

**Brinnon Parks & Recreation District No.2**  
**PO Box 643 Brinnon, WA. 98320**  
**Phone: 360-796-7002 [www.brinnonparksandrec.org](http://www.brinnonparksandrec.org)**

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May 23, 2018

6:30pm

**Work Session Minutes**

Brinnon Community Center, 306144 Highway 101 Brinnon, WA

- I. Call to Order at 6:34pm
- II. Roll Call – Commissioners Graham, Schindler, Baisch and Coleman
- III. Approval of Agenda
  - a. Added two items to New Business: Camp Parsons and Funding Opportunity
  - b. Motion that the Commission approve the agenda as modified. The motion was made by Coleman seconded by Baisch

Ayes: 4          Nays: 0          Absent: 0          Recuse: 0
- IV. Approval of Minutes – next meeting
- V. Treasurer vouchers and update
  - a. Vouchers to be signed \$260.00 – purchase of containers for shimp sale
    - i. Commissioner Graham asked if there were containers to be returned, Mike & Eloise said that they get brittle when stored. Commissioner Baisch did not have a current count on what we have at this time.
  - b. Deposits: \$500.00 to Arts & Wine / \$70.00 for Swimming program
    - i. Arts & Wine not a 100% tax deductible; will wait to send Thank You note until after event and expenses are known
  - c. Balance \$891.66

Motion that the Commission approve the Treasurer’s report as presented. The motion was made by Baisch seconded by Coleman

Ayes: 4          Nays: 0          Absent: 0          Recuse: 0
- VI. Public Comment (Limit 3 minutes)
  - a. Jerry Rolsten (from Commissioner Schindler) – suggesting an event that happens in Colorado called *Ledville 100* – mountain bike event – created a lot of economy. Expanded to have long distance running events. Look at their website and check it out. Population is 2,500.
- VII. Work Session
  - a. Shrimpfest – shrimp processing and sales –
    - i. Processing side: Graham & Coleman met with Langenbachs, Dunhams, Petersons and did a recap to create a procedure for next year along with a time frame. Graham will complete and present. Schindler has a detail list of when and what needs to happen for the full Shrimpfest.

- ii. Sales side: Graham has labels and cash for cash box; Baisch has cash box. Graham has a list to mark how the customer heard about the event to help with marketing. Graham gave \$440.00 cash in envelope given to Baisch for opening of shrimp sales at community center along with complete envelope and banner. No limit on sales. Future suggestion is to post on flyers "Shrimp on Saturday." Schindler gave Coleman the Jefferson DOH Food Service Application for Shrimp Processing & Sales for future reference

b. Garage Sale – logistics Jun 2, 2018 9am to 5pm at Cove RV Park

- i. Volunteers: Graham, Schindler, Baisch

## VIII. Strategic Planning

a. Strategic Plan components, timeframe, finances, etc. – not everyone has had time to review. Tabled to the next meeting.

- i. Operating Procedures (Attachment A)

- ii. Mission Statement (Attachment B)

### 2018 event opportunities

iii. Music Events – LTAC funds not available for 2018. No music events for 2018. Proposals to be made prior for 2019.

iv. What can replace: community BBQ; stick with what no other organizations are doing; fall event: adult or family? We wanted to do two events in 2018:

1. Swim days. Letter together to ask other businesses to contribute; PTO wants to get involved. Grant into Walmart, can start calling them after June 20<sup>th</sup>
2. 2<sup>nd</sup> event: A grant being offered by West Marine. Have Kayak Brinnon offer a program of \$1,500 to offer to children. Graham will contact Christina to see if she wants do this.
  - a. Most of the grants, you need to be a 501 c3 Non Profit. Opportunities to connect with ETA
3. Other future option is sailing lessons for local youth, may work well with West Marine grants. Instructors needed. Meydenbaur YC is a great model to use.

Motion to remove Music event in 2018 and add exploring Kayak Brinnon for guided marine tour for local children Motion was made by Coleman seconded by Schindler.

Ayes: 4      Nays: 0      Absent: 0      Recuse: 0

## IX. Unfinished Business

a. Discuss establishing a volunteer program and post information – move to next meeting

- X. New Business
  - a. LTAC funding request process – work in 2019 budget
  - b. Funding Opportunity – United Good Neighbor – funding is May 31<sup>st</sup> – this funding would be available later in the year. Applications under \$2,500 for our purpose and time frame.
  - c. Camp Parsons – they have let us know that the facility is available anytime when they do not have scheduled events or Boy Scouts July – August.
    - i. Options to review
      - 1. Fund Raiser Event – Christmas trees decorated, then bid on and donated to local charity
      - 2. What isn't already being done in the community. Finding the venue for the right event
      - 3. Dance
- XI. Public Comments – (Limit 3 minutes)
- XII. Comments from the Commission/Items for next Agenda
  - a. Sponsorship opportunities
  - b. Work Session Dates to be added
  - c. Volunteer program
- XIII. Adjournment at 8:00pm
- XIV. Next meeting: Jun 13<sup>th</sup> at 6:30pm