

**Westside Community Center Working Committee Meeting
Meeting Minutes
Thursday, February 16, 2023**

Members Present: Becky Fredell, Robin Hinsdale, Christine Jelinek, Liz Lopez Vaughan, Judy McKay-Harbert, Kathy Perry, Barry Spaeth, Mary Tauras, Justin Trudeau

Parks Board Liaisons Present: Greg Thornton

Staff Present: Mark Snow, Jamie Bequette, Felicia Barnhart, Anna White, Kim King, Stephanie Adams, Sara Arfmann

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Committee Chair Justin Trudeau brought the meeting to order at 2:05 p.m.

Agenda Preview

Committee Chair Justin Trudeau gave a preview of the agenda for the meeting.

Announcements

Mark Snow, Community Recreation Manager, had no announcements from staff at this time.

Citizen Discussion

Richard Mee, citizen, approached the Committee and staff with some frustration and concerns. First, Mr. Mee was concerned why AARP has been able to utilize the East Cottages for tax services, without Committee oversight. Mark Snow responded by apologizing for responding to an email from Mr. Mee about this usage. Mark explained that there had been community interest in this service as early as summer of 2022, so staff made the decision to proceed in scheduling this service, due to the interest from the community, the time constraints of the service, and the proposal process not being live yet. Mark added that there is no lease or rental agreement, and no long-term agreement for this service. In the future, this service will go through the proposal process. Next, Mr. Mee expressed frustration that emails sent to the inbox of the Committee, were not reaching Committee members. Anna White, Staff Assistant, apologized for this, stating there was a miscommunication between staff on responding and forwarding that will be corrected moving forward. A suggestion was made to copy the original sender on the blind-copied email to the Committee so the sender knows it was forwarded.

Approval of Minutes – January 19, 2023 meeting minutes.

Motion – To approve the January 19, 2023 meeting minutes.

1st – Justin Trudeau, 2nd – Greg Thornton, Approved, Unanimously.

Action Items

There were no action items on this agenda.

Presentation Items

There were no presentation items on this agenda.

Staff Updates

Programming Update

Jamie Bequette, Program Administrator, updated the Committee on January program attendance. Committee members asked if the attendance could be broken down into demographics, such as age range. Jamie responded that she would work on this.

Staffing Updates

Mark Snow, Community Recreation Manager, updated the Committee on current staffing for the Center. Staff recognizes that there is a desire from the community for extended hours, to include evening operations. Mark explained that while we currently have staffing restraints, the hope for the future of the Center is to have revolving on-call staff that work between the Community Centers that could choose to pick up hours to accommodate programming in the evenings. Multiple Committee members expressed some unease about this, stating that they want to see a clear path forward for staffing, and suggested advertising for volunteers in the meantime. Mark said that he will continue to update the Committee on staffing. Committee Vice Chair Liz Lopez Vaughan stated that she could help with the recruitment of interns as an option, as well.

Update on Proposal Forms

Mark Snow, Community Recreation Manager, informed the Committee that proposal forms are now complete and live. Not only will the forms be available on the internet, they will be available to fill out at the Center as well. Mark thanked everyone for their patience as these forms were reviewed, and is looking forward to evaluating proposals with the Committee next meeting.

Westside Community Center Facility Updates

Jamie Bequette, Program Administrator, informed the Committee of the following facility updates:

- The Food to Power program will be continuing at the Center.
- Staff is working with the Office of Innovation on the community garden.
- The Council of Neighborhoods and Organizations (CONO) is losing their office and storage space due to the construction at the Senior Center. While the Senior Center is under construction, their barricades will be stored at the Westside Community Center. For events, staff will be able to use these barricades if needed.
- A need for more accessible parking has been identified and is now on the construction project list.

Committee Business

Community Meet and Greet

Last meeting, Committee members discussed having a separate, informal meeting or forum so that community members can meet them and become familiar with the Committee members. February 28th was discussed and agreed upon as the date. To avoid conflicts of the Open Meetings Law, Committee members will be seated in pairs in different stations around the Center. Committee members are encouraged to take notes on discussions they have with citizens so they can report back at the March meeting. This meet and greet will take place from 5 p.m. to 7 p.m., and Mark will provide any additional information.

Motion to adjourn

Motion – Move to adjourn the Westside Community Center Working Committee meeting at 4:01 p.m.

1st- Justin Trudeau, 2nd – Robin Hinsdale, Approved, Unanimously.