



TOWN OF DUMFRIES
PARKS AND RECREATION COMMISSION

PARKS AND RECREATION TOWN OF DUMFRIES

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Parks and Recreation Commission Agenda
Dumfries Town Hall—Council Chambers
May 20, 2015 – 6:00 P.M.

- I. Roll Call of Attendees - **Peete, Fuller, Wood, Gandy, Critchley (Town Manager and Assistant)**
- II. Adoption of Agenda **Motion by Fuller 2nd Peete Passes 5-0**
 - A. Added Town Manger Event Checklist
 - B. Added Communications
 - C. Removed Battle of Bands May 31, 2015
- III. Approval Minutes (April 15, 2015) **Motion Peete 2nd Critchley Passes 5-0**
- IV. P&R Commission 2015 Events Update
 - A. Checklist Presentation- Town Manager
 - B. Concert #4 - June 28 3p-6p @ Garrison Park
 - i. Band Selections – PWC Orchestra and Funk Crush
 - 1. Motion Peete 2nd Critchley Passes 5-0**
 - a. Contract responsibility -Fuller
 - b. Flyer design by Community OWL responsibility- Fuller
 - c. Printing 5000 flyers budget \$300 – Fuller
 - d. Children’s entertainment and face painting - Fuller
 - e. Vendor Licenses – Food, Non Profits, and Others
 - i. Application needs to be updated
- V. P&R Commission 2016 Summer Events Update
 - A. Concert #1 July 26 3p-6p @ Garrison Park
 - B. Concert #2 Aug. 23 3p-6p @ Garrison Park
- VI. P&R Commission Training Update
 - A. Purchase order to be submitted by Fuller 1st week of June. Training will take place at June commission meeting
- VII. Comments – Communications - The Checklist will help
 - A. Lessons Learned
 - i. 3 on 3 Basketball tournament
 1. Learned how to communicate
 2. Created a checklist
 3. Volunteers

4. Registration Forms needed 8 teams

- B. Vacancies
Check on terms
Document excused absences
- C. Email Responses please change the subject
- D. Volunteer pool is available but need to specify what they are needed to do
- E. What angles will we use for distribution of flyers?
- F. Blackboard messages – 45 days, 30 days, and 15 days
- G. Check on banners at the Park

VIII. Next Meeting May 20, 2015 at 6 PM
6pm – 8pm Training
5pm regular meeting

IX. Adjournment **Motion Peete 2nd Critchley Passes 5-0**