

**Minutes**  
**Volunteer Program Advisory Board**  
**September 22, 2008**  
**Youth Center**  
**16 Park Road**

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

Board Members: John Reed, Scott Valentino, Holly Dines, Michael Branton, Melanie Peratis, Anya Schandler, Tim Barrett

Present: John Reed, Scott Valentino, Melanie Peratis, Maria Baird, Community Resources Coordinator, Tim Barrett, Wendy Albrecht

John called the meeting to order at 7:00 p.m. The July and August minutes were approved.

Public Forum-

**1. Reports**

- **Chair**-John announced there is grant funding available for the trail projects. Wendy has experience in grant writing. She will collaborate with John and work on the grant application, which is due October 3, 2008.
- **Treasurer**-Maria announced a check for the Community Garden has been received, it will be held for Holly.
- **Coordinator**-Maria announced thank you letters had gone out to the sponsors of the picnic.
- **Discussion**-. It was requested that the list serve maintained by Sierra Salin be promoted in the next e-mail blast.

**2. Projects-**

Old Business

- **Website copy/images**-Scott will update the website with Michael's changes. He is still looking for more photos to include. Maria will send him some pictures of CERT training. Wendy will forward him some shots of the Fairfax Festival.
- **Newsletter**-Several different options were discussed regarding what format the newsletter could take: hard copy versus electronic. The benefits of an electronic version is that it generates no paper waste, is less expensive and easier to produce. On the flip side, it will only reach those who are already receiving e-mail blasts of the Fairfax Volunteers, rather than residents who are not familiar with the Volunteer's projects. Even as an electronic version, a couple of options exist: 1)On-line PDF format; 2) Constant Contact (Scott will e-

mail a sample to the Board so we can decide); 3) E-mail blasts using the data base. Another decision to be made is the frequency of newsletter distribution. The Board will vote at the next meeting, once more information is made available.

- **Trail Marking project**-John announced one of the trail posts had been removed by a neighbor. In the future, when posts will be installed, a letter will go out notifying residents of the project. Hopefully this will deter vandals. John will speak with Mayor Mary Ann Maggiore about notifying the Ross Valley Fire District of the project, thus making it more official. Melanie and John will post reflectors on the existing trail markers this week. Scott will look into ordering stickers through sticker robot. The remaining trail posts will be installed next spring, once the ground is more supple following the rainy season.
- **Dog bags**- The locations will be identified on the website. Each board member will adopt a couple of sites and be responsible for re-filling the stations.
- **Town bike lending program**-Maria relayed to the Board that the Town did not want to be responsible for owning & maintaining the bikes. She suggested that the two bicycle shops in Fairfax-Sunshine Bicycle Center, and Fairfax Cyclery might be interested in loaning the bikes, since they have the expertise and are located at each entrance to Town.
- **Picnic debriefing**-The following comments were made to be taken into consideration for next year:
  - Confusion regarding maps at entrance table
  - Lack of garbage cans (work with Green Mary in the future)
  - Dunk tank – do not allow participants under 18 years of age-liability issue
  - Bullhorn to make announcements (check to see how Little League announces games, tower?)
  - Have catering vendor supply free lunch for volunteers
  - Ask acquaintances next time to help out as volunteers
  - Check volunteers IDFinancial report- John stated we grossed \$3,400, which includes \$400 starting cash. Net profit was estimated at \$1,700. Donations received in the amount of \$2,100.
- **Haunted House event**-will not occur this year.

**Next Meeting: October 27<sup>nd</sup> at 7:00 p.m., Youth Center.**

The meeting adjourned at 9:15 p.m.

