

Park Board Meeting Minutes

December 7, 2011

Board Present: Susan Williams, Vicki Locke, Jason Koscinski, Matt Tanis, Jan Whitcomb, Jim Bennick, Kathleen Hoyle, Tucker Webb

Board Members Excused: Mike Zajac, Jim Novaria

Staff Present: Bill Deming, Jill Hess

Guest(s): Jim Mishler

Meeting was called to order by Susan Williams at 6:30 at Stuart Manor.

APPROVAL OF PREVIOUS MINUTES: Jason made the motion to approve the November minutes; Vicki seconded the motion; all others unanimous.

Bill introduced and welcomed Jill Hess the new Deputy Director for the Parks, Recreation & Property Management Department.

NEW BUSINESS

A. Get Active Portage:

- Jim Mishler proposed conducting the Kids Triathlon this year and has been involved with triathlons since 1996. The course would be a similar distance and layout as last year but timing would be different with the older 10-13 age group going first, then the 6-9 age group. The proposed date for the event is August 11 to coordinate with other kids triathlons in the area by the YMCA holding their event on July 14, and the Boy Scouts Physically Strong event on August 25. We can co-promote with these other events during the summer.

Age	Swim	Bike	Run
6-9	50 yard	½ mile	¼ mile
10-13	100 yard	1 mile	½ mile

- Challenges from last year's kids triathlon included:
 - Need more volunteers
 - Timing system
 - Kids coming from water should not be on sidewalk due to slippage
 - More cross communication with Paddle Fest and Wellness as one event.
- Vicky made a motion, and Jan seconded to accept Jim as this year's triathlon organizer and to accept the date of August 11 for Get Active Portage, and was passed unanimously. The Board also decided to set this event in August in the future.

B. Friends Group Report:

- Reviewed the Event Planning Form and added expected outcomes to the form.
- The event brochure template was reviewed and leaf versus a fern will be changed on the graphics.
- Each Board selected an event to organize and coordinate this year and will work on bringing final dates to the January meeting. Purple Loosestrife Awareness Day was removed as a public event due to the type of plant removal needed, Vine Reduction was moved to December, and Get Active Portage to August 11.
- Kathleen will work with each organizer on coordinating marketing and public relations for each event.
- The Environmental Board asked the Park Board about helping create environmental awareness for the Parks. The Park Board discussed conducting two Environmental Awareness Days focusing on the Garlic Mustard Challenge and Vine Reduction Project (VRP). Tucker will work with the Environmental Board to find two dates for the awareness days which will include an environmental education focus as well as the group removal activity.

- Board members provided a list of organizations for potential “Friends of the Parks” volunteers and signed up to present information to these groups when the program is ready to launch. Other volunteers are needed for the following:

GROUP NAME	BOARD MEMBER
Lions	Vicki
Rotary	Vicki
Ambucs	
Portage Senior Center	Vicki
Portage Public Schools	Susan and Kathleen
Churches	
H.S. Environmental Classes/ Clubs	
IB, National Honor, & Freshman Students at High Schools	Tucker
KVCC Organizations and Students	
WMU Sustainability Class-Dr. Glazer	Susan
Master Gardner Association	
Garden Clubs	

SUMMARY ACTIVITY

- Tree lighting went well with nice weather and a good attendance
- Ice Rink will open on December 9 which was delayed due to warmer weather
- Bill is working on the budget for next year
- Welcome to Jill Hess as the new Deputy Director, Parks Department
- Holiday teas are selling out early with 25-30 people per event
- Discussion on the Environmental Board’s Proposal is set for the January Board meeting

COMMENTS FROM BOARD MEMBERS

- Vicki would like to discuss questions for Landmark event at the next meeting in January
- The Board Members all welcomed Jill to her new position

ADJOURNMENT

Vicky made a motion for adjournment; Matt seconded the motion; all other unanimous. Meeting adjourned at approximately 7:35 p.m.

Next meeting: Wednesday, January 4, 2011 at 6:30 p.m. Stuart Manor.

Respectfully submitted, Kathleen Hoyle, Secretary, Park Board