

**Minutes**  
**Volunteer Program Advisory Board**  
**January 25, 2016**  
**Youth Center**  
**16 Park Road**

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

Members in attendance: Holly Bragman, Geo Taylor, Anya Schandler, Helen Fauss, Marcia Custer. Staff in attendance: Maria Baird, Community Resources Coordinator. Others in attendance: Melanie Peratis, Council Member John Reed, Jo Carson.

The meeting was called to order at 6:30 p.m. The minutes of the November 23<sup>rd</sup> meeting were approved.

**1) Reports**

- **Chair** –Holly updated the Volunteers that Council Members John Reed and Barbara Coler will be preparing a letter that will go out to residents whose houses are adjacent to Town easements. The letter will be verified by the Town Attorney prior to being sent to the residents. The estimate for restoration of the trail from Tamalpais to Scenic has been received. It is for \$26,000 from North Bay Conservation Corps. Approval of this expenditure, which is part of the \$45,000 for this fiscal year, will be requested at the Town Council meeting on February 3<sup>rd</sup>. notifying them of easements on their property.
- **Treasurer-** Holly reimbursed Anya \$30 for holiday potluck expenses and Melanie \$589 for the water bill reconciliation for FY 2014-15. She also wrote a check for \$250 to the International Rescue Committee, the charity to which the Volunteers decided to donate the proceeds of the holiday party.
- **Coordinator** – Maria announced that PARC is hosting another Alice in Wonderland tea event on February 7<sup>th</sup> from 2-4 at the Women's Club.
- **Discussion** – The group discussed whether the Friends of the Fairfax Volunteers should try to regain its non-profit status, or whether it should seek sponsorship of an umbrella non-profit, such as Marin Link. After some comparisons, it was decided the group should try to have its non-profit status reinstated. Maria will contact the Chamber of Commerce to find a local book keeper/accountant who can accomplish this for the Volunteers. She will ask for a discounted rate.

**2) New Business**

- a. **Elect new chair & treasurer-** Geo was nominated to be the new chair of the Volunteer Board. **ACTION ITEM: Holly made a motion to approve Geo as the new chair, Helen seconded the motion. All remaining Board members voted in favor of accepting Geo as the new chair of the**

**Volunteer Board. Holly will continue to serve as the Treasurer of the Board.**

- b. Pet waste dispensers-** Anya noted that the pet waste dispenser at Deer Park has been knocked to the ground. After some discussion, the group concluded that Deer Park is the one area in town where a problem of pet waste litter still remains. Holly will talk with the Marin Municipal Water District (MMWD), who owns the land. Maria added that Janet Garvin, a resident of Deer Park, offered to fill the pet waste dispenser station with baggies at Meernaa & Porteous.
- c. Review of 2015 Goals & Goals/Projects for 2016-** Maria distributed the goals that the Volunteer Board adopted last year. After some review, it was noted that most of the goals have been accomplished. In moving forward, the following goals were identified for 2016:
- **Expand Board to fill the two remaining vacancies**
  - **Hire CPA/Accountant to get non-profit status reinstated**
  - **Create a yearly budget**
  - **Continue with branding of the Volunteer Board to increase visibility in the community**
  - **Streamline events so there is better organization**
  - **Pre-assign roles to volunteers at community events**
  - **Continue with legacy projects of the Volunteer Board (i.e, trails project, chipper day, doggie waste bag dispensers, etc.**
  - **Improve structure of Board projects**
  - **Continue work on electronic newsletter procedures/schedule and website**
  - **Continue working with other non-profits on joint ventures.**

These goals and projects will be discussed in further detail at the next meeting and expanded upon

Other projects of the group include: a Volunteer Recognition ceremony that will take place in April at the Women's Club. It will recognize past volunteers who have contributed to projects and events. It will either be a brunch or a lunch, and music will be provided.

Maria added that a Public Outreach Committee of the Disaster Council has been formed, consisting of Mayor Renee Goddard, Margaret Miles, Fairfax Branch Librarian, Richard Shortall, Red Cross representative, herself, and Geo. The group is meeting monthly, and has identified its mission statement as educating Fairfax residents on what to do in the case of a disaster. Methods of accomplishing this goal include: door-to-door outreach with Red Cross volunteers via a smoke detector installation program that is being piloted in Canyon Village; encouraging residents to become trained in Get Ready and

CERT classes; a “Prepare Fair” whereby agencies would be represented with information on their services, as well interactive booths to get the public involved.

**3) Old Business**

- a) **Re-cap of holiday wreath making event**- the event went well. It was noted there was an overabundance of volunteers. Melanie suggested in the future a chair for the holiday party sub-committee be appointed. Anya added that supplies should be on hand for the decorations.
  
- b) **Power Lane Trail update**- the work day was rescheduled for Saturday, February 6<sup>th</sup> at 10:00 a.m. due to rain the previous weekend.

**The meeting adjourned at 8:45 p.m. The next meeting will either be on February 22<sup>nd</sup> or February 29<sup>th</sup>. Maria will poll members to determine date.**