



**Town of Burgaw Parks & Recreation Advisory Board
January 11th 2021 at 5:30pm
Burgaw Train Depot Banquet Room**

MEETING MINUTES

Parks & Recreation Director, Cody Suggs
Olivia Dawson, Chair; Jennifer Matthews, Vice-Chair

Attendance: Jen Buttery, Olivia Dawson, Trisha Newton, Daniel Price, Cameron Shepard, Cody Suggs, Riley Jordan

Absent: Jennifer Matthews

Meeting called to order at 5:33pm

Approval of Minutes

- The group reviewed the minutes from the November 9th meeting. Jen Buttery made the motion to accept the minutes and Cameron Shepard seconded the motion. The group unanimously voted to approve the minutes.

Discussion Items

- Staff/ Board Update
 - Riley Jordan is now a part-time Recreation Leader and will be taking minutes and preparing agendas for meetings going forward.
 - One vacancy on Advisory Board that will be filled on January 12th by the Board of Commissioners. There are 7 applicants for the open board member position.
 - Advisory Board will only have a Chair/ Vice Chair Position that will be voted upon yearly since Riley will be taking over the minutes/agendas from Daniel Price.
 - Jayna Donaldson will be starting next week. She is an intern from UNCW that will be working with Cody for 12 weeks. She will be planning an event as part of her school requirement during her time here.
- Programs and Events
 - Tree Lighting was a successful drive in / livestream event. Not as many people were in attendance due to COVID but still had a great turnout with good feedback.
 - Blueberry Drop was filmed in November but aired on December 31st. Facebook reached 10,500 people with 5,500 views, 1,400 people reached through YouTube and 600 people registered online for the giveaways. Burgaw was one of the few places to be doing something for New Year's Eve and got lots of positive reviews. The Blueberry Drop was mentioned a few times by different news outlets such as WWAY, USA Today and more. This event is being recognized as Virtual Event of Year by Pender County.
- Parks and Facilities
 - Pocket Park near the Post Office will have new landscape planted this week.
 - Incubator Kitchen will be closed through this Friday for annual cleaning.
 - Community House has had rentals for things like baby showers, birthdays, etc. The Train Depot has not been as busy with rentals but hoping to pick up in late 2021- 2022 depending on covid restrictions.
 - EMS Building had adjustments to drawings such as office swaps/window placements/ etc. Bids went out on January 11th and pricing typically takes one month then the Board of Commissioners will pick bids to move forward with.
 - Possible lease of CFCC property next to Rotary Park. Cody is trying to meet with Board of Trustees for school to see what they are planning. The President of CFCC says the school has no plans for the land in the next 2-5 years but is

interested in talking with Cody more about possible uses of the land for recreation facilities. The land is under 1 acre but there would be no cost to the school, the town will maintain and school will be open to use it between 8-3

- Capital Improvements / Survey
 - Our board discussed different capital improvement options for survey. Decided the survey needed to have a few options as well as collect zip codes and other data to help our board see if our residents have to leave town for recreation activities / how many visitors would travel to Burgaw's recreation activities/ frequency of current recreation usage by residents.
 - Data collected will be used to plan future public meetings to discuss possibilities and funding sources.
 - Decided on: Splash Pad, Dog Park, Multipurpose Courts, Skate park and Outdoor Fitness Area.
 - The survey will run through the beginning of March. The results will be discussed with our advisory board during March meeting to discuss next steps.
 - Lights on the Trail is something advisory board will work on, not a capital improvement project.

Upcoming Events

- Disney Trivia is scheduled for January 23rd but may be rescheduled if not enough registrations.
- Pet Photo Contest will be going on until February 5th. Residents can upload a photo of their pets to enter to win gift cards/ pet gift basket for the categories: Best of Show, Most Unique and Most Creative.
- Letters of Love program will run through the month of February. This is a program where people can write encouraging, positive letters to drop in the mailbox at town hall by February 26th. Letters will be collected all month before dropping letters off to The Laurels of Pender, Ashe Gardens Memory Care and Pender Memorial Hospital.

Next Meeting

- Monday, March 8th at 5:30pm at the Burgaw Train Depot.

Daniel Price made a motion to adjourn the meeting, Trisha Newton seconded the motion and carried by unanimous vote.

Meeting adjourned at 7:02pm.