

**Minutes**  
**Volunteer Program Advisory Board**  
**February 29, 2016**  
**Youth Center**  
**16 Park Road**

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

Members in attendance: Geo Taylor, Anya Schandler, Helen Fauss, Marcia Custer. Staff in attendance: Maria Baird, Community Resources Coordinator. Others in attendance: Melanie Peratis, Taylor Watts

The meeting was called to order at 6:00 p.m. The minutes of the January 25<sup>th</sup> meeting were approved with the following change: Melanie Peratis was reimbursed \$589 for the water bill reconciliation for FY 2014-15.

**1) Reports**

- **Chair** –Geo introduced Taylor Watts, who attended the meeting in regards to the non-profit status of the Volunteer Board.
- **Treasurer-** Maria submitted a water bill from the Marin County Free Library in the amount of \$260.25 for community garden expenses.
- **Coordinator** – Maria announced the International Rescue Committee sent a thank you letter to the group for the recent donation of \$250 from the holiday party.
- **Discussion** – A budget report will be given by Geo and Maria at the next meeting.

**2) New Business**

- a. **Garden Alliance Report-** Mel distributed an annual report on the accomplishments of the Fairfax Gardner’s Alliance (attached). There is \$8,300 remaining in the budget, which needs to be spent by June 30<sup>th</sup> of this year. The report outlined recommended projects for the remaining funds as follows: \$2,000-\$3,000 for a Pavilion parking lot drainage project, which would include a catch basin, boulders, re-grading & plants; \$500 for a garden in front of the Youth Center, \$1,500 for planter beds in front of Town Hall, \$3,000 for Chamber of Commerce downtown floral pots, \$1,000 for the garden project at the Women’s Club, and \$500 for the Center Blvd. median.  
**ACTION ITEM: Melanie asked if the Volunteer Board could support the above recommendations. The Board will prepare a letter to Town staff and the Town Council supporting these expenditures.**
- b. **Power Lane & Scenic Trail progress-** Helen reported that the Conservation Corps has started work on the Tamalpais to Scenic trail. She noted that a homeowner at the top of the trail is objecting to having the trail put in. A survey will be done to determine property lines. There is \$15,000 remaining

in the trails budget that needs to be spent by the end of June. The next trail building day for Power Lane is on Saturday, March 12<sup>th</sup>, at 10:00, weather permitting. The last trail day in February was cancelled due to rain. Maria has been in contact with 3-4 volunteers who are interested in that project.

- c. **Future of the non-profit status of the Friends of the Volunteers for Fairfax-** Geo informed the group that he, Holly, and Maria had spoken with Tamara Hull, an accountant recommended by the Fairfax Chamber of Commerce, regarding the fate of the non-profit. After a discussion, it was determined that the Friends of the Volunteers for Fairfax would have to pay over \$1,000 in fines to the IRS, due to the lapse in filing paperwork. Rather than do this, it would make more sense to create a new non-profit, or perhaps request sponsorship under Marin Link, which offers sponsorship opportunities to small non-profits. Maria researched Marin Link, speaking with the head of the organization, Mary O'Mara. Marin Link, which serves as an umbrella organization for small non-profits, could provide insurance coverage for the Volunteers at their events where alcohol is sold, for \$100 per event. The Volunteers would still pay for the actual ABC license. Additionally, Marin Link would take 8% of any charitable donations received by the group. A charitable donation is defined as a monetary contribution. The Board believes it may be in their best interest to seek sponsorship under Marin Link. There are still a few issues that need to be clarified, for example, whether in-kind donations are considered charitable donation. Taylor suggested inviting Mary O'Mara to the next meeting of the Board, to address these issues. She will contact Mary to invite her to the March meeting.
- d. **Volunteer Recognition Ceremony-** this event is scheduled for Saturday, April 16<sup>th</sup>, in the Women's Club, from noon to 3:00 p.m. Geo distributed a handout with specifics in regards to the event. The purpose of the event is to acknowledge volunteers who have assisted with projects of the Volunteer Board throughout the year, including the food bank, gardener's alliance, picnic, creek clean-up, wreathmaking, etc. The Town Council will also be invited. A total of 100 people will be invited, with the expectation that approximately 50-60 will attend. Board members should e-mail their list of prospective attendees to Maria by March 15<sup>th</sup>, so she can send out an e-vite invitation about 3 weeks prior to the event. Lunch will be served. A Forkful of Earth catering company will be used. Decorations will include floral arrangements as centerpieces for the tables. The program will be as follows: Holly will introduce Geo as the new Chair of the Volunteer Board. Geo will address the audience with the Volunteer's mission statement and goals/projects for the year. There will be background music. It was suggested that Tim Barrett, former Volunteer Board member, perform the town song that he wrote a few years back. It was also suggested that Jack Irving play background music. Maria will invite them to perform. **ACTION ITEM: The Board authorized Geo and Maria to spend \$800 on food, and small gifts for the volunteers. Maria suggested something geared towards**

**disaster preparedness in accordance with the Board's focus on emergency preparation.**

- e. **Review of Goals for 2016-** Geo distributed the outlined goals that the Volunteer Board came up with at the last meeting. Helen noted that a community bulletin board should be included in the goals. Mel added that an ideal place for the bulletin board would be the Parkade parking lot, after the Parkade renovation. She inquired as to when that would take place. Maria replied she would check with Jim Moore, Planning Director. A more detailed discussion on the goals will take place at the next meeting in March.

### **3) Old Business**

- a) **Update on disaster preparedness public outreach event-** this topic was postponed until the March meeting.

**The meeting adjourned at 8:00 p.m. The next meeting will be on March 28<sup>th</sup>.**