



**Town of Wake Forest  
Parks and Recreation Department  
Recreation Advisory Board  
Meeting Minutes / April 22, 2013**

**Members Present:** Jim Thompson-Chair, Shinica Thomas-V. Chair, David Jerose, Jeff Sank, Sandy Thomason, Tommy Lynch, Jeremy Farnham, Pete Schmutz, Alicia Knowles, **Members Absent:** Commissioner Margaret Stinnett; **Staff Present:** Ruben Wall-Director, Cindy Ferguson, Recreation Programs Coordinator, Candace Davis, Senior Planner

**Call to Order:** The meeting was called to order at 6:35pm by Chair Jim Thompson

**Approval of Minutes:** - A motion to approve the March 25, 2013 minutes was made by Sandy Thomason and seconded Jeff Sank. The minutes were approved without corrections.

**Items for Agenda from Board Members:** Candace Davis, Senior Planner was introduced to the group.

**Director's Report:** Department Updates

- Volleyball Program – 43 participants as of April 22<sup>nd</sup>. Registration ends April 30<sup>th</sup>
- Six Sundays in Spring Concert Series will begin on Sunday, April 28
- Tree Stewards Program – April 27<sup>th</sup> program is full with 25 participant's
- The Urban Forestry Division hosted the Carolina Canopy workshop on April 18<sup>th</sup>. Tree worker safety was the main topic of the workshop. Approximately 50 tree care professionals in attendance from departments statewide.
- The Wake Forest Parks and Recreation Department recently received a \$15,000 grant through the Coca-Cola Company's "Sprite Spark Parks Promotion" and Lowes Foods, its North Carolina partner. The funds will be used to refurbish the basketball courts at Tyler Run, Ailey Young and Holding Park.
- PARTF Funding Meeting will be held on Friday, May 10th
- Ruben will be representing the Town at the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) Convention to be held in Charlotte April 23-27.
- Ruben has been approached by the YMCA about the possibility of sitting on their advocacy board.

**Staff – Cindy Ferguson, Recreation Programs Coordinator:** Report below (page 4)

**Chair Report:** None

**Old Business/Unfinished Business:**

- Wake Forest Unplugged 2013 (Planning) – Joyner Park has been reserved. The event will be held from 2pm-5pm. on Sept. 15<sup>th</sup>. Tommy will contact David Bassett. He has also agreed to lead the fitness station. It was also suggested to invite Evan Keto, Urban Forester to lead a Scavenger Hunt. The board would also like to get a list of possible vendors to invite. (see attachment).

**New Business**

- PARTF – Funding Concerns: Ruben shared with the board the concerns related to the Governor’s proposed budget to reduce and possibly eliminate the PARTF Grant. The board will create and send a letter to representatives requesting that the funding stay at the current level.

- **Candace Davis, Senior Planner (Report):**

**Smith & Sanford Creek Greenway & Sidewalk Improvements Project**

The Town of Wake Forest will extend the Smith and Sanford Creek Greenways and provide sidewalks along Heritage Lake Road to support bicycle and pedestrian travel between residential, employment, commercial, and institutional centers. The proposed new 2.5-mile section of greenway would extend the existing 10-foot paved path approximately 3,300 feet south (from the existing Smith Creek Greenway terminus) to the confluence of Smith Creek and Sanford Creek and 9,200 feet west along Sanford Creek (to the existing Sanford Creek Greenway terminus). Sidewalk construction along Heritage Lake Road is proposed for approximately 1.25 miles (from Heritage Links Drive to just north of the Smith Creek Soccer Center) to complete the connections to major portions of Heritage

**Phases I-IV and Heritage North.**

We are conducting stakeholder meetings with land owners and community partners to discuss the preferred alignments for this project. This is also an opportunity for citizens to suggest alternatives and provide input regarding ideas for the corridor. At this meeting, the project team will share 30% Design Plans (also shown at the April 22<sup>nd</sup> RAB mtg.) and receive comments from citizens regarding the project. The meeting will be held at Town Hall on Monday, May 13<sup>th</sup> from 1pm – 2pm, Ground Floor Conference Room 015. In addition to the stakeholder meetings we will have a project booth at Meet in the Street, Saturday

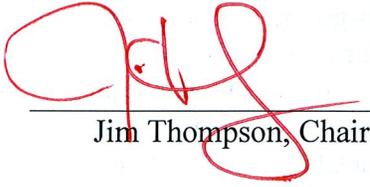
May 4<sup>th</sup> from 10am -4pm and hold a Citizen Informational Workshop on Thursday, May 30<sup>th</sup> from 6pm-8pm, location TBD.

**Open Discussion**

- The board requested a copy of the layout of Joyner Park for the Unplugged Event

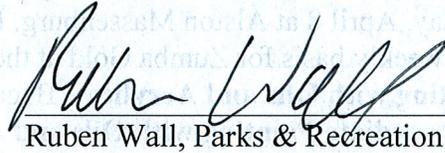
**Meeting Adjournment:** Motion to adjourn was made by Sandy and seconded by Jeff.

Meeting adjourned at 7:55pm. **Next meeting: May 28<sup>th</sup>** – at Flaherty Community Center at 6:30pm



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Jim Thompson, Chair



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Ruben Wall, Parks & Recreation Director

**Parks and Recreation – Cindy Ferguson (Program Division Monthly Report - April 2013)**

**Youth: Toddler Art** – The spring session of Toddler Art began on Monday, April 8 with 4 students registered. **Preschool Art** – The spring session of Preschool art began on Monday, April 8 with 7 students registered. **Art for Homeschoolers** – began on Monday, April 8 with 10 students registered. We were full with registration. **Kids Art** – began on Monday April 8 with 6 students registered. **Intermediate Guitar** – began on Saturday, April 6 with 3 students registered. **Youth Golf** – The spring session of youth golf began on Monday, April 15 with 6 students registered. **Youth Drawing and Open Studio** – The spring session began on Tuesday, April 16 with 8 students registered. **Monthly Total:** 47 participants **Adults: Self Defense Workshop** – Cancelled due to low registration. **Zumba Fitness/Zumba Gold** – began on Monday, April 8 at Alston Massenburg. Registration is on-going. We are averaging 5 students on a weekly basis for Zumba Gold at the Wake Forest Community House. **Beginner Painting with Oils and Acrylics** – Began on Tuesday, April 16 with 8 students registered. **Intermediate Painting with Oils and Acrylics** – Began on Wednesday, April 17 with 10 students registered. **Advanced Oil painting** – Began on Tuesday, April 16 with 9 students registered. **Gentle Yoga** – Began on Wednesday, April 17 with 5 students registered. **Monthly Total:** 37 participants

**Miscellaneous: Day Park Summer Camp** – registration began on Monday, March 11 for the new full day summer camp offered at the Wake Forest Community House. Registration was extended until Friday April 19. Revenue generated thus far is \$10,400. We are averaging 11 campers per week. The camp will be offered June 17- Aug 16 from 9:00am-5:30pm with early drop off at 7:30am and late pick up at 6pm. **DayPark Summer Camp Positions** - Job descriptions for Camp Coordinator and Lead Counselors (2 positions) have been submitted to HR Department for advertisement. Applications will be accepted April 15-April 30. **Flaherty Summer Camp Specialist Position** – Job description was submitted to the HR Department for advertisement. Applications will be accepted through Friday, April 26. **Flaherty Park Summer Camp Registration** – registration began on Monday, April 1 for all half-day camps held at Flaherty park Community Center. Over \$10,000 has been generated thus far in revenue. We are currently offering 36 individual weekly camps at Flaherty Park Community Center. **Summer Camp Training Manual** – Currently, working on staff Training Manual for the new Summer DayPark program. **Performance Review** – Staff performance reviews have been conducted. **Volleyball Net** – New volleyball nets have been ordered. First set shipped were too short. We have reordered and hope to have new nets in by the end of this week. **WFArts** – Attended the monthly board meeting for WF Arts. The Six Sundays in Spring Concert Series will begin on Sunday, April 28 at E. Carroll Joyner Park. **Leadership Conference** - Attended the 2013 Leadership Conference for Women in Cary, NC. April 18 & 19. **Fall RecConnect** Currently planning the upcoming Fall RecConnect Brochure. All information is due from instructors and staff by May 1<sup>st</sup>. **CPR Certification** – attended First Aid and CPR training to renew certification.