

1. **Meeting called to order at 7:06pm.**
2. **Roll Call:** Kerr, Holtzer, Olson, Reber
3. **Approval of 12/15/16 Minutes:** M = Olson, S = Kerr Ayes: 4 Noes: 0
4. **Open Time for Public Expression:** Holtzer stated that she will move item number 4 to the end in the event that someone arrives later.

#### **Introductions**

5. **Financial Report :**
  - A. Review of Recreation Fund Report for period ending December 31, 2016:  
Donery reported that, as of December 31, 2016, 50% of the fiscal year has elapsed and the Recreation Fund is listed at 58% of projected revenues and 48% of projected expenditures, referring to the handout for specific numbers and highlighting comparisons with previous budget years reflected in the table. Parkside preschool is thriving and has had its' best year, to date, with increased revenue trending into the future. Camp KinderKool will have an abbreviated camp this Summer due to the day on which July 4th lands. In general, SABA is experiencing reduced enrollment, largely due to the draw of West Marin Little League. Kerr asked what the numbers were - Donery responded that they are down three or four teams. Holtzer suggested reducing our soccer registration fee - Donery stated that we would really have to analyze as it is a structural part of our budget but something to think about. Kerr added that the additional revenue can always be funneled toward field maintenance.
6. **Parks Report:**

AJ will not be able to attend due to family illness - no report.
7. **Discussion Items :**
  - A. Discuss dates for Memorial Park restroom painting project: After much discussion, the commission came to the exciting conclusion that they wanted to grow the project from painting the restroom into a full blown Earth Day celebration/volunteer opportunity to address several needs in Memorial Park, from chip spreading in the playground and general trash collection, to weeding and composting the Elder Garden. They agreed to hold the event on the actual Earth Day, Saturday, April 22nd. Donery agreed to contact the Sleepy Hollow Presbyterian Church, who have expressed great interest in volunteering at one of our work parties. He also volunteered Sandy Videgar for graphics support with posters and marketing. Reber will contact Cub Scout pack 50 to see if they'd like to do some volunteering, as well. Kerr recommended handling the rest of the logistics at the next meeting.
8. **Action Items:**
  - A. February 21, 2017 Meeting Date - discuss changing date due to RVSD mid-winter recess:  
After some discussion, Reber motioned that the next meeting date be changed to Wednesday, March 1st. Kerr seconded the motion. The vote was unanimous. The commission also discussed the possibility of having a social event to celebrate Donery's promotion to Town Manager. Kerr stated that he would like to host it at his residence and assumed responsibility for coordinating.
9. **Staff Updates:**

A. Holiday Events Review: Donery reported that the Annual Holiday Lighting Ceremony in Imagination Park was, by all accounts, the best one yet. The attendance was great and Kavan was thrilled to have the honor of 'flipping the switch' that lit up the trees in the park. Likewise, Breakfast with Santa was best ever, selling out within the first week.

B. Memorial Park Master Plan: Donery reported that Phase 1 finished up at the beginning of December. CAB got together to review all of the collected information and handed it off to the landscape architects to develop some conceptual plans. The first round of two meetings on Thursday, March 2nd and Saturday, March 4th, will present bubble drawings showing general areas where various elements, such as the playground, basketball court and skate park, may go. These will not contain details. The next round of two meetings, called 'Refining the Vision' held on Thursday, March 23rd and Saturday, March 25th, will be workshops where the bubble plans will be fine tuned to include details, such as picnic tables and playground components. We hope, from those two rounds, to come up with a preferred design that will be presented to the community on Wed., April 5th for review and final input. The first public review will be at the April 18th Parks & Rec Commission meeting, the second at the Planning Commission meeting on Monday, May 1st and finally, Town Council Review of the Draft Master Plan on Tuesday, May 23rd. All of these dates will be included on a postcard that will go out to every community household three weeks prior to the first of the Phase 2 meetings. The upcoming Summer guide will also have the first full page dedicated to relaying all of this information. Between this and social media, we believe that we will have done a pretty good job of informing the community members. The next CAB meeting will be February 16th. A cost analysis with funding options will be included in the final report to council. Reber expressed her feeling that it is unfortunate that the Community Facilities Master Plan was not incorporated into the Memorial Park Master Plan process.

C. Director Recruitment: Donery briefly reported that the advertisement for Community Services Director went out last week, to close on February 1st or 2nd. We hope to get a set of finalist to be interviewed by a panel with the goal of having someone hired sometime in March. Kerr asked if this position is an appointed position. Donery answered affirmatively, stating that the town manager is the one who makes the appointment.

Some discussion was had around gathering to celebrate Donery's promotion to Town Manager, Kerr volunteered to host and stated that he would handle coordination.

Olson initiated a brief discussion about social media. Donery stated that Maddie O'Grady handles the department's involvement. It was agreed that, for better or worse, Nextdoor would probably be worth trying.

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

- **Discussion Item: set date for the Memorial Park bathroom painting project and discuss options of groups with which to partner.**
- **Social media**

**Meeting adjourned at 8:10pm**

**SSV**