

Parks & Recreation Board Meeting - 08/29/2024

Assigning duties

Annual Events – **Clifford** Dubose

Communications – still open

Admin – **Carla** Layton

Those present review the proposed Parks Board guidelines. The parks board consists of 8 directors. 5 positions have been appointed and three are currently vacant. If any current non-voting committee member would like to volunteer for a vacant director position, kindly do so before Aug 22nd. After that date, these positions will be advertised as vacant, and candidates will be solicited. Position descriptions can be found in the Parks Board guidelines attached.

- Chairperson/City Counsel Liaison – **Pamela** Smith
- Director of Administration – **Carla** Layton
- Director of Finance – **Courtney** Bentley
- Director of Communications - Vacant
- Director of Annual Events – **Clifford** Dubose
- Director of Annual Programs - **Chris** Smith
- Member at Large – **Anna** Nix
- Member at Large – **Andrea** Eckelman

Present: **Clifford** Dubose, **Courtney** Bentley, **Pamela** Smith, **Chris** Smith, **Carla**

Absent: **Andrea** Eckleman, **Anna** Nix, Lonnie Layton

Critters Planning

Park is confirmed by **Pamela** for 10/27/24

1. Invite the Greater Birmingham humane society – **Courtney**. **Courtney** and **Anna** will coordinate to bring a Humane Society to the event to accept the collected donations.
2. 2 by 2 - **Courtney**
3. Vendors – **Clifford** will reach out to Carl, the Balloon guy and Dr. Bob's reptile show. **Chris** will reach out to food vendors.
4. MJCC – **Pamela**

5. Tennis Balls – **Chris** will contact coaching staff at UM to ask about tennis balls
6. Games/contests/Activities – **Clifford** and **Courtney**
 - a. Proposed games include ‘Guess the number of dog treats’ in each bucket. We can announce winners at 2:00, 3:00 and 4:00.
 - b. Ugliest Pet Contest. Who would predict the Winner? People’s choice? Online voting? Pets could register the day of and wear a number. Prize? Photo Op.
 - c. Pup-or-treating – Board, encourage the vendors and participants we invite to have treats and water bowls for the animals.
 - d. Face Painting by Upward Board? **Pamela** will reach out to Rebbie Jones.
 - e. Fun Walk / Run (**Clifford**)
 - e. Bubble blowing
 - f. Sidewalk Chalk – Rebbie
7. Blessing of the Animals? **Courtney**
8. Signage – **Carla & Pamela**
8. FFA – Lonnie / **Carla** are neighbors with Scooter Stanno, the AG teacher at Montevallo High School. Lonnie agreed to reach out and invite FFA to participate.
9. **Courtney** will ask Jiji Davis about bringing animals; **Pamela** to check on having a horse there
11. Reserve park – **Pamela** Smith has reserved the park.
12. Holsombeck Pet supply drive – **Anna** has found the GBHS Wish list. She and **Courtney** will collaborate to bring them to the event. It was discussed to have a donation booth tent. Anyone who donates can have their name added to a drawing for a gift basket. **Anna** will coordinate the basket.
13. Photo Booth - Frank Smith?
14. Marketing/signage – **Pamela** will draft a write up for social media, Chamber Chatter, and ValloVoice. Include vendors, contests, children’s activities, donations, Shelby County Reporter
15. Rusty MC – **Anna** Confirmed that Rusty will MC the event.
16. Mic/system – **Anna** will ask Steve Gilbert if he could provide music and MC equipment.
17. Sales Booth – **Anna / Andrea** Pet trinkets to sell at the event for the Parks Board fundraising.
18. Canopy, tables (6 last year) and extension cords: **Courtney** – 1 table; **Carla** – 1 table/1 canopy; **Clifford** – 1 table / 1 canopy; **Pamela** -2 canopies

19. Map out locations – will have signs

(Inspired from last year) Critters by the Creek Schedule proposed schedule:

12:30 – Board and vendors arrive to set up

1:00 – Event starts

2:00 – Guessing game winner announced

2:15 – Fun Walk

3:00 – Guessing game winner announced/ Blessing of the Animals

3:30 - Ugliest Dog winner announced

3:45 –Guessing game winner announced

4:00 – Event over

20. Trinkets & PupCups - Fundraising for Parks & Rec

21. Gift Cards – 1st & 2nd Place Ugliest Dog Winner

Check with **Andrea** about Hula Hoops

Chris to touch base with vet friend.

Pamela to reach out to Cooks Pest Control (Bug Display). Sarah Hogan for Popcorn Machine.

Welcome any ideas or suggestions

Next Mtg: Thursday, Sept 26 @ 5 pm at Montevallo Senior Center

Name	Suggested Assignments
Andrea	<ul style="list-style-type: none">- Sales Booth – Anna / Andrea Pet trinkets to sell at the event for the Parks Board fundraising- Check with Andrea about Hula Hoops

Anna	<ul style="list-style-type: none"> - coordinate to bring a Humane Society to the event to accept the collected donations. - Holsombeck Pet supply drive - Rusty MC – Anna Confirmed that Rusty will MC the event. - Mic/system – Anna will ask Steve Gilbert if he could provide music and MC equipment. - Sales Booth – Anna / Andrea Pet trinkets to sell at the event for the Parks Board fundraising.
Carla	<ul style="list-style-type: none"> - Signage – Carla & Pamela - FFA – Lonnie / Carla are neighbors with Scooter Stanno, the AG teacher at Montevallo High School. Lonnie agreed to reach out and invite FFA to participate. - Carla – 1 table/1 canopy
Chris	<ul style="list-style-type: none"> - Chris will reach out to food vendors. - Tennis Balls – Chris will contact coaching staff at UM to ask about tennis balls - Chris to touch base with vet friend
Clifford	<ul style="list-style-type: none"> - Games/contests/Activities - Vendors – Clifford will reach out to Carl, the Balloon guy and Dr. Bob's reptile show. - Fun Walk / Run - Clifford – 1 table / 1 canopy
Courtney	<ul style="list-style-type: none"> - Invite the Greater Birmingham humane society - coordinate to bring a Humane Society to the event to accept the collected donations. - Blessing of the Animals - Courtney will ask Jiji Davis about bringing animals - Courtney – 1 table - 2 by 2 - Games/contests/Activities

<p>Pamela</p>	<ul style="list-style-type: none"> - Face Painting by Upward Board? Pamela will reach out to Rebbie Jones. - Signage – Carla & Pamela - Park is confirmed by Pamela for 10/27/24 - MJCC - Pamela to check on having a horse there - Marketing/signage – Pamela will draft a write up for social media, Chamber Chatter, and ValloVoice. Include vendors, contests, children’s activities, donations, Shelby County Reporter - Pamela to reach out to Cooks Pest Control (Bug Display). Sarah Hogan for Popcorn Machine.
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