

Minutes
Volunteer Program Advisory Board
May 27, 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, Kathy Wilkie, Public Works Director

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

Public Forum-

1. Reports

- **Chair**-John announced he attended a Scenic Hill neighborhood group meeting on Memorial Day, with about 55 attendees. The group is interested in the trail marking project for fire evacuation purposes. Other guests included the Fire Dept., who made a presentation.
- **Treasurer**-Maria announced there is \$1,800 left in the budget for this fiscal year. John has incurred expenses on materials for trail markers. He will purchase reflectors for the trail posts. Decals will be made to identify the project as the Fairfax Volunteers. All receipts are due to Ian by June 30th, or sooner.
- **Coordinator**-Maria introduced Kathy Wilkie, new Public Works Director to the group. The trail posts will be identified as recreational trails, and not evacuation routes, to avoid any liability issues.
- **Discussion**-Some discussion of the City of Mill Valley's trail marking project followed. They received a grant and have funded the project, marking a portion of their trails as fire escape routes.

2. Projects-
Old Business

- **Fairfax Trails Marking project**-John stated he would install a tool box and instruction sheet at the Volunteer office, so volunteers can work on the trail post project independently. A round trail marking sign with information "*Fairfax trails-map available at www.fairfaxvolunteers.org*"

is to be developed for mounting in conjunction with reflectors at trailheads.

- **Fundraiser for library**-Continued at next meeting.
- **Printed newsletter or flyer**-Scott distributed a template to the group which everybody approved of. The next step is to insert text on the various projects the Volunteers conduct. It will be mailed out jointly with the Open Space Committee in November, sharing mailing costs. **ACTION ITEM: A sub-committee consisting of Holly, Melanie & Anya was formed to work on language.**
- **Ecofest Table**-The Volunteers will staff an information table at Ecofest, complete with slideshow. Maria will develop a schedule of coverage. **ACTION ITEM: Recruitment of new members shall take place at the Fairfax Festival. Scott will develop a poster. Potential applicants are to be encouraged to attend a meeting before applying. A sign up sheet will be made available, as will a survey so the public can indicate interests.**

New Business

- **Picnic planning**- **ACTION ITEM: The group will meet on Wednesday, June 18th from 10:30 a.m.-1:30 p.m. to begin planning this year's picnic. The meeting will take place at Anya's house, 4 Barker.** A date of September 14th was settled on for the picnic. Maria has reserved banner space across Sir Francis Drake for the week of August 25th (only timeframe available). She has also reserved Chad's Catering services for the picnic. Holly added that Renee Goddard was interested in doing a community swap at the picnic; she and Melanie will work with her.
- **Creek clean-up**-The Town of San Anselmo has requested a joint creek clean-up this year, to be done in July, when bacterial levels in the creek are lower. **ACTION ITEM: Fairfax Volunteers agreed to partner with San Anselmo to conduct a Ross Valley creek clean-up.** The suggested date by San Anselmo is Sat., July 12th. The Volunteers prefer Sun., July 13th, since the existing sign refers to Sunday. Maria will check if it can be done on Sunday.
- **Community service hours/Volunteer opportunities**-Maria has registered Fairfax Volunteers with the County of Marin Probation Department to be on their list of approved community service hours providers. Scott will train Maria on the use of *Contribute*, a software program, to facilitate updating the Volunteers website to

include future opportunities. All interested board members will attend this training session.

- **Recruitment**-Scott announced he will soon leave Fairfax Volunteers. He has accepted a position as Executive Director of Sustainable Fairfax. He will be greatly missed by the group! Scott's departure will create two vacancies on the Board. More attempts will be made to bring on new members at upcoming functions. Community members with known and needed skill sets will be contacted by individual board members, and encouraged to attend a meeting, then apply if interested.

Next Meeting: **June 23, 2008 at 7:00 p.m., Youth Center.**

The meeting adjourned at 9:00 p.m.