

Minutes
Volunteer Program Advisory Board
November 28, 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, Merrell Maschino, Anya Schandler, Bruce Killen, Ted Pugh. Staff in attendance: Maria Baird, Community Resources Coordinator. Absent: Efren Alba

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

1. Reports

- **Chair**-Holly announced that Efren Alba had resigned from the Volunteer Board due to travel out of state for his job. Efren will be missed! A vacancy will now be posted for an opening on the Volunteer Board.
- **Treasurer**-Bruce accepted the position of Treasurer on an interim basis.
- **Coordinator**-Melanie inquired as to whether Maria had heard back from the library regarding the water bill. Maria replied she had not. She will ask Judy Anderson to follow up at the next library commission meeting.
- **Discussion** –Ted Pugh offered to serve as the General Plan Implementation Committee representative from the Volunteer Board.

2. Old Business

- a) **Volunteer postcard mailing in business tax license**–Maria announced the postcard she developed last year will be sent out with the business license application to all home based businesses in Fairfax in an effort to recruit more volunteers. Some revisions were made by Melanie and Merrell. **ACTION ITEM: The Board voted to approve the revised postcard for mail out to the businesses.**
- b) **Chipper day highlights**- Maria announced there will be an upcoming meeting with the neighborhood leaders on this project on November 30th at 1:00 p.m. in the Youth Center. There is \$25,000 remaining in the grant funds that must be spent by the end of the year. Maria is working with Battalion Chief Brian McCarthy on allocating the remaining funds with the tree contractor. Priority will go towards removing trees affected with Sudden Oak Death (SOD) in Peri & Bolinas Park, as well as SOD tree and vegetation removal in the Jolly Hill neighborhood.

New Business

- a) **Holiday Caroling/Potluck/Wreath making**— the event was re-scheduled for December 11th from 2-5, to coincide with the Chamber of Commerce's holiday horse & buggy rides. Merrell is working on a poster that will be distributed downtown this week. Maria has sent out press releases to the IJ, Ross Valley Reporter, and Patch on-line newsletter. Kelly Dunleavy of the Patch will cover the event. The IJ ran a small article in today's newspaper. The next sub-committee meeting is scheduled for Tuesday, December 6th at 1:30 p.m. at Mel's house. Maria stated a new banner has been ordered, to replace the damaged one. It will be hung across Sir Francis Drake Blvd. the week of December 5th. Mel will work with Jen Jones on changing the date on the smaller signs. Bruce will help put them up on the Monday before the event.
- b) **Consideration of sponsorship of ABC liquor license for New Year's Eve play in the Pavilion by the Artists-in-Residence**- Sisi attended the meeting and spoke on behalf of the artists in residence. They would like to sell alcohol (beer, wine & champagne) on the last night of the play performance, December 31st from 8 p.m.- midnight in the Pavilion. They are requesting permission to use the Volunteer's liability insurance for a one-time event. **ACTION ITEM: The Volunteers voted to approve the use of the liability insurance by the Artists-in-Residence for this event. The Volunteers asked that the artists pay a small fee to share the cost of the insurance, which is approximately \$1800 a year.** The Artists-in-Residence will submit an ABC application via Maria & Holly. Maria will process it through Town Hall and the Police Department.

**Next meeting scheduled for Tuesday, December 20 at 6:30 p.m. at Sorella Cafe.
The topic will be Goals & Objectives for 2012.**