

Minutes
Volunteer Program Advisory Board
July 28, 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, one vacancy

Present: John Reed, Holly Dines, Scott Valentino, Anya Schandler, Melanie Peratis, Maria Baird, Community Resources Coordinator, Tim Barrett, Ryan O'Neil, David Smadbeck

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

Public Forum-

1. Reports

- **Chair**-John announced a Porteous Neighborhood creek group could develop out of a couple of residents who are interested in creek issues there.
- **Treasurer**-Maria forwarded checks to Holly for picnic & community garden.
- **Coordinator**-Maria announced PARC would like to have a table at the picnic, and would help assemble games. The Disaster Council would like to distribute magnets at the event.
- **Discussion**-Tim Barrett submitted his application to become a Board member.
- **Other announcements**- Scott announced Sustainable Fairfax is developing an educational programming for water sequestering. They are conducting a presentation on July 31st at 7:00 p.m. in the Women's Club with SPAWN on "blue building" (water efficient building measures).

2. Projects-

Old Business

- **Joint Newsletter with PARC & Open Space**-Ryan O'Neil of the Open Space Committee attended the meeting to describe how Open Space prepares their newsletter. It is a four page black & white direct mail piece that goes out in late November. It includes a self-mailer envelope asking for donations to help fund Open Space projects. They have a budget of \$1,000 allocated to this project. Scott distributed a boilerplate newsletter layout he designed that could be used. David

Smadbeck represented Parks & Recreation interests. There is \$2,000 available in the PARC budget this year for mailing costs. The Volunteer Board and PARC are interested in using an annual newsletter to inform residents of their projects and reach out to the community. It would list upcoming events for the year. The Board felt that it did not want to dilute the fundraising appeal of the Open Space mailing with the Volunteer's informative piece. The Park & Rec goal is also informative, therefore collaboration with PARC might be more appropriate. There was also some discussion of doing a calendar, listing events in Town. David will work on this.

- **Trail Marking project**-John distributed a draft instruction manual on how to properly install trail posts. The directions can be used as a self-guided operations manual so volunteers can work on this project independently. Tim and Melanie volunteered to participate on a sub-committee with John to install reflectors on the trail posts around town.
- **Website update**- Michael e-mailed a draft of updated text for the website. The copy was distributed for comment among the Board. Scott will update the website incorporating this information. The same text will be used for the newsletter. Some revisions were made.
- **Creek clean-up wrap up** – Creek clean-up was quite successful, with 25 attendees. John added that some volunteers earmarked areas that have become trouble spots for illegal dumping. In addition, other residents were found to be illegally pumping water out of the creek for irrigation purposes. The matter was referred to the Department of Fish & Game for follow-up.

New Business

- **Good Festival & “Village of the Future”**-Patrick has asked the Volunteers support on this event. John sent out an e-mail blast announcing the date, and will send another blast closer to the date.
- **Picnic planning**- Maria distributed a spreadsheet indicating financial commitments from merchants in Town. So far, \$400 has been received; \$200 from Sorella Café and \$200 from Fairfax Lumber. A total of \$1,600 has been committed, which will cover costs of the dunk tank, jumpee, face painting, puppet show and the band. Additional funding of \$800 is needed to support the games, art, and signage. The next picnic sub-committee meeting is scheduled for Wednesday, August 13th at 10:00 a.m. at Melanie's house, 25 Park Rd. The following tasks remain for the picnic:
 - Design & print signs (both laminated and a-frame) (Maria & Scott)
 - Update, print & distribute postcards (Scott & Maria)
 - Order wristbands representing different neighborhood groups (Holly)

- Request recycling bins from Marin Conservation Corps (Maria)
- Prepare ABC license for beer sales (Maria & Holly)
- Build stage (John & team)
- Finalize music details (Michael)
- Provide tarps under art project to protect field (John)
- First aid station (Maria will provide kit & supervise)

Next Meeting: **August 25 at 7:00 p.m., Youth Center.**

The meeting adjourned at 9:00 p.m.