

**Minutes**  
**Volunteer Program Advisory Board**  
**April 22, 2013**  
**Youth Center**  
**16 Park Road**

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

Members in attendance: Holly Bragman, Merrell Maschino, Anya Schandler, Ted Pugh, Mark Solomons; Excused absent members: Helen Fauss, Bruce Killen, Maryann O’Sullivan. Staff in attendance: Maria Baird, Community Resources Coordinator; Others in attendance: Jen Jones, Renu Malhotra

The meeting was called to order at 6:30 p.m. The minutes of the March meeting were approved with minor revisions.

**1. Reports**

- **Chair** – Holly submitted a check for \$1290 that she received from Mark Squire. It was reimbursement for previous years of Ecofest using the Volunteers liquor liability insurance for the Fairfax Festival.
- **Treasurer-** Bruce is out of the country traveling in Burma.
- **Coordinator-** Maria announced she received a banner design from Merrell and Jen Jones. She has submitted the artwork to Fast Signs for an estimate. The banner will be paid for by the Chamber of Commerce, and hung across Sir Francis Drake when there are no bookings for banners. The banner reads: “For the Love of Fairfax... Volunteer for One Event this Year!” It also lists the [www.eventsvolunteer.com](http://www.eventsvolunteer.com) website. It is being organized by David Smadbeck.
- **Discussion** – The Board welcomed Mark Solomons to the Volunteers. Mark has volunteered at the Fairfax Food Bank amongst other agencies. Anya announced that the pet waste dispensers in Deer Park are in need of repair. Merrell will soon send out an e-mail blast announcing the Comedy Competition, Take Back Day, Artist-in-Residence opening, and upcoming Peri Park clean-up.

**2. New Business**

- a) **Ecofest/Festival Committee-** Jen Jones and Renu Malhotra attended the meeting to request volunteer help with the Fairfax Festival. Anya suggested perhaps a need for volunteers could be posted on the [www.nextdoor.com](http://www.nextdoor.com) website. She will correspond with Renu to obtain specific volunteer job duties, and then proceed with the web posting. The banner that will be prepared by the Chamber of Commerce will also direct viewers to the [www.eventsvolunteer.com](http://www.eventsvolunteer.com) website. However, Maria mentioned that the banner space is currently booked through

July, first with the Farmer's Market openings, and then with the Fairfax Festival advertisement. It was recommended that changes be made to the eventsvolunteer.com website so that job duties are more specific. Some suggestions were to list specific duties, use bigger font, and let users know to scroll down on the screen. It was also suggested that the student population be tapped into as volunteers. Unfortunately, as Holly pointed out, that is the last week of school and graduation weekend. Maria suggested perhaps incentives could be used, such as free t-shirts or posters to the volunteers. Other comments included: Ask vendors to commit to 4 hours of community service, ask non-profit booth organizers to volunteer to help set up and take down, and ask the parade entrants to stick around after the parade and help with festival activities. Renu suggested putting a volunteer section on the festival website, as opposed to just listing it on the eventsvolunteer.com website.

- b) **Boards & Commissions mixer** – So far, 14 invitees have responded that they are attending the event on Thursday, May 2<sup>nd</sup>. Holly sent out a follow-up invite on regular e-mail. Maria will call those who have not responded later this week as a reminder. Ted inquired as to whether name tags will be prepared, Maria replied yes. Merrell indicated she could help with table set up and flower decorations. The Board will start setting up at 5 p.m. on that day. Helen has previously stated she ordered lasagna from Mauro's Pasta as the main course.
- c) **Fairfax Comedy Contest** – Maria distributed a poster she prepared advertising the competition. Helen, Holly & Maria met to come up with content and rules of the event. They will meet again next Tuesday, April 30<sup>th</sup>, at 10:30 a.m. to finalize the details. Ted & Mark will be out of town the week of the comedy show. The Volunteer Board will meet at 6 p.m. that evening at the Sleeping Lady Café to conduct their meeting.

### **Old Business:**

- a) **Trail marking**–Holly announced this project has been brought before the Town Council on how to address the issues that are taking place, such as posts being removed, easements being cordoned off, etc. The Council is seeking an intern to study the project and come up with findings.

**The meeting adjourned at 8:00 p.m. Next meeting will be on Tuesday, May 21<sup>st</sup> at 6:00 p.m. at the Sleeping Lady Café, 23 Broadway.**