

Minutes
Volunteer Program Advisory Board
December 20, 2011
Sorella Cafe
107 Bolinas Rd.

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

Members in attendance: Holly Bragman, Melanie Peratis, Merrell Maschino, Anya Schandler, Bruce Killen, Ted Pugh. Staff in attendance: Maria Baird, Community Resources Coordinator.

The meeting was called to order at 6:45 p.m. The minutes of the November meeting were approved.

1. Reports

- **Chair-** Holly announced a refund check has been issued from the Volunteers insurance company for \$100. The premium was slightly lowered when Maria spoke with the insurance agent regarding change of address.
- **Treasurer-**The check book has not yet been transferred over from Efen to Bruce.
- **Coordinator-**Maria announced the PARC sponsored ice skating event is scheduled for Saturday & Sunday, January 7 & 8, 2012.
- **Discussion** – next year's contest will most likely be a Poetry Slam in May.

2. Old Business

- a) **Holiday party re-cap**–Bruce announced \$154.75 was collected through donations at the door. Bruce reimbursed Anya \$50 for party expenses. Melanie has invoices totaling \$150. She will submit them for reimbursement. Holly also has expenses incurred from the holiday party for the drinks and other food items. Overall, the party was quite successful. Holly mentioned it might be good to include an activity for younger children, since wreath making is a bit advanced. The Board will consider a crafts project, or cookie decorating for next year. Maria will e-mail Creative Portraits to find out if the Santa pictures are available on-line.
- b) **Library water bill outcome-** The library has accepted the Volunteer's offer of \$5,159 to settle the water bill over the past seven years. This balance will be paid, and then the library will bill twice a year. Melanie mentioned she would like to see the breakdown of the library's water bill, so accurate usage records can be kept. She will prepare a letter to the library addressing this issue. Also, separate

record keeping will be kept in the checkbook, to clarify income from the community garden versus event donations.

- c) **Gift certificates**-Holly & Maria distributed left over gift certificates from unclaimed picnic raffle prizes to Melanie and Anya, for their generosity in sponsoring meetings, providing food, and discount coupons to the Board over the course of the year. Holly will purchase gift certificates for the Public Works crew from Peri's to thank them for their contributions as well. She will also bake cookies for them.

New Business

- a) **Goals & Objectives for 2012**- this item was carried over to the January meeting.
- b) **Identifying neighborhood leaders for maintenance of vegetation management program**- Ted requested this item be placed on the agenda to help institutionalize the chipper day program. The topic will be discussed at the January meeting.
- c) **Elect representative to serve on "Cittaslow Committee"**- Maria read the resolution that was adopted by the Town Council, calling for a representative from the Volunteer Board to serve on the subject committee. Melanie volunteered to be the representative from the Board.

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