

Minutes
Volunteer Program Advisory Board
February 22, 2010
Youth Center
16 Park Rd.

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

Board Members: Holly Bragman, Chair; Melanie Peratis, Vice-Chair; Anya Schandler, Tim Barrett, Lana Pereyaslavska, Dave Johansen, Efren Alba, Treasurer

Present: Efren Alba, Melanie Peratis, Holly Bragman, Anya Schandler, Tim Barrett, Dave Johansen, Lana Pereyaslavska, Michael Rock, Town Manager, Maria Baird, Community Resources Coordinator

Holly called the meeting to order at 6:30 p.m. The January minutes were approved.

Public Forum-

1. Reports

- **Chair**-Holly surveyed the group to see if they preferred the 6:30 p.m. meeting time. The majority replied yes, so the Volunteer Board will now meet at 6:30 p.m. on the 4th Monday of the month.
- **Treasurer** –Efren, Holly, and John Reed need to go to Bank of America together to change the names on the checking account for the Friends of the Fairfax Volunteers, the non-profit branch of the Board.
- **Coordinator**- Maria announced she spoke with Disney officials regarding the "Give a Day, Get a Disney Day" campaign, and was informed the theme park had already distributed 50% of their free vouchers by February 15th. There is a third party agency, the "Hands On Network, through the Point of Light Institute" that actually runs the program. She has made a request to them regarding the Fairfax Volunteers partnering with the program. The Volunteers may be eligible for 2011, since Disneyland will only honor a certain amount of free tickets obtained through community service each year.
- **Discussion**-Tim would like to address "Walkable Fairfax" at the next meeting in March.

Old Business

- **Update on Fire Forum-** Dave announced he attended the Fire Forum in January, which was well attended. He added the meeting inspired him to become a community leader in the area of fire prevention, and he will be hosting a neighborhood meeting at his home on March 13th, with a visit from the fire captain. Dave resides on Ridge Road. He also offered to distribute the Fire Safe Marin DVDs to his neighbors.
- **Fuel reduction grant/Chipper Days 2010-**The Volunteers are interested in organizing neighborhood groups to help with the in-kind services of the grant. They requested specific information regarding the time frame and activities of the grant. Maria suggested Kathy Wilkie attend a future meeting to brief the Volunteer Board on the grant process. One specific neighborhood that is targeted in the grant for vegetation removal is the Cascades. Additional sections of the grant deal with roadside clearance, to ensure that fire trucks can access all roads.
- **Website Maintenance/E-mail blasts Administration-**Efren reported he has updated the website to the best of his ability at this point. In order to refresh the home page, he must get access to information that only Scott Valentino possesses. Holly will attempt to reach Scott, who is out of the country. Efren stated the website currently uses *Dreamweaver* as the program. There are several options: The first is to obtain control from Scott and maintain the current website. Another is the recruit a College of Marin (COM) student to create a whole new website as a school project. The last option is to pay a professional webmaster to come up with a new website, which could cost approximately \$2-3,000.00. The first option will be to pursue Scott. Efren will contact a COM professor to see about student help. Once the website is updated/re-formatted, Efren can maintain it.

Dave announced he has researched Constant Contact, a list management server, which will cost \$30 for monthly service. There is an 8% discount if the account is pre-paid for six months in advance.

ACTION ITEM: The Volunteer Board moved to use Constant Contact. There is a 90 day free trial period.

2. New Business

- **Fairfax Welcome Wagon-** Dave will be attending the next Chamber of Commerce meeting to promote the idea of welcome packets to new Town residents. The packets may be in the form of on-line information. Maria has contacted Marin Sanitary to request a list of

new move-ins each month, from customers requesting garbage service. Anya will assist Dave with outreach to new neighbors.

- **Revision of survey form**-Holly and Lana distributed an updated survey form for comment. It was decided a sub-committee should be formed to address this item. The sub-committee will consist of Tim, Lana, and Holly. The work will be done via e-mail. It was determined the best way to distribute the survey would be through e-mail blasts, and it would be an on-line survey available on the Volunteers website. This would enable results to be captured and used in the database.
- **Donation Requests/Registration of Fairfax Volunteers in E-SCRIP-** Tim expressed that when he originally suggested this idea, it was to get rid of unwanted pennies, not to fundraise for the Volunteers. After multiple discussions, the topic evolved into donations for the Fairfax Volunteers. Efren is checking to see if the Fairfax Volunteers qualify as a SCRIP based agency. Efren explained that money is donated directly by corporations (pre-tax) such as Safeway, etc., and is based on a percentage of shopping done by customers who register their club card accounts with the organization. Mel objected to the idea, suggesting it would take away from schools which greatly need the money. Efren added there are people without school aged children who may be looking for other programs to support. It was suggested that the Volunteers adopt a cause if they are going to collect money, and then donate to that cause. Tim will explore if any of the larger merchants in Town would be interested in placing a donation box in their store and then report back next month. The program could then be publicized on the website.
- **Earth Day Activities- Sunday, April 25th** -Maria distributed a flyer she prepared announcing Fairfax Earth Day activities (attached). The group voted to approve the flyer with minor changes. The activities will involve trail clearing and marking at Scenic & Tamalpais, as well as Redwood Road. Holly will work on routing the trail posts. Mel mentioned that re-bar is needed to put in steps. Dave will try to secure it; otherwise, it can be purchased from Fairfax Lumber. There is a bag of cement in the Youth Center that can be used for installing the posts. Mauro's Pasta & Pizza has offered to donate several pizzas to volunteers staffing the event. The pizzas must be picked up the day before and baked. Holly & Dave will coordinate pick up. Maria will be in charge of baking.
- **Town Safety Fair**-Maria announced this fair is scheduled for Saturday, May 15th from 12 noon-3:00 p.m. It will include an open house for Town Hall. There will be participation from the Police Dept., Fire Dept., and Public Works. The following agencies will be represented with

booths at Bolinas Park: American Red Cross, Marin County Office of Emergency Services, Marin Municipal Water District, and the Humane Society. The event will be coordinated by the Town's Citizens Disaster Council. The Volunteers help is being requested in promoting the event via e-mail blast and perhaps helping with set-up and staffing.

Next Meeting: **scheduled for March 22nd at 6:30 p.m. Topics will include Ecofest and Walkable Fairfax.**

The meeting adjourned at 8:30 p.m.