

**Minutes**  
**Volunteer Program Advisory Board**  
**September 24, 2012**  
**Youth Center**  
**16 Park Road**

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

Members in attendance: Holly Bragman, Melanie Peratis, Ted Pugh, Bruce Killen, Helen Fauss. Staff in attendance: Maria Baird, Community Resources Coordinator

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

1. **Open Time-** Holiday party-the Volunteer Board determined the holiday party at the Women's Club will take place on Sunday, December 16<sup>th</sup> from 3-6 p.m. Maria will check with the Chamber of Commerce if horse & buggy rides will be offered downtown again.
2. **Reports**
  - **Treasurer-**Bruce announced a total of \$2,163.11 was collected at the picnic. Of that, \$1350 came from the beer booth; the remaining \$813.11 was collected at the front reception area from raffle sales, dunk booth tickets, and donations. Melanie requested a check from Bruce for \$170 for community garden supplies.
  - **Coordinator-**Maria announced pop-up tents were on sale at Sports Authority for under \$100.
3. **New Business**
  - a) **Pet waste dispensers & disposal options-** Maria announced she found an extra pet waste dispenser in the front closet of the Youth Center. It can be used to replace the damaged one at Beach House Style. Ted stated he will speak to Diane Causey, the owner of the property next door to Beach House Style, about attaching a dispenser to her fence. This will provide for better visibility, since the current container is only visible from one side of the street.
  - b) **Creek clean-up – October 14<sup>th</sup> -** Mel will not be available for creek clean-up this year. She mentioned the area near the bridge at Spruce is in need of clearing. She suggested volunteers may want to trim the overgrown ivy on the creekbeds and transport it to the chipper day event at the Pavilion parking lot. Maria will develop a poster for creek clean-up and distribute it to the downtown merchants. Maria added there are clippers available for use in the volunteer closet. Holly

suggested using Drake High School students as a volunteer workforce. She was contacted by a teacher who is looking for a project for 58 high schoolers.

- c) **Chipper day drop-off event-October 7 & 14<sup>th</sup>**- Maria will prepare a chipper day flyer similar to the one used last year and distribute it downtown when she provides merchants with a letter announcing the temporary closure of the Pavilion parking lot from 6:00 a.m.to 6:00 p.m. on chipper days. Helen requested large street signs also be developed. Maria replied she would have to check with Town management to determine if there is funding available for such signs. Ted will use [www.nextdoor.com](http://www.nextdoor.com) to solicit neighbors with trucks to help transport vegetation waste to the Pavilion parking lot.

#### **4. Old Business**

- a) **Picnic review**- Everyone agreed the picnic went exceptionally well, considering the last minute cancellation by the caterer. The food truck of Carlos Williams provided excellent service, and Maria said she would consider using them again in the future. Holly stated the Volunteers need to buy a megaphone, since Terry Ciafrei's does not work very well. Bruce commented that the pop-up tents are getting extremely worn, with so many people borrowing them for different events. It was suggested a \$100 deposit be charged, to ensure they are not damaged. It was also noted that a \$25 donation fee should be requested upon rental. Maria will begin applying these fees. Maria has prepared thank you letters for all the sponsors of the picnic and will send out photos of the picnic as well.
- b) **Re-visit by-laws for potential amendment** – Holly requested that the following changes be made to the by-laws: Article IV: Agenda. The monthly agenda shall be prepared as follows: 1. The preparation of the agenda will be the duty of the Community Resources Coordinator under the direction of the Chairperson. Any board member may submit agenda items to the Chairperson with at least one week notice. 2. Copies of the agenda will be circulated via e-mail at least three days prior to the regular meeting date.
- c) **Next meeting** - **scheduled for Monday, October 22nd at 6:30 p.m.**  
Topics for discussion will include: holiday party.

**The meeting adjourned at 8:30 p.m.**