

Minutes of the Veneta Park Board

February 4, 2015

Board Members

Present: Chelsea Coffman, Josee Hedenstrom (arrived late) Cathy Coulson-Keegan, Robert McCarthy, Dennis Paronto, Carol Petty, and Craig Soderberg

Others: Kay Bork, Community Development Director; Victoria Hedenstrom, Council Liaison (arrived late), Darci Henneman, Assistant City Recorder; Brad Renfro, and Stephanie Fuller

- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order at 4:32 p.m.
- II. Dennis motioned to approve the January 7, 2015 minutes. Cathy seconded, all approved.

Darci introduced Stephanie Fuller who submitted an application for a resident position. Everyone introduced themselves.

Dennis introduced Brad Renfro. He said Brad will be submitting his application to replace Elmira this spring when she graduates from high school.

Chelsea said she will likely be leaving in August but it may be as early as June.

III. Old Business/Status of:

1. February 23, 2015 Veneta City Council meeting

Craig said he will present the Park Board annual Report to the Council at the February 23, 2015 City Council meeting. He said last year's report made mention of all the Park Board members and a recap of the events and activities the Park Board was involved in. He said he and Dennis will prepare the report. He said he's very excited about the new members joining the Board.

In response to a question from Dennis, Craig said Penny will be attending the February 23rd Council meeting and will be presented with a certificate of appreciation.

Kay said if the Park Board still wants the Council to amend the Park Board Bylaws to make all Park Board positions at large, Craig could make that request after his report.

Darci said Josee and Victoria are on their way.

IV. Event Planning

1. Proposed 2015/16 Event Budget

Craig said the event budget is an overview of the yearly events the Park Board is involved in. He said Carol is the Park Board subcommittee chair for Earth Day which is really a school function held at Veneta Elementary. He said this is the last year Dennis will chair the Easter Egg Hunt. He said he and Ric have been talking about trying to minimize the events the Park Board is involved in and would like to follow this event calendar. He said some of the events the pool puts on are not Park Board events but if the pool manager needs help with an event, she will contact the Park Board via City staff. Craig said the Park Board held its first fall planting event which went very well. He said he would like to see that event expand next year. He said up until last year, the Park Board had a booth at the Harvest Festival. He said we may decide to offer assistance to event organizers rather than have a booth.

Dennis said there are other things the Park Board could do rather than having a booth.

Kay said the fall planting budget is funded from the City's tree fund. She said the Park Board covered \$100 for last year's event so she wanted members to know that we have access to more funds for this event.

Cathy motioned to accept the budget, Dennis seconded, all approved.

2. Easter Egg Hunt Update

Dennis said the Easter Egg Hunt subcommittee held its first meeting in January. He said the Fern Ridge Middle School Leadership Class will be lending a hand at this year's event. He said the next meeting is Thursday, February 12th at 4:00 at City Hall and will include sign-ups for event positions. He said the event is April 4th at Veneta Elementary and the egg stuffing will be on Saturday, March 28th at the community center. He said meeting invitations are sent via email and Park Board members are always invited.

In response to a question from Craig, Dennis said he will bring a sign-up sheet to the next Park Board meeting so members can sign up for positions.

Craig said he will be the greeter and he will have an assistant.

3. Adoption of Earth Day Budget

Carol provided copies of the proposed event budget. She said she met with Olivia and the meeting time has changed to 2:30 p.m. for the following committee meeting at Veneta Elementary; March 16th, April 6th and April 20th. She said the event is Friday April 24th. She said including Elmira Elementary was discussed but it's too late for this year. She said several booths will be set up in the gym from vendors like EWEB, EPUD, and Sanipac. She said Smokey the Bear will be there and Zany Zoo will bring some animals. She said the Park Board will hand out the bird feeders (that we make today) at their booth. She said the event budget includes \$175 for Zany Zoo's animals and funds to advertise the event in the Fern Ridge Review (including \$80 for the "thank you" ad.)

In response to a question from Chelsea, Carol said event organizers suggested they wait until next year when Veneta Elementary will have a new lunch room so it can be an all-day event in the gym. Currently the gym also serves as the school's lunch room. Carol said Central Little School is invited.

Chelsea suggested we wait until next year to advertise for the event.

Cathy said pre-school siblings of Veneta students are also invited and event posters are displayed around Veneta including at the library.

Carol said she had to purchase a few supplies to make the bird feeders. She said she may have to purchase another tub for the 56 birdfeeders she made. She said the Park Board also purchases the seeds for planting in the milk cartons the students have been collecting. Carol reviewed the event budget with the Park Board which totaled \$339.40. She said the 4th and 5th grade classes don't attend the event in the gym but some of the vendors will go to the classrooms. She said the 4th and 5th grade students also receive a bird feeder.

Chelsea motioned to accept the Earth Day budget.

In response to a question from Bob, Craig said the event budget is just an estimate and as the year progresses, it will be adjusted.

Cathy seconded the motion, all approved.

Chelsea provided an update about movie night with the library. She said Springfield hosts six movie nights and we could piggyback with them and host six evening movie nights on either on Thursdays or Sundays. She said Springfield would provide the movie screen, the projector and two people to set up, operate the projector, and tear town for \$3300 to \$4000 depending on the movies. She said she's waiting to hear back if we could do three movie nights and if so, what that would cost. She said some of the available movies are Princess Bride, the Sandlot, Frozen, and Despicable Me.

In response to a question from Bob, Chelsea said she's not sure how big our screen is and she also doesn't know how many people will attend. She said Springfield has about 750 people attending their event.

It was agreed we would likely see around 150 people at our event.

Chelsea said it would be \$450 to rent the screen and \$150 for the two person crew to set up, run the movie, and tear down. She said the license is anywhere from \$200 to \$450 depending on the movie and the movie would start at 8:30 p.m. She said Springfield shows movies in the park from July 17th to August 21st.

In response to a question from Chelsea, Dennis said the Community Emergency Response Team (CERT) could attend the event to provide emergency medical care.

In response to a question from Kay, Chelsea said she's not sure if we could rent individual movies from Springfield but she will check and wait to hear back from them.

Chelsea said the library may be able to help us financially but their permit only allows them to show movies in the library and not anywhere else – including the Library parking lot.

There was a thorough discussion about how to proceed with movie night and the following suggestions were made:

- Show one movie rather than six
- Just borrow the screen and projector
- Larry Larson could act as an MC
- Bring in another group to offset costs
- Run the concessions to raise money to cover expenses
- Borrow a sound system

Craig suggested we look into using our own screen and projector but the sound system is not very good. He said if we go with Springfield, we're dependent on their schedule.

Chelsea said Springfield wants everything dialed in by the first of March.

It was agreed it would be cheaper for us to rent our own movie.

In response to a question from Bob, Chelsea said a deposit is required in case the movie is damaged but it's just a DVD.

Bob said the Fern Ridge area will now have its own community radio station KOCF. He said the Oregon Country Fair (OCF) applied for and received the license. He said Chief Ney from Lane Fire Authority offered to place the radio tower on their antennae which saved OCF about \$14,000. He said the radio station will focus on local music and news. He said they will also broadcast live high school football games and with an iPhone away games can be broadcasted.

Cathy we can have a live reporter to broadcast City events.

Dennis said he talked to a few Key Club members about a call in talk show at the high school.

Bob also said the City of Silverton covers their outdoor pool with a very unique insulated cover. He said it's not a fixed roof so it can be removed in the summer. He brought some cost figures and statistics about the cover and said he wanted to talk with Ric about it. He said it's much cheaper than a stick built roof.

Craig said that is the kind of idea the Park Board needs to bring to meetings.

Chelsea said several months ago she asked the same question; if we could have a year round pool and she was told it's a staffing and lifeguard issue because the lifeguards are in school. She said she was also told it's costly to run a year round pool.

Craig thanked Bob for the information.

Kay said it would be worth sharing the numbers to compare with the annual pool report.

Dennis said every year the Kiwanis Club and the Key Club at Elmira High School hold a fundraiser for the cancer center at Doernbecher Children's Hospital in Portland. He said on Wednesday, February 11th Papa's Pizza on West 11th will donate 50% of all pizza orders to the cancer center but you have to have a flyer with you. He said on February 21st the Key Club will travel to Portland with the Kiwanis and present all the funds raised. He provided more details and left some flyers.

Brad said there are several donation tubs placed around town, i.e., Ray's, Dari Mart. He said 100% of the funds collected in the tubs goes to Doernbecher Children's Hospital.

Chelsea asked for suggestions for movie rentals.

Craig said if any of the new members have any idea or questions, please send out an email. He said you don't have to wait for a meeting to communicate with other Board members.

Chelsea motioned to adjourn the meeting, Bob seconded, all approved.

The meeting adjourned at 5:45 p.m.

Craig, Cathy, Carol, Robert, Chelsea, Kay, and Darci stayed to make bird feeders.

V. Next Meeting – March 4, 2015.