

Minutes
Volunteer Program Advisory Board
September 24, 2018
Youth Center
16 Park Road

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

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

The meeting was called to order at 6:30 p.m. The minutes of the August 27th meeting were approved.

1) Reports

- **Chair** –no news to report.
- **Treasurer-** Marcia announced the Bank of America checking account has a balance of \$4,290. The Town’s account has \$4,028 remaining in the budget.
- **Coordinator** –no news to report
- **Discussion** –nothing to report

2) New Business

- a. Website update & e-mail blasts** – Camille attended the meeting to discuss the Town’s convergence to a new website. She asked the group for their feedback after previewing a beta version of the new website. Camille inquired as to whether the Volunteers would like to have their information incorporated into the Town’s new website, rather than maintain their own separate website. The group replied yes, that they would like to move in that direction. **ACTION ITEM: Chance made a motion that the Fairfax Volunteers merge their website with the Town of Fairfax; Georgia seconded; all Commissioners voted in favor.** One step that remains is to include a better resolution of the trail maps that are on the website. John replied that the original maps were on a computer that is now obsolete. Additionally, the maps need to be updated, as they are 15 years old. John and Georgia will work on getting Camille the updated maps in Photoshop, so they can be uploaded to the website. Holly questioned as to whether the Town’s new website could have a program that could replace the www.eventsvolunteer.com website. Camille will investigate this option and get back to the group.
- b. Picnic re-cap** –The group went around the table to share feedback on the picnic. Maria stated there was an issue of the white tables from the Pavilion that went missing, and the group had to find replacement tables. She also noted there was an issue with the kids that went from the cardboard box painting activity directly to the water slide, and left paint marks on the slide.

The jumpee house vendor brought this to her attention. Next year, measures will be taken to avoid this problem. Geo noted that we could have used a few more volunteers, as realtors from Coldwell Banker did not show up to supervise the kids on the jumpee, other than David Smadbeck and his wife Isleut. Overall, the picnic was a smashing success. Attendance was up from previous years, and set up and clean up went smoothly. Marcia gave the following report on the income generated: Expenses for the picnic were \$3,233.70, income was \$4,446.50, which brought a net profit of \$1,212.80! Food sales & beer sales were very high. All of the beer and almost all of the food was sold. Jesse asked if perhaps next year drinks can be purchased as prizes for the winners of the games, as the Volunteers do not sell non-alcoholic drinks. Geo also noted that not all of the tents that were set up were used, and perhaps next year we can confirm with the groups that will attend.

- c. **“Meet the Contractor workshop”**- Maria suggested that this item be amended to align with the Peri Park Improvement Project that is currently underway, and correspond with PARC to plan an event together. This will be pursued at the October meeting.
- d. **Adoption of 2018 goals-** the final goals were adopted by the Board.
- e. **Fairfax Art Walk- Sept. 28th 5-8 p.m.**-the group is co-sponsoring this event, which is spearheaded by Artists-in-Residents Stephanie Mohan and Georgia Gibbs. Georgia stated that Marin Arts has featured the event for the past two weeks. Additionally, there is a website dedicated to the event entirely, as well as a facebook page. Another e-mail blast will go out later this week promoting the event. They would also like a call for volunteers. The Volunteer Board will staff the welcome site at Coffee Roasters with the following schedule: 4-5 p.m.-Maria; 5-6 p.m.-Holly, 6-7 p.m.- Marcia.
- f. **Holiday sub-committee-** Geo, Georgia & Holly offered to be on the sub-committee. Marcia will be out of town the weeks prior to the event. She submitted a list of everything that needs to be done for the holiday party. The subcommittee will meet at 4:30 p.m. on October 22nd.

The meeting adjourned at 8:30 p.m. The next meeting was set for October 22nd.