceremony; Easter Egg Hunt; and Earth-Arbor Day/ Green Week with Veneta Elementary. The Park Board will continue to have a booth at the Harvest Festival and will participate in a fall or spring planting with Veneta Elementary. Applegate Field Dayz and the Skate Park contest are two events the Board would also like to participate with. It was suggested that the Board do movie night or a concert at one of these events. This subject will be discussed at the next meeting.

The Light Parade and Tree Lighting ceremony is always held on the first Thursday of December.

Daphene, Dennis and Barb volunteered for the Green Week subcommittee.

Daphene, Dennis, Barb and Marie volunteered for the Tree Lighting subcommittee.

#### 4. Budget to Support Events

Ric reviewed the budget form and asked if the Board had any questions.

#### 5. Purchase Process

Ric reviewed the documents and the purchasing process to follow. Park Board members cannot be signers at BiMart or Rays.

The Board had no questions.

6. T-Shirt Decision

After a brief discussion it was the consensus of the Board to create event budgets and then determine if funds are available to purchase t-shirts.

Marie said Craig found 60 Fern-opoly games in his garage.

IV. New Business –

1. Budget Summary

Ric reviewed the budget summary and asked if there were any questions. In response to a question from Dennis, Ric said the teen night stage rental and pizza were expended in FY 2010/11 and the cost of the ad was paid in 2011/12.

2. Public Works Report

Improvements at Territorial Park have been completed and the pathway will be completed soon.

V. Event Planning

1. Upcoming Light Parade

The Light Parade committee is meeting tomorrow at 3:00 at City Hall. Everyone is welcome.

2. Earth Day Committee and Outreach with Veneta Elementary

Ric will provide follow up information at the next meeting.

Darci will put several volunteer sign up sheets in the Park Board mailbox at City Hall.

Ric said the City of Veneta was incorporated on April 8, 1962 and the City is working on some kind of anniversary celebration. If anyone would like to join the committee or if they have any suggestions, please see him about attending the next meeting.

VI. Next Meeting – November 2, 2011

Daphene motioned to adjourn the meeting, Dennis seconded, all approved. The meeting was adjourned at 5:45 p.m.