

**Minutes**  
**Volunteer Program Advisory Board**  
**May 23, 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, Council Member John Reed.

The meeting was called to order at 6:30 p.m. The minutes of the April 25th meeting were approved with the following minor changes: add Ivy Meissner to the list of judges for the song contest, change spelling of Tara Clarke to Terra Clark, and increase judges from 5 to 7.

**1. Reports**

- **Chair**-Holly announced that Carol Malley and Todd Schopp are in the process of developing a software program that will allow volunteers to sign up on-line for shifts at the food pantry. Holly is hoping they can extend this capability to include staffing for volunteer events.
- **Treasurer**-Maria gave Efren documentation from Bank of America for on-line banking. She also passed along the insurance documents. Insurance for the Volunteers has increased to \$1100 per year. This insurance covers the sponsorship of four alcohol beverage permits per year. Holly indicated she would like to pass some of this cost along to Ecofest, since the Volunteers cover the insurance for the event.
- **Coordinator**-Maria requested the Board review the by-laws she distributed electronically to the Board and come prepared to discuss and/or adopt at the June meeting.
- **Discussion**-Holly stated she is still waiting for a quote regarding altering the fence to the ball field so it can be opened during special events. Merrill pointed out that the fence serves as a useful security device for parents of small children during the Fairfax Festival, and this will be lost if the fence is opened.

**2. Old Business**

- a) **Food Bank update** –Holly announced the food pantry has been extremely successful with many users. She put up posters at bus stops and various places throughout town. She will distribute more posters. One pressing issue is what to do with the cardboard boxes that the groceries are brought in. They cannot be re-used according to USDA regulations.

- b) **Town Song contest update**-Anya announced that Tim Barrett of Hobo and the Song Dogs was the winner of the Town Song contest. Second runner up was tied by Josh Graves & Marquesa Versola (a husband & wife team), and Tom Finch. Tim & his band will perform at 3:30 p.m. at the Fairfax Festival Redwood Stage. The Board agreed that the song contest was one of the most popular events that the Volunteers have sponsored. Kudos to Anya for coming up with the idea! The discussion of replaying the evening's performances was discussed. Board members thought it would be better to do a different type of contest, such as a poetry slam, talent show, or comedy competition next year. It could become an annual event.
- c) **Website management**-Merrill has researched different options for the website, including one that includes Word Press, and will be easy to maintain. At this point, she needs domain information. **ACTION ITEM: A sub-committee will be formed by Holly, Merrell, and Efren to determine information content of the website.**

### **New Business**

- a) **Earth Day event** – Trail Clearing Project-has been re-scheduled for Saturday, June 4<sup>th</sup>, which is National Trails Day. The event will run from 10 a.m. – 1 p.m. Volunteers will meet at the Youth Center and then be deployed to nearby trails. Efren & Bruce have walked the trails and identified those that need work. They are: Meernaa & Forrest Terrace (which needs 2/3 steps installed); Porteous & Meernaa (which is overgrown with blackberry bushes); Tamalpais (which needs steps constructed as well as leveling & grading. Efren suggested partnering with REI Sporting Goods for added publicity. Maria will contact REI and see if they can donate any goods for the event. Anya inquired if we will notify nearby residents of the event. Maria will prepare letters notifying residents in the area of the work that will be done. Anya will post those notices in her neighborhood. John will e-mail Maria an Excel file that contains all of the pedestrian pathways in town.
- b) **Movie night at the Women's Club (Friday, June 3<sup>rd</sup>)**- John Reed announced that Valerie Hood would like to show the film "Gas Land", a documentary about the current method of extracting natural gas in 38 states. This term is called "fracking" and actually contaminates the groundwater and destroys natural resources. **ACTION ITEM: The Volunteer Board voted to waive fees for use of the building in order to co-sponsor the film night.** John suggested the Volunteers might want to consider hosting a series of Friday night movies in the Women's Club.
- c) **Ecofest**-Mel announced the Volunteers should have a table at Ecofest. Maria will prepare a tabletop display showcasing the recent projects of the Volunteer Board. She circulated a signup sheet among members for

coverage. The empty shifts remaining include: Saturday 11 a.m.-2 p.m. and Sunday 2 p.m.-5 p.m.. Maria will staff the table from 2-5 on Saturday; Efren will cover from 11-2 on Sunday.

- d) **Selection of candidate to serve on General Plan Implementation Committee (GPIC)**- After much discussion, it was decided to wait until a new member has been appointed to the Volunteer Board to fill this commitment. The GPIC representative will need to meet monthly. It was suggested perhaps the Volunteer Board members could rotate representation. Maria will run this by Jim Moore for further clarification.
- e) **Upcoming events:** Town-wide picnic – scheduled for September 18<sup>th</sup>  
Creek clean-up – Board would like to conduct this in October.

**Next meeting scheduled for Monday, June 27th at 6:30 p.m. at Youth Center.**

**Meeting adjourned at 8:30 p.m.**