

Agenda
Veneta Park Board
Wednesday, December 3, 2014 – 4:30 p.m.
Veneta City Hall

I. Public Comments

Speakers will be limited to 3 minutes each. The Park Board will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Park Board meeting.

II. Approve Minutes

1. November 5, 2014 (pgs. 3-7)

III. Event Planning

1. Tree Lighting
2. Light Parade
3. Easter Egg Hunt
4. Earth Day
 - a. Update from Carol

IV. Next Meeting – January 7, 2015

Minutes of the Veneta Park Board November 5, 2014

Board Members

Present: Chelsea Coffman, Cathy Coulson-Keegan, Elmira Louie, Dennis Paronto, and Craig Soderberg

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director; and Darci Henneman, Assistant City Recorder

1. Vice Chair Dennis Paronto called the meeting to order at 4:39 p.m.
2. Public Comment
None
3. Approve Minutes
 1. October 1, 2014
Dennis motioned to approve the minutes, Cathy seconded, all approved.
4. Old Business/Status of:
 1. Update on Tree Planting Event
Kay said overall the event was a great success. She said Irene Jasper from the Fern Ridge Review attended the event and took photos. She said the Oregon Dept. of Forestry and Heather from the Library also attended the event. She said Matt Horowitz did a terrific job with his tree presentation and he had robust Q & A session and the raffle went well. Kay said Mark with the Public Works Dept. assisted with digging the holes for planting the trees.

Ric said Craig and Kay laid out a good balance for the event including a great educational presentation. He said a Tree City USA representative attended the event and said she was very impressed with what the City and Park Board contributes to our parks. He said she presented the five year recognition award to the City.
 2. Arbor Day Event Ideas (Kay)
Kay provided the Board with a list of Arbor Day celebration ideas she downloaded from the National Arbor Day foundation website.

Craig said he thought because we don't have a lot of history on tree planting, next year we can add small increments to the event each year.

Kay agreed and said she would like to add a youth activity to next year's event.

Ric said because so many kids are involved in sporting events, it's hard to get the youth participation.

Chelsie said her kids would participate if a craft geared toward younger kids - like the pine cone/bird seed/peanut butter bird feeders, was provided.
 3. Status of Absentee Member
Craig said he has communicated with Penny via email and she indicated she still wants to be involved with the Park Board. She indicated she recently changed jobs and now works Wednesdays so she can't make the meetings. He said she will take the lead for the Easter Egg Hunt. He said the Bylaws make this a problem.
Ric said Non Performance of Duty is defined by missing two or more consecutive unexcused meetings.

Craig said he's not sure what to do but she really still wants to participate and do things so he felt the Board should discuss the issue. He said it's a struggle to get people involved with the Park Board.

In response to a question from Craig, Ric said from those folks that want to chair or co-chair an event, the Park Board could amend the Bylaws to include ad hoc members. He said ad hoc members would not have voting rights.

Craig said because Penney wants to be involved, he would like to facilitate making it happen.

Dennis said he felt it's really a minor obligation to show up to the meetings. He said if she can't making the meetings then maybe it's not the right time for her. He said the Easter Egg Hunt is the biggest event we have and he's not sure making her chair of that committee is in the best interest of the event or the Park Board. He said while he would like to pass chairing the event on to someone else, he said he would be more comfortable continuing as chairman of the event this year until his Park Board term ends in March and suggested another Board member step in and co-chair this year's event and hopefully chair next year's event.

Chelsea agreed with Dennis. She asked if Penny isn't able to make the meetings, will she have the time to chair the event. She suggested Penny could assist the Board as a volunteer.

Ric said we've had members cycle on and off with the Board. He said they want to be committed but it's hard to make the meetings and many have had the same situation. He said if Penny can't make the meetings then where do we draw the line?

In response to a question from Dennis, Craig said Penney indicated she didn't know what it would take to change her schedule.

Dennis suggested tabling the issue for now because he needs to start on the Easter Egg Hunt. He said Penny could partner with him on the committee but as a volunteer.

Craig said he hasn't been able to actually speak with Penny and her email responses have been very short.

In response to a question from Chelsie, Dennis said he's not going to apply for another term on the Park Board.

In response to a question from Cathy, Darci said currently there is only one resident position open on the Park Board. The Bylaws allow for three non-resident positions which are currently held by Chelsie, Carol, and Penny.

Dennis said all of the Easter Egg Hunt planning takes place on the weekends and not on Wednesdays during the meetings. He said but Penny could be very active on the committee.

Craig said the last two events have been on weekends which she hasn't been able to attend.

In response to a question from Chelsie, Ric said Mayor Larson will be appointing a temporary Council Liaison to the Park Board. He said we need to address Penny's attendance as a non-performance Board member. He said that's not really a good way to encourage her to be active with the Board and he would like to find a way to give special volunteers a level of connection to the Park Board. He suggested the Bylaws could be

amended to include language to give those folks some ownership or connection - as ad hoc members or a key event volunteer. He said there may be people that really want to connect but they can't make the meetings.

Dennis said there's no pressure for the Board to amend the Bylaws.

Kay asked in creating ad hoc positions is it only to define when a volunteer takes on more of a Park Board leadership role. She said people volunteer with the Park Board without becoming an ad hoc member.

Dennis said the Easter Egg Hunt is an example. He said there are upwards of 60 volunteers every year but they're not acknowledged in the Bylaws. He said there's a level of participation for the Board and a level of commitment for volunteers.

Craig suggested amending the Bylaws to remove "resident and non-resident" member designations.

Ric said the Board can make suggestions to the Council and he will check the City Charter about residency requirements.

Chelsie said living in Crow, she doesn't feel it should make a difference where people live.

Craig asked Ric to review the Charter and asked if the Board would like to recommend amending the Bylaws to reflect there are no residency designations.

Dennis said in the mean-time lets enlist anyone that is interested. He said he'd like to have someone to call on for assistance with the Easter Egg Hunt.

Craig said he will contact Penny. He said we don't want to douse her enthusiasm but it looks like she won't be able to continue as a Board member.

Dennis said there's a reason we have a Board and meetings. He said it's important to make the meetings which aren't that hard to make.

Craig said Dennis has been one of the main volunteers in Veneta for many years and of all the people who deserve a chance to get some freedom and away from the commitments, it's him. He said it's very nice that he's offering to take on one more year to Chair the Easter Egg Hunt.

Ric said up until six to nine years ago, the City wasn't really the lead for the Easter Egg Hunt because it was more of a community event. He said at some point if those great volunteers aren't in the City, maybe the leadership should shift to another entity.

Craig requested Penny's attendance record and based on recommendations from the entire Board, they will make a recommendation.

4. Review of Bylaws

After a brief discussion, it was the consensus of the Board to table this item for discussion at a future date.

5. New Business

1. 2014-15 Park Board Proposed Event Calendar

Ric reviewed the event calendar. He said some of the events listed are not Park Board events but are opportunities for the Board to be active and engaged.

In response to a question from Craig, Ric said Stacy may not want to do two pool nights.

Elmira said last year was the first year the Key Club had a booth which she helped run. She said likely the Key Club will continue to have a booth at the Harvest Festival so she probably won't be able to help with the Park Board booth next year.

In response to a question from Cathy, Ric said he remembered that in years past the City was not able to partner with the Library on movie night but since then Heather from the Library said now they are able to sub-rent movies to the City.

Craig said he would like to focus on events and work towards trying to get more bodies in here.

Ric said Stacy would like Park Board assistance with the Family Fun Night and Summer Solstice pool events. He suggested thinking about removing the Harvest Festival as a Park Board event and replace it with movie nights in July and August.

In response to a question from Chelsie, Ric said he doesn't think additional fundraising is needed for movie night events.

2. 2014-15 Park Board Budget
Ric reviewed the budget with the Park Board.

6. Event Planning

1. Light Parade

Craig suggested the Park Board assist with crowd and traffic control at this year's event. He suggested purchasing some reflective vests for Board members to wear for better exposure.

Ric said the Park Board has participated in several different ways during the parade, members walked one year and then had a coffee and hot chocolate booth. He said it takes a lot of man power for deputies and the Boy Scouts to oversee the level of traffic control that's needed.

Craig said we don't really have to do any preparation to assist with travel control and it would be a very practical way to fulfill the Board's mission. He said the vests could identify members with 'Park Board' printed on the back and the vests can be worn at other events.

Dennis motioned to approve Fern Opolo funds to be spend at a not to exceed amount of \$300 to purchase 10 vests reflective vests, Cathy seconded, all approved.

In response to a question from Cathy, Ric said vest sizes should be fairly large because everyone will be bundled up. He said the vests will say "Park Board".

2. Tree Lighting

In response to a question from Craig, Ric said the Light Parade is December 11th and the budget to purchase a tree is \$300.

3. Authorization of Tree Purchase

Dennis motioned to purchase the tree for the Tree Lighting ceremony at a not to exceed amount of \$300, Chelsie seconded, all approved.

In response to a question from Ric, Dennis said he will confirm at the next Tree Lighting committee meeting what service group, i.e. Rotary, Key Club, will help him with Santa set up. He said if neither one of those groups are able to help he'll get word to the Board.

Chelsie said she can help.

Dennis said there's plenty going on so the Board will surely have something to do.

7. Next Meeting – December 3, 2014

Dennis motioned to adjourn the meeting, Cathy seconded, all approved.

The meeting was adjourned at 5:45 p.m.

DRAFT