

Minutes
Volunteer Program Advisory Board
April 23, 2018
Youth Center
16 Park Road

Mission Statement: "To foster goodwill and community spirit in Fairfax through volunteer activities."

Members in attendance: Holly Bragman, Chance Cutrano, Glenn Michelson, Marcia Custer, Georgia Gibbs, Jesse Hoffman. Staff in attendance: Maria Baird, Recreation & Community Services Manager,; Others in attendance: Council Member John Reed

The meeting was called to order at 6:30 p.m. The minutes of the March 26th meeting were approved.

Public Forum: Items not on the Agenda: John Reed gave an update on the trails. The Park Lane trail is complete. The Manzanita to Frustuck trail will be finished by the end of this week. It needs a handrail, which Jesse will help build with John's assistance. The next trail to be worked on will be Pine & Cascade. Another trail for future improvements is Bay to Accacia. Georgia mentioned that perhaps PG & E may have some funding available.

1) Reports

- **Chair** –Maria announced the Volunteer Board has filled all its vacancies with Jesse Hoffman's appointment to the Board.
- **Treasurer-** Marcia announced the Town account has a budget of \$1,836.38 and the Bank of America checking account has a balance of \$5,039.82, bringing the overall total to \$6,876.20.
- **Coordinator** –Maria announced the next meeting needs to be held on May 21st since the 4th Monday of May is Memorial Day.
- **Discussion** – The group would like to have the food pantry receive funds out of next year's Town's allocated budget. Specifically, they would like to allocate \$1,200 out of FY 2018-19 budget, and have it considered by the Town Council at the budget hearing. **EMERGENCY ACTION ITEM: Holly made a motion to support the Food Pantry operated at the Fairfax Community Church with its operating expenses. Chance seconded the motion; all members voted to support this action item.**

2) New Business

- a. **Community garden update** – Maria announced that the last time the Town paid for the water bill was on March 2, 2016, in the amount of \$260.25, because the library has not billed since then. She distributed a spreadsheet that showed all payments the Town has made to the library since 1999.

- b. **Re-cap of Boards & Commission's mixer** —The Board discussed how successful the mixer was, and that the goal of meeting fellow commissioners was accomplished on that evening. **ACTION ITEM: Marcia made a motion that the mixer should be held every year; Jesse seconded.** Holly stated perhaps this event could be held every other year, alternating with the Volunteer Recognition ceremony, whereby volunteers in the community are recognized. There was some discussion of including the Chamber of Commerce and Sustainable Fairfax. Jesse added perhaps the next Board & Commission's mixer could be a bit more structured, with an agenda. Maria added that the event would then have to be noticed as a public meeting, if a quorum of each Board or Commission is present.

- c. **Re-cap of Community Seder-** everybody agreed that the Seder was very well attended (over 60 people in the audience). Renee Goddard did an excellent job officiating the ceremony. **ACTION ITEM: Georgia made a motion that the Seder be offered every year, Glenn seconded. All Commissioners voted in favor.**

- d. **Volunteer Appreciation effort for 2018-** Maria asked for text from Holly & Marcia so she can order a plaque honoring Dolores Scott for her efforts at the food bank. Holly will get language to Maria. Marcia will work on having Katherine Harts honored by the SF/Marin Food Bank on a county-wide level. She will be presented with a special certificate of recognition. Georgia will make a new sign advertising the food pantry. Jesse will get her dimensions of the existing sign. Maria displayed a photo of caps with the Volunteers logo mocked up by Katie Bordenave. Jesse asked if a prototype could be provided at next month's meeting; Maria will ask.

The meeting adjourned at 8:00 p.m. Topics for the May agenda will include: allocation of remaining funds in this year's budget, caps with Volunteers logo, and staffing of the Ecofest table at the Fairfax Festival.