

**Minutes**  
**Volunteer Program Advisory Board**  
**September 22, 2014**  
**Youth Center**  
**16 Park Road**

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

Members in attendance: Maryann O'Sullivan, Ted Pugh, Anya Schandler, George Taylor. Staff in attendance: Maria Baird, Community Resources Coordinator. Others in attendance: Rich Shortall, Red Cross. Members excused: Helen Fauss, Mark Solomons, Holly Bragman

The meeting was called to order at 6:30 p.m. The minutes of the August 25<sup>th</sup> meeting were approved.

**1) Reports**

- **Chair** – Maryann served as chair of the meeting.
- **Treasurer-** Mark relayed to Maria the checking account balance was \$2,840.58
- **Coordinator** – Maria announced that Holly has contacted Kendall Galli, leadership teacher at Drake High School, regarding student volunteers to conduct neighborhood outreach for chipper day, and the Red Cross disaster drill exercise
- **Discussion** – Maria suggested the Toy Exchange agenda item be put off until next month, when planning for the holiday party will be discussed.

**2) New Business**

- a) **Disaster Drill exercise – October 18, 2014-** Rich Shortall of the American Red Cross attended the meeting to give an update on the disaster drill shelter exercise that is being planned for October 18<sup>th</sup>. He distributed a flyer advertising the event. Maria suggested adding her phone number and the website of the eventsvolunteer.org so people can sign up in advance. Rich will make those changes and get the flyer over to Maria, who will in turn forward it to Merrell for an e-mail blast. Anya offered to send the information out on nextdoor.com. Rich mentioned he received about 10 sign ups at the picnic, but when he contacted the people, there was not a strong commitment. He added that the Red Cross is conducting a volunteer event at Drake High School on September 30<sup>th</sup>, and hopes to get high school students who need volunteer hours on board. The volunteers will be given a handout with their role playing assignment at the disaster drill. Rich's goal is to get at least 25 people to participate in the exercise as volunteers.

Rich mentioned that the Ross Valley Fire Department has purchased a chipper. The Sleepy Hollow neighborhood in which he resides held a recent chipper day.

- b) **Chipper Days – October 5th & 12<sup>th</sup>, 2014-** Maria announced that an insert went out with the garbage bill early last week to all residents. Additionally, she & Helen worked on a poster that was leafleted through the neighborhoods. Maria added that she will ask Jen Jones to paint large wooden signs to also be put up advertising the event. The Request for Bids was released on September 2<sup>nd</sup> and closes on October 1<sup>st</sup>. Maria & Mark Lockaby will review proposals and select the contractor to conduct the chipper days at the Pavilion parking lot. Maria is already receiving calls from residents regarding chipper days.
- c) **Picnic re-cap-**highlights of the picnic-there were many young children this year, seemed to be fewer adults. Car show being held on the same did not seem to interfere with picnic. Everything seemed to flow smoothly. Geo brought up a few suggestions for next year: have wading pool or sprinklers for little ones as it was a hot day. There seemed to be enough volunteers for the day to help with all aspects of the event- set-up, jumpee house, tattoo booth, games, take down & clean-up. It was recommended specific volunteers be targeted to run certain aspects of the event, such as the games, etc. Geo suggested not having the raffle tickets sold at the reception table, as it was difficult to promote volunteerism and raffle prizes in the short time that picnickers spent at check in. Anya disagreed, as she believes it is a good way to raise revenue. It was recommended that the raffle ticket sales might be on a side table once you enter the front reception area. Maria added that the raffle component was added to the picnic when merchants offered to donate gift certificates in lieu of monetary contributions. Maria announced the picnic netted \$1,000. Sponsorships totaled \$1,500. Expenses were \$1,800. A total of \$300 was raised at the front reception check in, and \$1,000 at the beer booth. Anya questioned whether the Bubble Man had been paid; Maria will follow up with Mark, and if not, have a check issued to him.
- d) **Recruiting Volunteers-** Geo recommended coming up with a plan for volunteer recruitment and then doing outreach. It would be a useful tool in measuring how effective our outreach campaigns are. Geo thought it would be helpful to determine what opportunities for volunteers exist, and then go about recruiting volunteers. Maria offered to prepare a baseline of how many volunteers have been at the 2013-2014 past events such as creek clean-up, picnic & holiday caroling/wreath making, and then see how volunteer participation increases each year, particularly when outreach methods have been employed. Maryann added it would have been helpful to do this prior to the postcard mailing and banner placement. Anya recommended a sub-committee be formed to address this topic. Geo offered to be on the sub-committee.

Geo also thought it would be a good idea to hold an event acknowledging volunteers. It could include an awards ceremony for volunteers.

**The meeting adjourned at 8:00 p.m. The next meeting will be on October 27th.**

**Topics at this meeting will include holiday potluck & toy drive.**