

Minutes
Volunteer Program Advisory Board
January 24, 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, Efren Alba, Bruce Killen, Merrell Maschino, Megan Cohen. Staff in attendance: Maria Baird, Community Resources Coordinator

The meeting was called to order at 6:30 p.m. The minutes of the December 14th meeting were approved with the following changes: Park & Red was corrected to Park & Rec, on page 2. The date for the next meeting was changed from Wednesday to Monday.

1. Reports

- **Chair**-Holly announced she has been contacted regarding the feasibility of a regional skate park to include the Ross Valley area.
- **Treasurer**-Efren announced the balance of the Volunteers checking account is \$7,784.00. This amount is up about \$1,000 from previous years. There was some discussion of the Volunteer Board switching from Bank of America to a different financial institution. This item will be calendared for a future meeting.
- **Coordinator**-Maria distributed a brochure from the Institute for Local Government on the Brown Act and other laws governing public meetings to each Board member.

2. New Business

- a) **Goals for 2011** –The Volunteers set the following goals for this year:
- **Update and maintain website**-the Board agreed this should be an on-going goal. Efren stated it would be better at this point to start fresh with the website rather than try to re-vamp the previous website. He will pursue this and pay a low monthly fee for subscribing to a server.
 - **Skate Park exploration**-Holly will form a sub-committee with Merrell and follow up on a regional skate park with her contact.
 - **Town song** – Anya will spearhead this contest idea about a Fairfax theme song. A sub-committee was formed, and will meet on Thurs. February 10th at Melanie's house from 1-3 p.m. The sub-committee consists of Anya, Holly, Mel, and Maria. Maria will contact David Smadbeck regarding participation. Maria suggested there be collaboration with the Fairfax Youth Commission and Teen Night program.

- Creek awareness series-in response to a presentation by Shannon Savage regarding creek life and teaching the cycle to children. Merrell will work on this project with Megan.
- Collaboration with other boards & commissions-this will include a common calendar of events, a volunteers database, and other joint projects. There will be an effort made to have an annual meeting of all the Town-appointed committees.
- Templates of events –a binder for each major event the Volunteers sponsor will be created and maintained by Maria.
- Trails project – Melanie would like to see this project continued. A work day of Sunday, April 3rd was chosen for trail work. Bruce & Efren will complete work on an existing trail on Meerna. Mel will pitch the program to the community service coordinator at Drake High School.
- On-line questionnaire – Holly will create this on a Facebook page for the Volunteers.

b) **Calendar of events for 2011-** the trail marking event will take place April 3rd. A town committee social was scheduled for March 3rd.

c) **Database of volunteers for special events (postcard to be mailed to local businesses to recruit volunteers)-** Maria announced she has created e-mail list serves for the town-wide picnic and the holiday caroling event. She has previously created one for creek clean-up. She will send an e-mail to those groups when the events are coming up and help is needed. Holly indicated it would be better to have a phone database to call people when volunteers are needed. She will work on inputting phone numbers from the volunteers database of 800 names.

Maria distributed a draft postcard she developed as a mailer to businesses. Comments were incorporated. She will work with Holly on revising the postcard. There are a total of 1,500 businesses in Fairfax, including home occupations. The Chamber of Commerce has indicated they could contribute to the mailing through postage costs. Maria will relay to David Smadbeck that postage will run approximately \$500 (1,500 postcard @ \$0.33 cents each).

d) **Town committees social event** – Holly announced she would like the Volunteers to sponsor a social evening event with all the town-appointed Boards & Commissions. This was done about 5 years ago. The purpose would be for members to meet and exchange ideas and perhaps collaborate on goals for the Town. It will be held at the Women's Club on Thursday, March 3rd (Maria will verify the date) from 6-9 p.m. It will be a potluck theme dinner, with the Volunteers providing the main course. The following additional groups will be represented: Park & Rec, Design Review, Planning Commission,

Youth Commission, Open Space and Town Council. Each group will bring either an appetizer, drinks, salad, or dessert to complement the menu. A sub-committee consisting of Holly, Maria, Mel & Anya will work on finalizing the details, including an agenda. An ice breaker such as a Fairfax Town Trivia Game will be played. Holly will ask John Reed to develop it. Other ideas tossed around included a scavenger hunt.

The group photograph was deferred until the March meeting so it can be taken outside after Daylight Savings time has begun.

Next meeting scheduled for Monday, February 28th at 6:30 p.m. at Youth Center.

Meeting adjourned at 8:45 p.m.