

**Minutes**  
**Volunteer Program Advisory**  
**Board**  
**September 28, 2020**  
**6:30 p.m.-8:30 p.m.**  
**Via Zoom**

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

Members in attendance: Geo Taylor, Marcia Custer, Georgia Gibbs, Jesse Hoffman, Chance Cutrano, Veronica Geretz. Staff in attendance: Maria Baird, Recreation & Community Services Manager

The meeting was called to order at 6:30 p.m. The minutes of the August 24<sup>th</sup> meeting were approved.

**1) Reports**

- **Chair** – Geo stated that 30 green folding chairs have been stored behind the Community Center with a tarp covering them. They were donated by Teresa Ashby who had been using them for Ecofest and Sustainable Fairfax events.
- **Treasurer-** Marcia reported there is \$8,386 in the Volunteers checking account. She paid a community garden bill of \$1,189.93 this month. There is still \$5,000 in the Town's Volunteer budget allocated funds. No monies have been spent to date since all events are on hold due to COVID-19.
- **Coordinator-** Maria announced a new debit card has arrived in the mail. Marcia will come by the Community Center to pick it up.
- **Discussion** -Geo suggested that the December meeting be held on December 14<sup>th</sup>, Maria will set that on the calendar. Geo asked Veronica when the next Community Sit will occur, Veronica replied it will be on December 21<sup>st</sup> from 5-6 p.m. in Bolinas Park. The September sit was cancelled due to poor air quality from the fires.

**2) New Business**

a) **Tent update** - Maria reported that 5 pop up tents have been loaned to the Fairfax Community Church for the food pantry operation, since they have converted to drive by service during the pandemic.

b) **Volunteers for Mono St. outdoor dining**—Chance announced that the Chamber of Commerce has set up outdoor seating on Mono Lane parking lot

for dining on Thursday through Sundays. Diners get their take-out meals from the restaurants and go to the Mono lot for seating. The Chamber has contracted with Gestalt House to clean and disinfect tables & chairs in between diners. The set-up time is 9 a.m. on Thursdays and take down is from 8-8:30 p.m. on Sundays. Geo stated that David Smadbeck of the Chamber had contacted him to request volunteers to help with set up and take down. **ACTION ITEM: Geo proposed the Volunteer Board send out an e-mail blast requesting volunteers for this service; all members voted in favor.** Maria added she will ask Camille to send out an e-mail blast.

**c). Holiday caroling/wreathmaking event-** Maria asked Georgia if she would be willing to make a Youtube video demonstrating how to make a decorative wreath. Georgia replied yes. The video would then be streamed during the Zoom holiday event, which will be on Sunday, December 13<sup>th</sup> at 2:00 p.m. Maria stated she will prepare kits that include wreathmaking rings, decorations (such as ribbon, pinecones, etc.) and distribute them to families in the weeks prior to the Zoom event. Families will provide their own greens for the wreath, as there is no way to ensure they remain fresh if they are picked in advance. Georgia will help with decorations that can be included in the kits. The group discussed including \$5 gift certificates in the kits from local merchants that can be used to purchase hot chocolate. Maria will buy the gift certificates from Coffee Roastery, Java Hut, and other shops. The Volunteer Board thought this would be a good way to support the business community in Fairfax during the holiday season. It will also be a cheerful gesture to surprise the families who are picking up their wreathmaking kits with a gift certificate. Typically, about 100 people attend the holiday wreathmaking event, so Maria will prepare 100 packets for distribution. **ACTION ITEM: The Volunteer Board authorized Maria to purchase gift certificates in the amount of \$5 for a total of 100 families. All members voted in favor.** A sub-committee consisting of Marcia, Geo & Georgia will help Maria with the wreathmaking kit preparation. Maria will have residents make an appointment to pick up their kit, and she will take it out to their car.

The meeting adjourned at 8:00 p.m. The next meeting is scheduled for October 26th. Items for discussion include residents picking up trash in town, and the Volunteers providing trash bags and gloves. Veronica replied she will be attending a meeting for the newly formed Racial Justice Committee at that date and time, so she will have to miss the October meeting.