

# Minutes of the Veneta Park Board

## June 27, 2012

### Board Members

**Present:** Cal Beach, Dennis Paronto, Marie Pickett, and Craig Soderberg

**Others:** Ric Ingham, City Administrator and Darci Henneman, Assistant City Recorder

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Dennis convened the meeting at 4:35 p.m. There was not a quorum so the Park Board was unable to take any action at today's meeting.

I. Public Comments  
None

II. Approve Minutes for June 6, 2012

Because there was no quorum the Park Board was unable to approve the June 6<sup>th</sup> minutes. Dennis did say a correction was needed. On page four of the June 6<sup>th</sup> minutes, it was stated the Kiwanis would provide hamburgers and hotdogs at the Skateboard Competition in August. He clarified that the Kiwanis will provide lunch free of charge to event contestants and volunteers only.

III. Old Business/Status of:

1. Status on Fern Opolo Games  
Fern Opolo games

Ric reviewed the check out log and tracking process of the games. He said he met with Craig and transferred three unopened boxes of games. There are 22 games per box for a total of 66 games.

Ric said Darci will keep the game checkout sheet and every six months or so she will provide the Park Board with an update. Currently the total number of games is 94. Ric said he will work with Marie to get the games to the Community Center. Marie will supplement her inventory 10 games at a time, starting with 20.

Craig believes the Park Board started out with 350 games.

In response to a question from Marie, Ric said the Park Board has two funds; the City provides one with funds approved by the Budget Committee and the other is a donation fundraising fund which is where the game proceeds will go.

IV. Event Planning

1. 50<sup>th</sup> Anniversary Celebration Scavenger Hunt

Marie submitted the Park Board's booth registration form for the anniversary event. Marie said Penny did not attend today's meeting because she is on Jury Duty but Penny has been soliciting donations for the raffle basket as well as prizes for the scavenger hunt. Marie said Penny solicited a \$50 gift certificate and possibly a quilt from Kathleen at Veneta Sewing.

Cal said several cases of soda have been donated and will be used for instant prizes. He also received cooking utensils for the raffle basket.

Marie is working on the passport card and would like to work with Chris and Darci to finalize the formatting of the card to print on an 8½ x 11 sheet of paper. She said the trivia questions are ready.

Ric asked Marie to get with Darci and Chris soon for any copying or formatting work she needs done.

The Park Board booth and scavenger hunt will be open from 3:00 to 6:30 p.m. Marie said Penny has two volunteers to assist with the booth.

Ric said cars will not be allowed in the event area after 2:00 p.m. and until the Sugar Beets finish playing at 9:00 or 9:30.

Craig said most of the booth contents can be carried out and anything else can wait until the next morning or when the event ends.

Marie said the game directions and clue instructions will be on the passport card (which has room for more information). Marie said the basic principle of the scavenger hunt will be to follow the clues to a specific location in the park where they will find a symbol representing another park (the symbol at Broadway Park will be a fern leaf located under the bouncy zebra). Participants will be required to draw each symbol on the passport card and submit the card in order to compete for the raffle basket. The six parks involved in the hunt are Fern, Broadway, Ralph Johnson, 5<sup>th</sup> St., Oak Island and

Cal said they need to get the symbols placed first thing Saturday morning.

Marie said the story board will have instructions on how to play the game. She asked for ideas for the story board.

Craig suggested a blurb about the Park Board hosting the Tree Lighting at the Light Parade. He said the newest Park Board members could be highlighted as well as the new play equipment at Fern Park.

Cal read off the trivia questions one of which indicated the first year of the Light Parade was 2008. Everyone agreed this was incorrect. Darci said she would follow up and confirm the correct year.

Marie said many Park Board members are planning to stop by the booth and help out.

In response to a question from Craig, Marie said there are two pop up tents in the Farmers' Market shed. One belongs to the Farmers' Market and the other is the City's.

Ric suggested putting together some kind of check out form/list for what the Park Board needs to set up their booth. The list can be given to Kip to make sure everything on the list is delivered to the site. He said the City's challenge is having a crew on Saturday.

In response to a question from Dennis, Ric said T-shirts could be made available to volunteers but he would like that process to be managed and suggested t-shirts be included on the check out form/list.

Marie suggested a subcommittee member oversee handing out t-shirts.

Craig said he would help Marie with set up and suggested the subcommittee should iron out the set up process. Craig said he would email Marie available dates. Cal and Marie are available in the afternoon or evening. The subcommittee consists of Marie, Cal, Barb, Craig and Penny.

In response to a question from Dennis, Ric said Chris has started a map of where vendor booths will be placed. Most of the food booths will be together and those needing electricity

will be placed accordingly. Ric said he doesn't feel comfortable committing staff to attend meetings without first talking with them but he would ask Chris if he could attend the Kiwanis luncheon. Dennis said he would contact Chris and get the Kiwanis booth registration form to him.

In response to a question from Marie, Ric said the 50<sup>th</sup> Anniversary event is a non-alcoholic event.

2. Sample Donation Thank You Letters

In response to a question from Marie, Ric said he would provide a draft of the two combined letters.

Marie suggested the Park Board Chairperson and the subcommittee Chair should sign the donation thank you letters.

Ric said by the August meeting there should be a donor list of individuals and businesses that should receive a thank you letter. He suggested that list be included on the August agenda and the letters could be signed at the meeting. These thank you letters will be on Park Board letterhead.

In response to a question from Marie, Ric said any donation given to a public entity is automatically allowed as a tax deduction. He said legal counsel reviewed the City's donation thank you letter and felt the City's federal identification number didn't need to be on the letter.

Marie said she would prefer the tax identification number be included on the letter.

3. Other

Dennis suggested that the term of student representatives be set for one year. He asked if the Park Board could discuss this at the August meeting.

Ric said the Park Board Bylaws would need to be amended to include that change. He also suggested student representatives be appointed by the City Council.

After a brief discussion it was the consensus of the Park Board that the March 31<sup>st</sup> appointment date should also apply to student representative positions and that students applying for those positions would be required to go through the application process.

Ric said he would tighten up the Bylaws to include this information and place it on the August agenda.

Craig suggested Braeden complete an application.

In response to a question from Marie, Darci said she would try to get a phone number for Catalina.

Ric said he will not be here for the August meeting.

After a brief discussion, it was the consensus of the Park Board to have the August 1<sup>st</sup> meeting. The agenda will include the upcoming skateboard contest and the Harvest Festival, a recap of the 50<sup>th</sup> Anniversary event, term limits for student representatives, and the event calendar.

Dennis dismissed the meeting at 5:45 p.m.

V. Next Meeting – August 1, 2012