

**San Anselmo Parks and Recreation Commission  
Meeting Minutes – 09/21/10**

**1. Meeting called to order 7:00pm**

**2. Roll Call:** Commissioners present: Childs, Logwood, Kelly, Lopin, Young, Community Services Director Dave Donery.

**3. Approval of Agenda:** Agenda approved.

**4. Approval of Minutes of August 26, 2010:** Minutes approved.

**5. Open Time for Public Expression:**

- Laura Hunerberg, representing the Drake Leadership Program, announced that the program has formed an Outreach and Extensions Council. This group will be responsible for working on community events. The group stated that they are interested in helping with the annual Children’s Egg Hunt, Country Fair Day, Goblins’ Parade, Holiday Lighting Celebration and the Breakfast with Santa event. Childs made a motion to commend Laura and others in this group highly on this new effort, and added that if successful it could be a great long term benefit to the entire community. The motion was approved unanimously.

**6. Recreation Fund Revenue and Expenditure Report**

- Donery presented the report. He explained that the report reflected the unaudited year-end totals for the Recreation Fund. He explained that the annual audit should be completed by mid-October. The fund ended the year \$24,030 in the red which represents a 2.5% shortfall. He stated that we should receive report for the first quarter of the current fiscal year sometime after the completion of the audit. Donery announced that the Town has purchased a new financial software system that will allow for much better access to budget information, reporting and tracking. This software should launch in February of 2011. Donery also mentioned that the department will be focusing on developing their facility rental program.

**7. Discussion Items:**

- A. Recreation Foundation - Donery stated that the commission had discussed the possibility of developing a recreation foundation several years ago. He is interested in resurrecting this discussion. He stated that typically a recreation foundation is a 501c3 organization that is independent of the public agency. These organizations are often called “Friends of <<name of town>>”. Donery is interested in developing a subcommittee. Due to the low attendance, he recommended that the commission wait until there is a meeting of the full commission to develop this subcommittee.

**8. Monthly Commissioner Reports – None**

**9. Staff Update:**

**A. Country Fair Day:**

Update: Donery passed out a Country Fair Day map. He stated that the parade has 44 entries and the fair has 52 booths. The pancake breakfast is back this year and begins at 7am and runs until 11am. Due to the

fact that their will be people leaving the breakfast, the fair will open at 10am, an hour earlier than 2009. He stated that this will also aid in having a better audience for the parade. The parade begins at 11am. The main difference this year is that the PD will manage the ending of the parade. Vehicles will turn right on Bridge Street as usual. They will create a coned-off area in front of the fire station to manage the walking parade entries.

The fair takes place on San Anselmo Ave between Tamalpais and Tunstead Avenues and runs 10am to 3pm. The main stage will be across from Ludwigs. Entertainment includes the Drake High Jazz Band, the Drake Advanced Guitar class band, and the Roots Music School students and teachers. The Rec Dept will operate the Bumpkin Patch in Creek Park again this year. Entertainment is being sponsored by the Arts Commission. The BUBBLESMITH will perform from 12:30 to 1:30pm, and Tim Cain will perform from 1:45 until 3:00pm.

Donery confirmed that the P & R Commission will once again sponsor the beer booth. Doug Kelly stated that Commissioners are encouraged to work a two-hour shift and to talk with him about when you can be there. Kelly stated that the ABC license should be for beer AND wine in future years.

Donery stated that this year's event was short on volunteers. The fair planning was limited to three people, which has made it difficult. He is open to suggestions on how to get more people involved for next year's event.

**B. New Town Website:**

New Town website was launched on Friday, September 17<sup>th</sup>. Donery asked Commissioners to take a look and feel free to offer suggestions about what content might be missing, what could be improved, and anything else that might make the site better.

**C. CreaTech Studios:**

Donery stated that the CreaTech Studios program is no longer operating. He stated that the partners had decided not to continue after their initial contract ended in August. Donery stated that the department will look into ways of using the space for new programming, and potentially renovating the space and offering it as part of the rental facilities, with a focus on daytime rentals.

**D. Fall Programs and Events:**

Country Fair Day (9/26), Goblin Parade (10/27), Holiday Lighting (12/4), Breakfast with Santa (12/11). Kelly discussed the Goblin Parade and the importance of the Commission volunteering at the event. The event has grown significantly over the past two years and extra help is needed to hand out goodies along the parade route.

**10. Commission comments and questions, requests for future agenda items**

-Tagline Contest

-Youth Sports discussion

-Lighting issues at Lansdale Park – Donery explained that the Public Works Director has responded and stated that they would not be able to install motion-sensor or photovoltaic lighting at the park. Donery will forward the email to Childs.

**Meeting adjourned at 8:11pm**