

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

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

Members in attendance: Holly Bragman, Melanie Peratis, Anya Schandler, Efren Alba, Bruce Killen. Staff in attendance: Maria Baird, Community Resources Coordinator, Council Member John Reed

The meeting was called to order at 6:30 p.m. The minutes of the October meeting were approved with the following changes: Under Section 1, New Business, Part B, change the last sentence to read: If the Town staff (e.g. Public Works) maintained the trails, then the Town of Fairfax would assume liability. Under Section II, Old Business, Part A, replace the last sentence with the following: It was suggested that next year a different jumpee house be used.

The following changes to the agenda were made: Postpone "recruiting & organizing volunteers for special events" until December meeting, as presenter David Smadbeck was unable to attend.

1. Old Business

- a) **Website update** – Anya was able to reach Scott Valentino regarding access to the website. Efren and Scott proceeded to teleconference and will transfer authority of the website over to Efren so he may continue to maintain the Volunteers website.

- b) **Chipper day report-** Holly announced that she is preparing a report on volunteer efforts by the targeted neighborhoods for the Town Council meeting on December 1st. She has asked neighborhood leaders Helen Fauss, Denny Ferry, and Trevor Hughes to provide data on participation rates, hours cumulatively spent on the project, and a summary of how well the project was received in each neighborhood. The Scenic/Tamalpais neighborhood had 25 captains, led by Helen; Cascade had 17 captains, headed up by Denny; and Deer Park had 5 captains, according to Anya, who served as co-captain with Trevor. Scenic/Tam reported 75% participation, while Deer Park suggested that 1 out of 3 households participated (33%). Anya relayed that residents become more motivated as the project moved along, oftentimes by observing their neighbors. A full report will be presented at the Town Council meeting next week. The following members of the community will be acknowledged at the meeting:

Helen Fauss, Scenic/Tamalpais neighborhood; Denise Ferry, Cascade neighborhood; and Trevor Hughes & Anya Schandler, Deer Park neighborhood. They will be honored with certificates from the Town and will be presented with a small gift. Holly encouraged board members to attend. The original commitment in the grant was for 300 hours of volunteer in-kind services. It appears this goal will be greatly exceeded.

II. New Business

a) Holiday caroling/wreath making/potluck – time of the event was changed to 2-5 p.m. on Sunday, December 12th. Santa Claus will arrive at 3 p.m. Melanie has secured her friend Chas to play Santa Claus. David Smadbeck relayed to Maria that the Chamber of Commerce has extended the hours of the horse & buggy rides from 12-2 p.m. for that day. Maria has invited Adam to lead the caroling; Adam has accepted the request. Anya will purchase cider and other hot beverages for the event. Anya phoned Tim to request that he e-mail Maria an electronic version of last year's poster, so she can make the changes. Melanie requested that the following text be added to the poster: bring hand pruners & glue guns; bring camera for photos with Santa. Bruce will ask some neighbors that have a Polaroid/digital camera if they would like to take photos and sell them to attendees. They would be sold for \$3 each – one dollar will go to Volunteers, one dollar to pay for film, and one dollar will be kept by the photographers. The next sub-committee meeting was changed to Tuesday, November 30th at 1:30 p.m. at Melanie's house.

b) Volunteer Recruitment-The challenges of finding enough volunteers for special events was discussed. The Board would like Maria to create a spreadsheet of previous volunteers and make phone calls to enlist help for special events. Maria will create this database by January 2011. Additionally, an increased effort will be made to list all the current happenings in Town on the Town's website.

c) Skate park –Holly reported there are no new developments at this time.

Next meeting scheduled for Tuesday, December 14th at 6:30 p.m. at Barefoot Café.

Meeting adjourned at 8:30 p.m.