

Brinnon Parks & Recreation District No.2
PO Box 643 Brinnon, WA. 98320
Phone: 360-796-7002 www.brinnonparksandrec.org

November 28, 2018

6:30pm

Special Meeting Minutes

Brinnon School, 46 Schoolhouse Rd Brinnon, WA

- I. Call to Order at 6:31pm
- II. Roll Call – Commissioners Graham, Schindler, Baisch, Barnet and Coleman

Alicia Simmons (4h lead), Dick & Shiela Moore, Bill Barnet, Judy & Bob Hart, Sherry Lacey (ETA treasurer), Joe Baisch, *arrived later*: Joe Searight, Miriam Murdoch
- III. Approval of Agenda

The motion was made by Schindler seconded by Coleman
Ayes: 5 Nays: 0 Absent: 0 Recuse: 0
- IV. Public Comment (Limit 3 minutes) NONE
- V. Work Session for ShrimpFest 2019

Last meeting BPR made motion to move forward with Shrimpfest

Packet passed around for all

Mission statement – Bud observation: see draft #1 for changes. **On next agenda for approval**

ShrimpFest (official spelling)

MOU between BPR and ETA – discussion of changes noted on Draft #2

Disbursing funds: Sherry can disburse checks from ETA, but will need approval from both ETA and BPR. **Needs minutes: signature, date in email form.** Who will be authorized? One or two commissioners authorized.

Phil has verbal agreement with Rick (Yelviks), \$1,500 for four days -In the past we were given a week to prep, not a day. Takes a month to prep.

ETA (Sherry and Bud) are concerned with liability– talk with Phil on risk and liability

Bud Schindler is both BPR, Treasurer and on board of ETA

Bud will call Phil – Sherry – a note including what insurance is covered for each

Expenses need to be clear. Belinda suggests that ETA members will have to decide and propose a plan.

Sherry wants to know where ETA's insurance is paid from – 100% from funds, administrative costs (office, stamps) any expense related would be paid from Shrimpfest proceeds. Sherry sees: expenses deducted – office expenses will be hard to figure between ETA expenses & Shrimpfest expenses.

BPR – any expenses direct for ShrimpFest would be deducted from ShrimpFest expenses

Important to clarify ETA vs ShrimpFest expenses sooner than later

Biggest expense is the entertainment

Win/Win for the local non-profits

Changes will be made and put on the next regular meeting

ROLES & Responsibility -

Bud: BPR & community reps listed

Belinda: Ultimately the commissioner is the one responsible. If something happens the buck stops with commissioner.

Bud: We all will be depending on the community member for all aspects.

Google Docs: all items are in black, when they are completed, they are green. This is a working document from 2017.

Miriam asked if there will be Hood Canal Shrimp in the vendor booths. 2017 a significant number of vendors had HCS and they had a sign that said it was HCS. ETA shrimp was sold to vendor booths and that is why they ran short. Not all vendors can afford to use HCS. Vendors can buy from the Tribal boats directly.

There will be one day of shrimp processing, like there was in 2018. Location for processing provided by Boy Scout Camp.

Diane: Marketing/Advertising: 2017 lead was Brittany Edwards with support from Alicia Simmons.

Belinda: Donations: she will be integrating both her and Phil's letters. Need to get the website up and running for vendors.

Belinda: Laydown/teardown: many questions looking for. Joe Searight helped in prior years.

Dick Moore – picnic tables Doug Kirky(?) & (add hay tables) Shorts farm (straw) – picnic tables will need to be replaced in bad condition. Some plastic tables from Community Center.

VFW – 1st right of refusal for beer garden – Ernie & Doris said they did want to do it

Joe B: Al Wood has mower and baler

Bob Hart: Layout will help

Dick Moore: picnic tables, raking hay will help

Joe B: Conduit in for electric done from power to stage for safety

Bill Barnet: vendors & donations he can help

Belinda: Oyster fest will send our contact info out to their vendor list to respond if they are interested

Time frame discussion:

ShrimpFest times: 11am to 6pm on both days

Sunday has to close earlier, vendors have to get tore down and out

Traditional hours in 2017: sat 10-6, sun 10-5

Crowd thins down from 4-5 on Sunday

Music venue last on Sunday will drive how late they customers stay

Belinda: for future attempts for LTAC grants, we need to show we are going to have more lodging customers.

Pam: – volunteers – composing a list to group email. Sheila is her coordinator.

Judy Hart is in charge of ticket booth

Belinda: Doug Hixon, chamber may help with advertising

4H interested in the children area

Belinda: comments from Facebook, volunteers get in free? Workers at festival get in a different gate and have a tag with a list of volunteers at the gate. Communicate to use the vendor gate where there is a list of volunteers. Volunteer gets in free, family members pay.

Belinda: Same rates as last year. Discussion needed regarding raising rates to help with the costs involved for music.

Joe B: Tim Talbot – past music coordinator

Pets? Both opinions from customers wanting them or not

Bud: freezer broke – ask community if there is a freezer to use how many cubic feet is needed?

-Looking for volunteer to head up ShrimpFest booth – will we be selling other merchandise?

-what is our inventory? Dawn Thendstadt (t shirts, mugs, shrimp necklaces) if we can get vendor information we can re-order.

Joy/Joe B: Parking

Leads stay in your

Belinda – what are our needs so we can ask for donations

- VI. Unfinished Business
- VII. New Business
- VIII. Public Comments – (Limit 3 minutes)
- IX. Comments from the Commission/Items for next Agenda
 - a. Meeting location
- X. Adjournment at 8:12pm

Next meeting: December 12th at 5:00pm at Brinnon School