

Minutes
Volunteer Program Advisory Board
April 25, 2011
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, Bruce Killen, Efren Alba Merrell Maschino. Staff in attendance: Maria Baird, Community Resources Coordinator. Others in attendance: David Smadbeck

The meeting was called to order at 6:30 p.m. The minutes of the February 28th meeting were approved.

1. Reports

- **Chair**-Holly reported the Passover Seder dinner was well attended, with 70 participants. It was noted the china & flatware that the Volunteers purchased a few years ago needs to be replenished. Holly will make purchases to bring the quantity back to 100 for plates & cups. Anya will donate silverware.
- **Treasurer**-Efren inquired as to whether any more consideration has been given to switching to a different bank than Bank of America. There does not appear to be any plan to change banking centers at this point. Efren added the Away Station at Fairfax Lumber is having a reception on May 14th from 7-10 p.m.
- **Coordinator**-Maria announced she has assembled by-laws based on those applied to the General Plan Advisory Commission that could be adopted by the Volunteers. She distributed them for review. The item will be calendared on next month's agenda.
- **Community garden**-Melanie stated there is a Community Gardeners Summit at Pickleweed Community Center in San Rafael on Friday, April 30th from 9:00 a.m. – 3:00 p.m. More details are available at the Master Gardeners website. She invited all Board members to attend. Mel also requested to have the fees due to the County Library on the agenda for the next meeting. She calculated the following water usage payments that the gardeners have given to the Fairfax Volunteers over the past five years, which is \$720 per year, bringing the total to \$3,600.

2. Old Business

- a) **Food Bank update** –Holly announced a food pantry training has been set up for Saturday, April 30th from 10-11:00 a.m. at the Fairfax Community Church. The information will go out in an e-mail blast later this week.

- b) **Town Song contest progress**-Maria announced that 13 applications have been received to date, with more expected to arrive by the deadline of April 26th. She circulated a file with the applications. The seven judges will be: Melanie, Anya, John Reed, David Smadbeck, Jack Irving, Ivy Meissner, and Terra Clarke, who is on the Youth Commission. Maria will send out confirmation requests to all those who submitted applications reminding them of the performance time of 9:00 p.m. on Tuesday, May 10th at the Sleeping Lady Cafe. It was suggested that every songwriter be acknowledged with a certificate of appreciation. Certificates will be made up for the following categories: *Most Humorous*, *Most Danceable*, *Most Romantic*, *Most Sentimental*, & *“Weirdest”* & *Best of Show*. David would like to make a CD recording of all the songs that are played that night.
- c) **Website management**- Efren met with Scott and has printed out the current version of the website. He will work with Holly to review the materials, and update the website with core information that will not become easily outdated. He and Merrill will consider Word Press as a possible website maintenance program. The goal is to include Volunteer Opportunities posted on the website, as well as a Calendar of Events, which has been a goal of the town committees for years.

New Business

- a) **Earth Day event** – Trail Clearing Project-scheduled for Sunday, May 15th from 10 a.m. – 1 p.m. Maria distributed a flyer for circulation. Volunteers will meet at the Youth Center and then be deployed to the trail behind the Pavilion that leads to the ball field. Efren & Bruce will walk the trail following tonight’s meeting. Efren suggested installing a low height of re-bar, since it is a steep trail. There are a total of nine steps to be installed. It was suggested a sign stating: “Use at Your Own Risk” be posted.
- b) **Gift Catalog of Volunteer Projects**- Maria announced a city in Southern California was trying to put together priority projects that their residents could volunteer to work on. Once the Volunteer website is updated, the web will be a viable place to list this information. It is hoped that volunteers will be able to click on the website to sign up for volunteer opportunities.
- c) **Ecofest**-Holly announced the Board needs volunteers to staff the Volunteer table at Ecofest. Maria will put together a sign up sheet for the next meeting. A parade coordinator is still needed for the Fairfax Festival. Holly announced the skate park demo will once again take place at the tennis courts.

- d) **Selection of candidate to serve on General Plan Implementation Committee (GPIC)**- Maria announced a request has been made for a member of the Volunteer Board to serve as a liaison to the recently appointed GPIC. Members questioned what type of time commitment would be required. The meetings will be held monthly. The duration of the project is not known at this time, but it is expected to be on-going.

- e) **Update on volunteer liability training**-Maria attended a training session sponsored by the Center for Volunteers & Non-profit Leadership of Marin. She was able to obtain boiler plate liability waivers that can be used for special events. She has modified the form for the Fairfax Volunteers, and will distribute it to Board members for review. Additionally, she has prepared a volunteer application form and a guidebook that can be used to orient new volunteers. They will all be circulated amongst the Volunteer Board members for input. The waiver will be reviewed by the Town Attorney as well.

Next meeting scheduled for Monday, May 23rd at 6:30 p.m. at Youth Center.

Meeting adjourned at 8:30 p.m.