

Town of Burgaw Parks & Recreation Advisory Board

November 9, 2020 at 5:30pm

Burgaw Train Depot Banquet Room

MEETING MINUTES

Parks & Recreation Director, Cody Suggs

Olivia Dawson, Chair; Jennifer Matthews, Vice-Chair; Daniel Price, Secretary

Attendance: Jen Buttery, Olivia Dawson, Riley Jordan, Jennifer Matthews, Daniel Price, Cameron Shepard (joined by phone), Cody Suggs

Absent: Trisha Newton

Meeting called to order at 5:41pm

Approval of Minutes

- The group reviewed the minutes from the September 14 meeting. Jen Buttery made the motion to accept the minutes and Jennifer Matthews seconded the motion. The group unanimously voted to approve the minutes.

Discussion Items

- The group discussed setting meeting dates for the remainder of the fiscal year. It was decided to meet on the second Monday of every other month. Meeting dates are January 11, March 8, and May 10 at 5:30pm. Positions will be voted on at the May meeting and will take effect July 1.
- Programs and Events
 - Halloween Drive Thru event went well and had a good turnout. Gave out 2 Walmart gift cards and 200 bags of candy. Estimate 75+ cars came through.
 - Tourism Board met and will have a Holiday Market at the Train Depot on December 12 from 9am-1pm. Cancelled Santa's Workshop but will have a Santa there for kids to visit with.
 - Christmas Parade will be on December 12 from 3:30-5pm. Will be a stationary parade where people drive through and see the floats. Will take place on Dickerson Street.
 - Burgaw's Brightest Christmas Light Contest will take place again this year. December 12 is the deadline to register.
 - Drive in Movie will take place December 11 at 5:30pm at Pender Memorial Park. The movie will be The Grinch. Movie will start around 6:15pm.
 - Blueberry Drop will be prerecorded and virtual on Facebook, YouTube, etc. 1-hour long video that will be filmed on November 21. Video will show shots around town, holiday decorations, and a band performing. Will do giveaways.
 - Tree Lighting will be a drive in event on November, 27 at 6:00pm. Will be transmitted over the radio so people can stay in their car. Will have 2 choirs performing. Will need volunteers to help park cars and assist with crowd control.
- Parks and Facilities
 - Have done a few park renovations- reseeding, pressure washing, new benches at Rotary, cleaning, etc.
 - Projected \$10,000 in rental fees for Train Depot, have made \$180 so far due to COVID. Projected \$5,000 in rental fees for the Community House, but is -\$1,030. Kitchen has been doing really well. Kitchen has brought in \$2,552 so far and is projected to exceed total revenue this month. Park rentals seem to be on track. Total of \$19,000 in revenue was projected but currently brought in \$1,892. However, it is expected to exceed total projected revenue due to filming a TV show in Burgaw that will begin in late November and continue for a few months. Just for the month of November they are projected to pay \$10-11,000 in facility rentals. Including other fees, they will spend around \$45,000 directly to the Town of Burgaw. Sales tax is also up this year.
 - Adopt a Park is going well. Not as much going on in the Winter, mostly trash clean ups. Expect to pick up in the Spring/Summer.
 - UNCW intern will start third week of January.
 - Looking to also bring on a part-time employee to assist in the office, facility rentals, and other needs. Will also assist with the TDA board. Hope to have a full-time employee down the road.
 - Discussion was held about the yoga classes and the instructor set up. Looking to cut the classes down to 1-2 classes per week. These classes are free but there hasn't been much demand. Might have the new part-time employee and intern assist with this. Trying to have the P&R Department have more of a say in the scheduling and oversight of the program. These positions are supposed to be Rec Leader, not Yoga Instructor and would like the position to be more diverse in the responsibilities and program offerings.
 - The CIP survey and planning will be moved to the January meeting to go more in depth.

Upcoming Events

- Tree Lighting November 27 at 6pm
- Drive In Christmas Movie December 11 at 5:30pm
- Holiday Market December 12 from 9am-1pm
- Christmas Parade December 12 from 3:30-5pm

Next Meeting

- Monday, January 11 at 5:30pm at the Burgaw Train Depot.

Jennifer Matthews made a motion to adjourn the meeting, Daniel Price seconded.

Meeting adjourned at 6:40pm