

Brinnon Parks & Recreation District
PO Box 643 Brinnon, WA. 98320
Phone: 360-796-7002 www.brinnonparksandrec.org

March 14, 2018

6:30pm

Regular Meeting Minutes

Brinnon Community Center, 306144 Highway 101 Brinnon, WA

- I. Call to Order at 6:33pm
- II. Roll Call: Commissioners Graham, Schindler, Baisch and Coleman
- III. Approval of Agenda

Motion that the Commission approve the agenda as presented or modified.
The motion was made by Schindler seconded by Coleman
Ayes: 4 Nays: 0 Absent: 0 Recuse:
- IV. Approval of Minutes – February 14, 2018 and February 28, 2018

Motion that the Commission approve the minutes as presented or modified for February 14, 2018
The motion was made by Baisch seconded by Schindler
Ayes: 4 Nays: 0 Absent: 0 Recuse:

Motion that the Commission approve the minutes as presented or modified for February 28, 2018

 - i. Add excused to absence
The motion was made by Baisch seconded by Schindler
Ayes: 4 Nays: 0 Absent: 0 Recuse:
- V. Public Comment
 - a. None
- VI. Consent Agenda
 - a. Treasury Report - Commissioner Schindler
 - i. Insurance policy was paid
 - ii. Donations of \$800 received
 - iii. No bills outstanding
 - iv. Ending balance of \$70.53
 - v. Annual Report – changing their website, waiting until the State is
 - vi. Donations: itemized travel / money for greater than \$75 a receipt will be given to itemize
 - vii. GoDaddy invoices – the last five years have been paid by Sue Bettinger. Sue will get a copy from Commissioner Graham from GoDaddy
 - viii. Commissioner Graham has grants to apply for Community Swim Program with deadline of March 31st, but she needs an EIN# to apply
 - ix. Applying for EIN# from Internal Revenue Service
 1. Commissioner Graham is applying for the EIN# and should be able to get before the March 31st deadline
 - a. Clarified that the EIN# and employer # is the same

- x. Commissioner Graham will look for or pickup additional forms from County.

The motion to approve the consent agenda was made by Baisch seconded by Schindler

Ayes: 4 Nays: 0 Absent: 0 Recuse:

- b. Committee Report - None

VII. Unfinished Business

- a. Motion: That the Commission approve 1, 3 and 5 year goals and schedule an extended work session to develop a strategic plan to create pathway for achieving the goals and telling our story to engage the community (Attachment A).

The motion to carry to the next meeting on March 28, 2018 was made by Coleman seconded by Schindler to give time to review list

Ayes: 4 Nays: 0 Absent: 0 Recuse

- b. Motion: That the Commission receive a verbal update on the Community Swim Days program from Commissioners Coleman and Graham.
 - i. Would a local resident's granddaughter attending Hood Canal School be able to partake in this event? At this time we do not want to turn people away, maybe an additional \$5 fee for outside residents.
 - ii. Commissioner Coleman asked if this was for students or community. It will be for community, not just students.
 - iii. A prospective employee maybe a good option for Lifeguard
 - iv. The students would use this program for their PE credits, including home school students
 - v. Reviewed notice to local residents for donation. Distinction needed between Community Swim Days program and PHM other activities.

The motion to approve the verbal update of the Community Swim Program was made by Baisch seconded by Schindler

Ayes: 4 Nays: 0 Absent: 0 Recuse:

- c. Motion: That the Commission receive a verbal update on the website from Commissioner Graham and discuss expanding content to generate more site visits.
 - i. Updating the website to show Brinnon Parks & Rec instead of Jefferson County Parks Dist. #2
 - ii. Commissioner Graham has made changes to the website to show what is going on currently
 - iii. Commissioner Graham has been in contact with Nicole Brakeman to get admin rights on Facebook
 - iv. Calendar: would like to add community events so it is a local resource for everything going on in Brinnon
 - v. Move "about" to the top of the home page
 - vi. Once the website is brought current, we will always have President and Secretary have access along with Facebook. If there wasn't a secretary then it would go to Vice-Chair
 - vii. Add content:
 - 1. Calendar content
 - 2. Job Postings
 - 3. The Chamber of Commerce website is a great source of everything going on. Maybe we can have a link to their website.

4. All three commissioners applaud Commissioner Graham on the Great job on the website

The motion to approve verbal report of the website update was made by Coleman seconded by Baisch

Ayes: 4 Nays: 0 Absent: 0 Recuse

- d. Motion: That the Commission receive a verbal update on the Bylaws' review and modifications from Commissioner Schindler
 - i. Article II, item 10: signature page should line up item 10
 - ii. Article II, item 5: changes: shall be considered as
 - iii. Elected position: In Washington if someone does not want to remove themselves, they need to be recalled
 1. We are guided by "Robert's Rules" this is referenced
 - iv. Article III, item 4: change 25% to 50% community members
 - v. Article III, item 5: add to the end of the statement: unless otherwise rescheduled by the board.
 - vi. Article III, item 6: add "Work Session" after Special
 - vii. Article VII, item 1: remove "Democratic Rules of Order or"
 - viii. Article VIII, item 2: replace unanimous with super majority
 - ix. Make the changes listed above and present with next meeting for approval

The motion to approve verbal update of the Bylaws' was made by Coleman seconded by Baisch

Ayes: 4 Nays: 0 Absent: 0 Recuse

VIII. New Business

- a. Motion: That the Commission discuss a second summer program such as a concert series and authorize Commissioner Graham to apply for grants if a program is selected.
 - i. Commissioner Graham would like to do a summer concert, to engage other groups interested to sell food, sell alcohol. Partnering with other groups to fund raise. Work with ETA.
 - ii. Sponsors: Safeway, LTAC
 - iii. Night of week
 1. On a Thursday night to increase business outside of the weekend
 - a. Hard for them to come in a day earlier when they are working
 2. On a weekend – having the lodging and locals come in more often because there is something to do
 - iv. Locations:
 1. Back area of community center
 - a. Has kitchen to use
 2. Booster club
 3. Old Shrimpfest location on park property
 4. Yelvik
 - a. Has stage
 - b. Better parking available
 - c. Power
 - d. Entrance booth
 - v. 8 week series / 4 week series in 2018
 1. July / August

- vi. Funding
 - 1. Not charge for tickets
 - 2. Grants to pay for the events
 - 3. Pass the hat
 - 4. Sponsorship
 - 5. Fundraising is generated by the groups helping
- vii. Check with bands
- viii. Gorilla marketing
- ix. Research:
 - 1. additional costs
- x. Commissioner Schindler suggested school yard sports activities

The motion to move forward with a concert series and any other events and for Commissioner Graham to apply for grants was made by Coleman seconded by Schindler

Ayes: 4 Nays: 0 Absent: 0 Recuse

- b. Motion: That the Commission discuss establishing a volunteer program and post information
 - i. Does insurance cover volunteers – Schindler will contact insurance agent to verify
 - ii. Look at what we might need volunteers for
 - iii. Continue this to next meeting
- IX. Public Comments – (Limit 3 minutes)
- a. NONE
- X. Comments from the Commissions/Items for next Agenda
- a. August 7, 2018 Primary Elections
 - b. Donations / Reimbursements for approval for April meeting
 - c. Vice Chairperson, position #5
- XI. Adjournment at 8:25pm
- XII. Next meeting: Works Session March 28, 2018 6:30pm