

Minutes
Volunteer Program Advisory Board
June 27, 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, Bruce Killen, Merrell Maschino. Staff in attendance: Maria Baird, Community Resources Coordinator; Others in attendance: Claudia Tomaso

The meeting was called to order at 6:30 p.m. The minutes of the May 23rd meeting were approved.

1. Reports

- **Chair**-Holly announced that the food bank program was going extremely well, with 112 recipients in this last week. She is still working on trying to get an on-line registration program for volunteers.
- **Treasurer**-no news to report
- **Coordinator**-Maria stated that PARC is sponsoring a BBQ/fundraiser in Peri Park on Saturday, July 10th from 1-5 p.m. The event is hosted by the Chamber of Commerce and the proceeds will go towards a mosaic project for planters and a bench at Mono Lane. An announcement will go out in an e-mail blast.
- **Discussion**-The Volunteers would like to have a logo developed to go along with new stationary that will be printed. Holly will check with the designer who prepared the food bank's logo. Some discussion of holding a community contest for a logo also ensued. There are still no candidates from the Volunteer Board to serve on GPIC. Merrill suggested that Tuesday nights at 8 p.m. is a good time for her, and she may consider serving. Maria will check with Planning Director Jim Moore to find out when this group will meet. There is still a vacancy posted for the Volunteer Board. Holly mentioned Meredith Law may be interested. Maria will forward her an application.

2. Old Business

- a) **Ecofest highlights** –Ecofest was successful. The placement of the Volunteer display by the bar did not result in much interest from the public. Next year the Board will examine perhaps having Volunteer Board members serve drinks at Ecofest.
- b) **Adoption of by-laws**-This item was deferred to the next meeting so all members can provide input.

- c) **Website management-** The sub-committee consisting of Merrell, Holly & Efren has not yet met to begin updating the website. They will meet via a conference call so they are able to each access a computer monitor in order to make changes to the website.
- d) **Trail Maintenance Work Day-** due to inclement weather, both trail marking events had to be cancelled this year. In lieu of building new trails, maintenance will be conducted on an existing trail at Meernna by Bruce & Efren.

New Business

- a) **Order letterhead** – Merrill will design letterhead on the computer and e-mail it to Maria, who will in turn print it out.
- b) **Outreach Techniques** – Holly shared the idea of doing a one-time e-mail blast to e-mail addresses she has acquired over the years. The recipients will have the option to remove their name from the e-mail blast if they so choose.
- c) **Town-wide picnic-** Maria announced a new vendor must be procured for the picnic. Claudia suggested Mauro's Pasta & Pizza. Everyone thought this was a wonderful idea, since he has donated pizzas to the Volunteers in the past. Maria will contact him regarding a menu. Melanie suggested we use the Revolvers as the band again, since they seemed very popular last year. She will call them. A sub-committee consisting of Holly, Mel, Merrell, Bruce & Maria was formed. The first sub-committee meeting was scheduled for Thursday, July 14th at 1:30 p.m. Anya has reserved the bubble man for the picnic. Holly suggested doing the watermelon eating contest again, rather than pie eating.
- d) **Creek clean-up-** A date of October 9th was chosen for creek clean-up this year. The decision to wait until fall was made due to low participation during the summer months in previous years.
- e) **Calendar of events:** Merrill will start a google calendar of events that Maria will maintain with the dates of events sponsored by the Volunteers, PARC, the Chamber of Commerce, and Sustainable Fairfax.

Next meeting scheduled for Monday, July 25 at 6:30 p.m. at Youth Center. Holly will be out of town for this meeting, so Mel will chair.

Meeting adjourned at 8:30 p.m.