

Minutes
Volunteer Program Advisory Board
January 22, 2018
Youth Center
16 Park Road

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

Members in attendance: Holly Bragman, Geo Taylor, Georgia Gibbs, Marcia Custer, Glenn Michelson. Staff in attendance: Maria Baird, Recreation & Community Services Manager, Council Member John Reed; Others in attendance: Jo Carson-Reed

The meeting was called to order at 6:30 p.m. The minutes of the December 18th meeting were approved with the following changes: Marcia will keep a detailed notebook including a checklist for the holiday wreathmaking/caroling/potluck event to be used in the future.

1) Reports

- **Chair** –Geo stated the Volunteers will be gathering information on an upcoming electronic newsletter that will included the Brewfest & Alice in Wonderland tea.
- **Treasurer-** Marcia reported the balance of the Volunteer’s town account balance is \$2,270, and the balance of the Bank of America checking account is \$5,705. She will reimburse Holly \$100 for purchase of drink tokens for Public Works staff. The Volunteers will also begin paying \$100 in storage rental to the Fairfax Community Church for food pantry supplies; fee will be paid quarterly.
- **Coordinator** –Maria announced a prescription drug and electronic waste take back day has been scheduled for April 28th, and perhaps that can be included in the next e-newsletter.
- **Discussion** – Holly stated there may be grant funding available through Fire Safe Marin. She will forward the link to Maria.

2) New Business

- a. **Schedule Boards & Commissions social mixer** – The Board chose a new date of Thursday, March 29th to host the social mixer for all the Town’s Boards & Commissions. The event will run from 5-8 p.m. at the Women’s Club. Wine and appetizers will be served. Geo will open the ceremony with an announcement of the Volunteer’s Boards mission statement and goals & objectives.
- b. **Goals & Objectives for 2018**– the group began the process of going over last year’s goals, in an effort to come up with this year’s goals. Maria noted that the majority of the goals for 2017 have been accomplished. Some new goals for 2018 will include: measure volunteer participation at each event; focus on outreach materials to attract more volunteers. Some specifics will be to create t-shirts and hats, using the Volunteer’s logo, which will be distributed in an effort to draw more volunteers. Another tactic that will be used is to promote

free entry into events where there is an entrance fee, to encourage volunteers to sign up for the event. Other goals will be to partner with the next Art Walk, organized by the Artist-in-Resident, Stephanie Mohan, and Georgia, since it is a very well attended event, in an effort to reach more volunteers. Georgia suggested cross pollinating with other groups electronic newsletters, and including the Volunteer's logo on their e-mail blasts. Currently, the Board is promoting those businesses who financially supported the Volunteers throughout the year by displaying their logos on the monthly e-mail blasts. Some changes that will be made: "Support Chipper Day", rather than "Develop Chipper Day", and "Support Trail Committee" rather than "Develop Trail Committee". Also, Holly suggested not hosting the Volunteer Appreciation lunch this year. This will be further discussed at the next meeting. A full list of the Goals & Objectives for 2018 will be displayed in a separate document. Geo added that the discussion will be continued at the next meeting. Maria reminded Geo that any handouts for the Town Council presentation needed to be submitted to Michele Gardner, Town Clerk, in advance of the meeting. Maria distributed a separate document entitled "Volunteer Board Accomplishments for 2017", that will be used for the presentation to the Town Council. A few revisions were made to this document, primarily acknowledging volunteers that have made contributions throughout the year.

- c. **Set dates for events for 2018**– the following dates were chosen for the Volunteer Board's signature events:
 - Creek clean-up – Sat., July 14th
 - Town-wide picnic- Sun., Sept. 16th
 - Holiday wreathmaking/caroling – Dec. 9th
- d. **Brainstorm on outreach services for homeless**-after some discussion, the group decided to partner with agencies that currently serve the homeless, such as the Fairfax Community Church, and perhaps Ritter House.
- e. **Discussion on storage shed; procurement of supplies**- this item was added to the agenda because there is a need for the Volunteers to purchase an expensive extension cord, as well as perhaps some other equipment. There is limited storage space in the Community Center. The possibility of an outdoor shed was suggested, behind the Youth Center. Maria will investigate options. Council Member John Reed raised the issue that the area behind the building floods, and therefore may not be the best location for electrical equipment.

The meeting adjourned at 8:30 p.m. Topics for the February agenda will include: refine 2018 goals, discussion on whether to host Volunteer Recognition lunch, inventory of materials in storage closets at Community Center.