

**TOWN OF BURGAW PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING**

DATE: March 13, 2023
TIME: 5:30 PM
PLACE: Historic Burgaw Train Depot, 102 East Wilmington Street
MEMBERS PRESENT: Daniel Price, Emmaline Kozak, Jason Faircloth
Jennifer Matthews, Trisha Newton
TOWN STAFF PRESENT: Cody Suggs, Parks and Recreation Director
Jayna Augst, Recreation Coordinator
PUBLIC PRESENT: None

Call to Order

Mr. Price called the meeting to order at 5:34 pm.

Mr. Faircloth led the invocation.

Approval of Agenda

Ms. Kozak made a motion to approve the agenda. Ms. Newton seconded the motion. Motion carried.

Approval of Minutes from November 14, 2022

Ms. Matthews made a motion to approve the minutes from the November 14, 2022 regular meeting. Ms. Newton seconded the motion. Motion carried.

Public Input

None.

Departmental Updates

Mr. Suggs asked the board if they would like to change the day and time of regular board meetings. The board agreed that the current schedule, second Monday of every other month at 5:30 pm, works best.

Tourism Development Authority Update

Ms. Augst updated the board on current Tourism Development Authority activities. The TDA will be renting a dunk tank during the Blueberry Festival to raise money for an undecided project or cause. They sponsored an advertisement in the Pender County Visitor Guide for 2023. The TDA is planning quarterly evening markets on May 19th, August 11th, and November 17th, 5:00-9:00 pm at the train depot. They are also ordering signs, banners, and tote bags for these markets.

Recreation Coordinator Updates

Ms. Augst passed the Certified Parks and Recreation Professional exam in November. Mr. Suggs invited the board to attend the North Carolina Parks and Recreation Association Conference this year in Wilmington.

Ms. Augst told the board about the upcoming Coffee and Conversation meeting, hosted by the beautification committee, on April 12th. This is a meeting for chairs of committees, boards, and local organization to come together to let everyone know what events they have going on.

Senior Programs

Ms. Augst updated the board about senior programs. The next two Lunch and Learn events will be on March 15th and April 19th. Coffee and games is continuing every Friday at the community house from 10:00 am to 12:00 pm. Senior Bingo will be on March 23rd, the Easter Brunch and Paint will be on April 4th, and Senior Art Night will be on April 20th.

Mr. Suggs and Ms. Augst explained that the department will be offering more adult programs, rather than senior

programs, since attendance at some senior programs is not very high, and younger adults in the community are looking for more things to do.

Fitness Programs

Ms. Augst updated the board on current fitness programs and gave them a schedule of upcoming classes through April.

Family Programs

Mr. Suggs updated the board on past family programs. The Christmas Tree Lighting was held on Saturday, November 26th. Christmas on the Square on December 3rd hosted around 60 vendors and had a good turnout. Ms. Augst ran Christmas Bingo on December 9^h with a sold out crowd. The New Year's Eve Blueberry Drop was cancelled due to chance of inclement weather and lightning. Family Bingo Night on January 27th was also a sold out crowd. The Mother-Son and Daddy-Daughter Dances this year were very well attended with a sold out crowd. Both events went very well.

Mr. Suggs updated the board on upcoming events. The annual Arbor Day Ceremony will be this Friday, March 17th, at 10:00 am at C. F. Pope Elementary School. The tree giveaway is open to Town residents only and will occur on March 17th on Courthouse Square, 3:00-6:00 pm. This year's Easter Egg Scramble will be held at Pender Memorial Park on March 26th in partnership with Pender County Parks and Recreation. The first Movie in the Park of the year will be on April 14th and will feature Disney's new Aladdin movie. The department's next Family Bingo Night will be on April 27th at 6:00 pm at the train depot.

Parks and Facilities Update

Mr. Suggs updated the board on current repairs and improvements to parks and facilities. Repairs to the lower half of the depot are in progress. Mr. Suggs is working with the Town Manager to get encroachment agreements with NCDOT and NCDOTR for the West Side Trail project. The bid process for this project should begin in the next couple of months.

Budget Items

Mr. Suggs asked the board how they would like to spend their \$500 allotted funds that remain for this current fiscal year. Ms. Matthews made a motion to spend \$500 on up to 1000 fans to give away at summer concerts. Ms. Kozak seconded the motion. Motion carried. The board would like to display the concert schedule and lineup on the fans.

Mr. Suggs presented the department's proposed budget to the board.

Other Items

There was long discussion about establishing a non-profit for the department in order to host fundraising events and receive donations and grants that are specified for non-profits.

Adjournment

Ms. Matthews made a motion to adjourn. Ms. Newton seconded the motion. Motion carried.

Meeting adjourned at 7:08 pm.

Attest: _____

Jayna Augst-Recreation Coordinator

Jennifer Buttery-Chairperson