



**Town of Wake Forest
Parks and Recreation Department
Recreation Advisory Board
Meeting Minutes / February 25, 2013**

Members Present: Sandy Thomason-Chair, Jim Thompson-V. Chair, David Jerose, Jeff Sank, Alicia Knowles, Tommy Lynch, Pete Schmutz, Shinica Thomas, Commissioner Margaret Stinnett; **Members Absent:** Jeremy Farnham, **Staff Present:** Ruben Wall-Director, Jimmy Thrift, Park Maintenance Superintendent

Call to Order: The meeting was called to order at 6:30pm by Sandy Thomason

Approval of Minutes: - A motion to approve the January 28, 2013 minutes was made by Pete Schmutz and seconded Jim Thompson. The minutes were approved without corrections.

Items for Agenda from Board Members: There were no items added to the agenda for discussion

Director's Report:

- Ruben will be out of the office on Thursday & Friday assisting Burlington with their Assessment Center for the Police Chief vacancy
- Urban Forest Management Plan – Evan is working with Bill to put the plan online
- RecDesk – Has confirmed that they now have the capabilities to put our facility reservation on-line
- Six Sunday's will start April 28th through June 2nd
- Egg Hunt & Arbor Day Celebration March 16th Ages 12 & younger. Free. 10:00 am ages 3 & younger; 11:00 am ages 4-6; 1:00 pm ages 7-9; 2:00 pm ages 10-12
- Magic of Africa Rhythm performed on Feb. 21st @ 2:20pm at Community House. We had 200 children/adults
- Doug Berky will be performed at Heritage Elementary School on Friday at 8:30am & 9:30 a.m. This is intricately woven fabric of several art forms. Using physical comedy, the disguise of the mask, the illusion of mime, and the dynamics of story, to bring laughter and compassion to performances that transcend age, race and culture.

Jimmy Thrift, Park Superintendent - Updates

- Holding Park – We are currently in the process of replacing the old basket ball court and having a new one installed.
- Smith Creek Soccer Center – We are in the process of installing irrigation and sod on Field one. Surveys are being conducted and the required paperwork is being prepared to be sent to the state for permits.

- Holding Pool – We are hoping to start the replacement of the old chain link fence and the installation of the new one as part of the beautification project for this area.
- The Parks and Recreation Maintenance Department has recently received the four passenger John Deere Gator that was requested in the CIP

Chair Report: None

Old Business/Unfinished Business:

- Update - PARTF Grant Funding / Sprayground at Taylor Street Park – We should have an updated by the first of March

New Business

- Nominating Committee / New Officers – Candidates were nominated and a vote was held. Jim Thompson is the new Chair and Shinica Thomas is the Vice Chair starting March 25th.
- New Board Members Training/Orientation – Was held at 5:30pm prior to the meeting. The following items were reviewed and discussed: Orientation Manual, Town Board Ordinance, Member Contact Information and the Department Master Plan
The following resources were also shared with the new members:
National Parks and Recreation Association (NRPA) - <http://www.nrpa.org/>
North Carolina Parks and Recreation Association (NCRPA) <http://www.ncrpa.net/index.cfm>
Recreation Resources (CBM Forum) - <http://cnr.ncsu.edu/rrs/>
- Board Project 2013 – A motion was made Jim and seconded by Jeff to host a community wide health and fitness event/day at the September 15th concert at Joyner Park, it passed unanimously.

Meeting Adjournment: Motion to adjourn was made by Shinica and seconded by Jim. Meeting adjourned at 7:35pm. **Next meeting:** March 25th – at Flaherty Community Center at 6:30pm


Sandy Thomason, Chair


Ruben Wall, Parks & Recreation Director