

**Westside Community Center Working Committee Meeting
Meeting Minutes
Thursday, October 19, 2023**

Members Present: Justin Trudeau, Liz Lopez Vaughan, Tena Jelinek , Kathy Perry, Susan Baldwin, Nancy Bernard, Ann Petit

Members Absent: Judy McKay-Harbert, Mary Taurus

Alternates Present: Sarah Grant

Parks Board Liaisons Present: Greg Thornton

Staff Present: Mark Snow, Jamie Bequette, Felicia Barnhart, Kim King, Anna White, Young Shin

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Committee Chair Justin Trudeau brought the meeting to order at 2:06 p.m.

Agenda Preview

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

Announcements

Mark Snow, Community Recreation Manager, welcomed new Committee member Ann Petit. Mark also thanked Councilmember Michelle Talarico for joining the meeting virtually.

Citizen Discussion

There was no citizen discussion at this time.

Approval of Minutes

September 21, 2023 meeting minutes.

Motion – To approve the September 21, 2023 meeting minutes.

1st – Liz Lopez Vaughan, 2nd – Tena Jelinek, Approved, Unanimously.

Committee Announcements

There were no Committee announcements at this time.

Action Items

Proposals for Leased Space

There were no proposals for leased space on this agenda.

Proposals for Programs/Services

There were no proposals for programs/services on this agenda.

Committee Business

West Fest Community Event and Meet and Greet

Committee Chair Justin Trudeau and the rest of the Committee discussed the West Fest Community Event and Meet and Greet. Below are some takeaways from the discussion:

- Not a lot of people visited the Meet and Greet table, though this could have been due to the location of the table.
- There was a great turnout and variety of activities. An estimated 350 people attended the event. This is growth from the estimated 125 people who attended last year. Next year, goal attendance is 500 people.
- Much more of the traffic occurred outside rather than indoors, so there could be a better flow to have more participation indoors too.
- The musicians were great, and there is interest from other local bands on playing at the event next year.
- It would be a good idea to start outreach about the event a little earlier next year.
- After a very successful silent auction, \$100 was made when the Organization for Westside Neighbors (OWN), who usually just break even on the auction.
- OWN was able to collect some emails from participants, but not as many as they would have liked to. Potentially moving where their table was located for the next event would work better.
- Next year the event will take place on September 21st.

Communications Subcommittee

Committee member Tena Jelinek and Jamie Bequette, Program Administrator, provided the following updates about the Communications Subcommittee:

- They thanked everyone who volunteered to distribute doorhangers and said many new visitors to the Center mentioned receiving them.
- Jamie mentioned that the meeting time may change due to the changes in her schedule for expanded hours. At this time, it was suggested that the Subcommittee meeting be noticed at the City Clerk's Office so more members could participate. Anna White, Staff Assistant, said she could get the meeting notices posted.
- At their last meeting, the Subcommittee debriefed the West Fest event and outreach strategies for next year.

- The Subcommittee has concluded that word of mouth is still the best way to get more participation from the community.
- A suggestion was made to advertise programming in The Independent.

Community Garden Workday/Volunteer Workgroup

Committee Vice Chair Liz Lopez Vaughan thanked everyone who was able to join in the garden clean up on October 14th. A lot of progress was made, with most of the community garden being cleaned up. Liz is still interested in sponsoring beds next year for students or other groups who would be interested. Jamie Bequette suggested using the collected seeds from the seed harvest, and that the beds facing Bijou Street would be a great section to sponsor. A suggestion that OWN could also host a clean-up was made, and Committee Chair Justin Trudeau said he would be happy to look into that.

Westside Scarecrow Contest Update

Committee members Liz Lopez Vaughan, Tena Jelinek and Susan Baldwin worked together to create the scarecrow for the Committee, and it is in the hall for viewing. The contest goes through the end of the month and citizens can vote multiple times!

Expanded Hours and Activation/Assistance

Jamie Bequette, Program Administrator, detailed which programs will be taking place within the new extended hours, which are Monday and Friday from 9 a.m. to 3 p.m. and Tuesday, Wednesday and Thursday from 9 a.m. to 7 p.m.. These programs include Zumba and tutoring, among others. However, Jamie mentioned that participation has been slow, and Jamie would like to activate the Center even more. With this, Jamie said she would be open to suggestions on how to draw more attention to the Center and build participation, especially with the new expanded hours. Committee member Kathy Perry said programs that have an ability to cater to all ages would probably help with this, so participation grows among all age groups.

Staff Updates

Westside Community Center Facility Operations – Expanded Hours, WCC Biannual Report Update; Programs/Leases Update; GreenSheen Paint Collection Event; Other Updates

Jamie Bequette, Program Administrator, Felicia Barnhart, Park Operations Administrator, and Mark Snow, Community Recreation Manager, provided the following updates to the Committee:

- Jamie covered the expanded hours for the Center, and reminded the Committee that her schedule will adjust with the change in hours.
- Jamie would like to have the biannual report in December, and listed what is in it. This report will help identify needs moving forward.
- Leases for are in place for everyone but two tenants. These tenants have signed their leases but they are waiting to be executed. There is a physical therapy program looking into potentially leasing space.
- The GreenSheen paint collection event was a great success. Over 36,000 pounds of paint were collected, with 204 drop-offs taking place. An optional donation was presented for the Center during the collection event, which totaled \$1,211 to come back to the Center! Staff would like to have this event every other year, if possible.
- The doors on the East Cottages are being improved.
- Jamie reminded those who have not signed up through CERVIS to do so, so their volunteer time can be accurately tracked. These meetings are being tracked, but for other volunteer time, it needs to be reported in CERVIS or on the sheet at the front desk.
- There are a few upcoming holiday/maintenance closures for the Center. It will be closed on Thanksgiving and Black Friday, and from December 25 to January 5 for the holidays and to complete maintenance projects.
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Presentation Items

There were no presentation items on this agenda.

Motion to Adjourn

Motion – Move to adjourn the Westside Community Center Working Committee meeting at 3:31 p.m.

1st – Justin Trudeau, 2nd – Liz Lopez Vaughan, Approved, Unanimously.