

Minutes of the Veneta Park Board

May 1, 2013

Board Members

Present: Cal Beach, Braeden Cornelius, Cathy Coulson Keegan, Elmira Louie, Dennis Paronto, and Marie Pickett

Others: Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; Sandra Larson, Mayor; Darci Henneman, Assistant City Recorder; and Carol Petty

Vice Chair Dennis Paronto called the meeting to order at 4:38 p.m.

I. Public Comment

None

Dennis said a participant from the 2011 Teen Night concert contacted him about speaking at a Park Board meeting to talk about musical groups perform in Veneta. Dennis said he thought the young man was planning on attending today's meeting but is a no show. Dennis said most of the bands are Eugene college groups.

II. Approve Minutes for April 3, 2013

Marie motioned to approve the minutes, Cathy seconded, all approved.

III. Old Business/Status of:

1. Recap of Earth Day at Veneta Elementary

Marie said the volunteers had a wonderful time at the event and it's a win/win for everyone. She said 13 volunteers averaged three hours each and another 20 volunteers assisted teachers and students. Marie said a janitor was also assigned to assist with clean up. Marie said the mapping of vendors was well done and she attributed the success of the event to the school staff and teachers. She did say that scheduling the event for the morning created a very short set up time. However, there were 15 vendors and 340 students.

Marie made a few suggestions for next year; she felt Lane Electric's power point presentation should be shortened and more age appropriate. She said 340 bird feeders were made but if Elmira Elementary participates next year, she suggested making a different hand out. The cost of the bird feeders and plantings was absorbed by the Park Board and with another 100 or so students, it may be difficult to find that many pine cones and fund all the associated costs. She also suggested next year's event be a two day event if Elmira Elementary students attend.

Ric said it's not likely that vendors would commit to two days.

Marie said because all of the tablecloths were loaned from Saturn Consulting and the Veneta Downtown Farmers Market they will not be available for next year's event. She also said a few teachers provided student name tags, which was a great idea. Marie said Penny suggested using a smaller shovel and Marie has Cathy's flags.

Dennis said he will check with the Easter Egg committee to see if it would loan out its tablecloths.

Marie said the system worked very well. She also said she organized all the Earth Day supplies, including things for Arbor Day, the bio swale, volunteer planting of trees, etc. and Penny has the tote of office supplies. Marie said the Park Board t-shirts were left in the event closet at the Community Center. She said while organizing, she found another box of Fern-opoly games which she suggested should be stored at the community center with all the other games. Marie also

suggested the totes should be stored at the event shed with the banners at the Public Works yard and the small event office supplies and t-shirts should be stored at City Hall.

In response to a question from Dennis, Ric said the Earth Day budget total \$325, which will also include the thank you ad.

Dennis said the event got good coverage from the Fern Ridge Review.

In response to a question from Brittany, Marie said she wasn't able to calculate how many siblings attended the event but she will ask Olivia when the committee meets for the wrap up meeting.

In response to a question from Dennis, Marie said she will schedule the wrap up meeting and let him know when it is so that he can attend.

Ric asked Marie to notify Kay and Lisa of the meeting so they can also attend. He also suggested getting feedback from the school on what worked and what didn't.

Marie said she will be a most dependable volunteer for all events the day of show so please don't forget to call her.

Cathy said she purchased some Easter fabric to use to cover the eggs in the baskets rather than using fake grass.

IV. Event Planning

1. Summer Event(s) – Appoint subcommittee Chairs

Ric referenced the events calendar for 2013. He asked if the Park Board was interested in having any summer events and if so, we should start organizing those events and get a subcommittee chair. He said Chris Workman and Stacy Cornelius are working on pool events but could not attend today's meeting. As part of the pool calendar, they would like to host a summer solstice event tentatively for the third week of June. They also talked about a movie night and an end of the season carnival in mid-August. He said after swim lessons end on August 15th the pool doesn't see much participation and the last week of August participation drops even more. He said pools hours may be restricted if participation numbers don't improve staff would like to assist Stacy with getting those numbers up.

In response to a question from Cathy, Ric said the movie night would be held at the pool complex and not at the park. He said not many details have been worked out so Stacy and City staff would welcome any assistance the Park Board could provide on either of these two events.

In response to a question from Marie, Ric said the library uses a DVD and a power point projector for their movie night.

Ric said since the library is already doing that, maybe in the future, pool staff could work with the library to have one of its movie nights at the pool.

In response to a question from Cathy, Ric said monthly concerts require a lot of volunteer hours and unless there are some real champions, it's difficult to get enough manpower to orchestrate monthly events.

Dennis suggested a Park Board member should get in touch with Stacy to discuss what the plan is.

Elmira volunteered to contact Stacy about the movie night and summer solstice at the pool.

Cathy said she would assist her if needed.

In response to a question from Dennis, Braeden said his brother is interested in applying for his student representative position and he will get him an application.

2. Events for Remainder of 2013

In response to a question from Dennis, Marie said Penny would likely chair the Harvest Festival subcommittee.

In response to a question from Cathy, Ric said staff has not been contacted about reserving the skate park for the skate board competition usually held in August.

Marie said the 2013 Harvest Festival will be September 14th.

Dennis said he will have information at the June 5th meeting.

Ric said it will be difficult for the Park Board to have an event in August if the Park Board hosts a movie event at the pool and has a booth at the Harvest Festival in September. He said also in order to keep our Tree City USA status; the Park Board could work with the Fern Ridge Service Center (FRSC) on the landscaping. He said mid-October would be the earliest planting could take place.

Cathy said asked Elmira if Key Club members would volunteer to tie wire to pine cones for decorating the tree.

Elmira said she would talk to the Key Club about helping with the pine cones.

Cathy and Marie will talk about storing the pine cones.

V. New Business –

1. Adoption of 2013-14 Event Schedule & Budget

Ric said staff is in the final stages for putting together the budget for FY2013-2014. He said the first budget meeting is tomorrow night. This is a good time to get the Park Board budget adopted to ensure that dollars are in the right place for the upcoming year of Park Board events. He said the Park Board has approved the event budget for the past two years. He said because Thanksgiving is late this year it's likely to change the date of the light parade. Also Easter and Earth Day are just a few days apart. He suggested communicating with Veneta Elementary early next year for Earth Day and if the pool event(s) are successful, we could add that to the calendar as a late summer event.

Dennis suggested the Easter Egg Hunt should be held April 19th because the Veneta Elementary auction will be April 26th.

Ric suggested the Park Board tentatively adopt the 2013-14 proposed Park Board budget and event calendar.

Cathy motioned to adopt the 2013-14 proposed event and budget calendar. Cal seconded, all approved.

Ric asked if anyone would like to sit on the Light Parade/Tree Lighting subcommittee. He said it really is a safety hazard for people coming from Jack Kelley Drive after the parade and crossing Territorial to attend the Tree Lighting ceremony. Ric said we don't know what the alternative would be but it's worth exploring.

Dennis and Cal volunteered to sit on the subcommittee.

Marie is concerned there were not adequate funds allocated for the tree lighting event.

Ric said Lee Kelley at True Value will order the lights in December which will be paid from the Park Board fundraising account.

2. Review of 2012-13 Park Board Goals for Revising the 2013-14 Park Board Goals
Ric said the 2013-14 Park Board goals could be reviewed by a subcommittee or individual member. He said creating a volunteer data base has been an ongoing goal for several years and he suggested it could use some tweaking or possibly completely rethought.

In response to a question from Cathy, Ric said entering volunteer contact information into the data base would be a Park Board responsibility.

Marie said it needs a gatekeeper to take it on and keep it updated.

Cathy said after the Oregon Country Fair and if there isn't a time limitation, she could get the records from staff and start putting it into a data base.

Ric said the data base consists of people who attended previous Earth Day events and ask to be informed about future events.

Marie suggested a subcommittee should be formed in August to bring the idea forward at the Harvest Festival booth. She suggested Penny could put the information in a larger format.

Dennis suggested the volunteer data base be discussed at the June 5th meeting.

Sandra Larson said two Park Board members are retiring; Braeden Cornelius and Marie Pickett. She thanked both members for their years of commitment to the Park Board and presented them with a certificate of appreciation and a chocolate bunny.

Ric said Marie encouraged Carol Petty to join the Park Board.

Marie said she is stepping down from the Park Board to concentrate on her business.

Ric said the City has asked Marie to open the Fourth Friday event at the Farmers' Market.

Marie said the Market will up her stress level.

Cathy motioned to adjourn the meeting, Cal seconded, all approved. The meeting was adjourned at 5:40 p.m.

VI. Next Meeting – June 5, 2013