

City of College Park
 Recreation Board Meeting
 February 3, 2020
 6:00 p.m.
 College Park Community Center (CPCC)
 5051 Pierce Avenue

Final Minutes

	Present	Absent
1. Domini Artis	X Arrived at 6:13 p.m.	
2. Sarah Araghi (Jazs)	X (via phone until 6:46 pm)	
3. Santosh Chelliah	X	
4. Janice Bernache-Crocker	X	
5. Jane Hopkins	X	
6. Jane Miller	X	
7. Mark Mullauer	X	
8. Judith Oarr		X
9. Barbara Pianowski	X	
10. Christina Toy	X	

Also Present:

City Staff:

Scott Somers, City Manager (departed at 6:36 p.m.)
 Sharon Fletcher, Executive Assistant, Public Services Department
 Ryna Quinones, Communications Coordinator
 Gabi Wurtzel, Event Planner
 Joi Woods, Contract Secretary

PG Parks:

Kathleen Reardon, Assistant Facility Director

I. Call to Order

Meeting was called to order at 6:01 p.m.

II. Review and Approval of Agenda

Mrs. Hopkins motioned to add item *j. Breakfast with Santa*. Mrs. Pianowski motioned to approve the agenda with added discussion. Mr. Chelliah seconded the motion. None were opposed. The motion passed 8-0-0.

III. Review and Approval of Minutes- January 6, 2020

Mrs. Bernache-Crocker motioned to approve the January 6, 2020 minutes. Mr. Mullauer seconded the motion. None were opposed. The motion passed 8-0-0.

IV. Organizational Changes: Staff Liaison, Policies and Ethics

Mr. Somers, City Manager provided information and reviewed accompanying attachments about the approval of Resolution 19-R-22. Attachments included (1) *Role of Staff Liaison*

(2) Template for Annual Report (3) City of College Park Financial Policy pertaining to boards (4) City of Events and City-Initiated Solicitation (5) Timely Adoption of Minutes for Boards that meet infrequently (6) Code of conduct for Advisory Board and Committee Members

Noted points included:

- Staggered membership terms for boards and committee members beginning June 30, 2020. Memberships will be staggered in terms of 3 years, 2 years, and 1 year based upon the number of participating members.
 - Mr. Sommers invited the board to provide feedback and recommendations on the reelection process for Recreation Board members.
- Updated Strategic Plan
Proposed revisions to the city's mission, vision, and goals
 - Implementing Annual Work Plans for the upcoming year. Plans to be submitted by each board and committee with annual year end reports.
- Updated rules and procedures for boards and committees
 - Liaison Role clarification

V. Events - Reporting and Planning:

a. MLK – 01/11/2020

Mrs. Wurtzel and Ms. Fletcher noted increased attendance from 2019. Additional event highlights including a panel discussion and 4 performing groups. A recording of the event will be broadcasted on the city's cable channels.

b. Family Bowling-1/26/2020

The event was well attended, noted attendance of 97 participants, including 6 non-residents.

- Budgeting considerations for additional lanes to accommodate large groups
 - Mrs. Wurtzel will provide an update upon budget approval
- Food distribution – signage limiting 2 slices of pizza/ participant
- Registration options and capturing attendance data

c. Census Event – 03/21/2020

Mrs. Wurtzel and Mrs. Quinones shared details about the event to encourage residents to complete the 2020 Census. The event is sponsored by the Complete Account Committee and the Department of Planning, Community & Economic Development.

d. Bunny Brunch-3/28/2020

The Board discussed:

- Costume & cooling station for the Bunny
- Logistics- rooms, greeting table to capture registration and feedback
- Menu and catering options – Mrs. Wurtzel will explore
- Advertisement elements: time, event highlights (crafts, photos,
- Goodie bags, etc.
- Entertainment- Magician (Tim Hall) Mrs. Reardon noted that entertainment is confirmed for 11:30 am
- Options to capture feedback (short paper forms, online survey options (survey monkey, Google form, etc.)

Ms. Fletcher will contact Mrs. Greene to prepare the bags by age group

- e. Good Neighbor Day – 04/04/2020
 - The Recreation Board is invited to attend
 - A Kick off will be hosted at the Community Center
 - Volunteer opportunities to support the Spring Egg Hunt event

- f. Maryland Day-4/25/2020
The Recreation Board is invited to attend

- g. City’s Diamond (75th) Anniversary – 06/06/2020
Planning is underway, additional updates will be provided during the March meeting.

- h. Fourth of July – 07/04/2020
Currently the location is unconfirmed, additional updates are forthcoming
Mrs. Pianowski motioned to secure the Night Life Band to perform. Mr. Chelliah seconded the motion. None were opposed. The motion passed 8-0-0.

- i. College Park Day – 10/10/2020
No discussion held

- j. Breakfast with Santa tentative date 12/12/2020
 - Additional funds have been requested to support the event, approval is pending**Mrs. Wurtzel will confirm the Community Connect reservation has been made**

VI. Proposed Events

- a. Taste of College Park
The board discussed options to create opportunities for residents to experience local vendors and restaurants.

VII. Recreation Facility Use Requests — Spring 2020:

- a. Maryland Stingers
- b. CP Boys and Girls Club
- c. PG Pride Lacrosse
- d. Berwyn Baptist Church

Mrs. Pianowski motioned to recommend that applications be approved by the City Council after groups have worked together to mitigate existing time conflicts. Mrs. Toy seconded the motion. None were opposed. The motion passed 8-0-0.

VIII. Other Business

- a. 2019 Community Survey
Mrs. Quinones provided an overview of the draft survey results of desired events
- b. Shop College Park website updates are currently in progress
- c. Sharing event analysis with the Recreation Board
The Communications Department shared efforts of intentional event planning to reflect resident interests and support local businesses

VII. Next Meeting: Monday, March 2, 2020

VIII. Adjournment

Mrs. Toy motioned to adjourn the meeting. Mrs. Hopkins seconded the motion. All were in favor. The motion passed 8-0-0.

The meeting adjourned at 8:03 pm.