



**Town of Wake Forest  
Parks and Recreation Department  
Recreation Advisory Board  
Meeting Minutes / August 27, 2012**

**Members Present:** Sandy Thomason-Chair, Jim Thompson-V. Chair, Doug Scott, Jeff Sank, Alicia Knowles, Shinica Thomas, David Jerose, LaCusia Green, Jeremy Farnham; **Members Absent:** Commissioner Margaret Stinnett; **Staff Present:** Ruben Wall-Director, Evan Keto, Urban Forester

**Call to order:** The meeting was called to order at 6:30pm by Sandy Thomason

**Approval of Minutes:** A motion to approve the July 23, 2012 minutes was made by Jim Thompson and seconded by Alicia Knowles. The minutes were approved without corrections.

**Items for Agenda:** CBM report/feedback from members. David toured park facilities in Greensboro and took pictures; members questioned how the topics were determined for the forum and suggested that NCRPA change the format to include 2 tracks. The Saturday sharing session was enjoyable.

**Director's Report**

- Staff Training – Conflict Resolution/Customer Service will be offered on Monday, Sept. 17th
- All summer camps and classes were completed on Friday August 17. We serviced 401 participants.
- On-Line Registration – for Flaherty programs began on Monday, August 6. To date, we have 24 on-line registrations. Fall walk-in registration will now be on site and not at Town Hall
- Movie Night on Aug. 18<sup>th</sup> was a big success, we had about 175 people in attendance
- Pool Attendance – This summer we served a total of 14,482 citizens at the pool
- CBM Forum - Five RAB members and the parks and recreation director attended
- Concert in the Park - August 5<sup>th</sup> (5pm-7pm) Sensory Expressions will be performed with steel drums.
- Hosted NCRPA Statewide Athletic Committee Summer Meeting (August 8).
- The Fall Reconnect brochure was delivered from Classic Graphics on July 27. Fall Registration began on August 6 for on-line registration and walk-in registration. The Department will be offering 121 educational programs in the fall of 2012. A 28% increase from the fall of 2011. Brochures were distributed locally to schools, library, chamber, and local businesses.
- Alston Massenburg grand re-opening is planned for Sept. 19<sup>th</sup> at 5:30pm

**Staff Report: Evan Keto, Urban Forester**

- Provided the board with copies tree owner's manual.
- Holding Park rain garden has been installed,
- Trees were installed at Smith Creek Soccer Center
- The Tree Inventory and Management Plan is currently being created
- The Town has received a \$6,000 grant to create a Volunteer Tree Nursery

**Chair Report:** None

**Old Business The board reviewed the** Vision and Values Statement. Jeff motioned to approve the statement and LaCusia seconded. It passed unanimously (see below)

- **Vision:** The vision of the Wake Forest Parks and Recreation Advisory Board is to articulate the identified needs of the community in an effort to advise the town's leadership in its endeavor to enhance the lives of its citizens.

**Values:** The Wake Forest Parks and Recreation Advisory Board values:

Facilitating Citizen Engagement

Healthy Living, Fitness and Safety

Cost Effective and Age Specific Programming

Universal Accessibility, Cultural Diversity and Resource Availability

Preserving Historical, Enhancing Cultural and Protecting Natural Resources

Open Dialogue within the Community

- **Master Plan:** Board members started reviewing the plan. It was tabled to allow more time. Members should continue to review and send suggestions to Ruben and come prepared to discuss further at the September meeting. See link to current plan below. [http://www.wakeforestnc.gov/client\\_resources/residents/parks/park\\_master\\_plan.pdf](http://www.wakeforestnc.gov/client_resources/residents/parks/park_master_plan.pdf)
- **Wake Forest Unplugged** – will be held on Sunday, Oct. 7<sup>th</sup> / 1:30pm-5:15pm at Joyner Park, the board reviewed the flyer from last year and made suggestions for this year. Suggestions were made to invite the Youth Advisory Board, Home Depot and Parks and Recreation current instructors. Shinica also suggested that we allow non-partisan voter registration. Ruben will make contact with the suggested groups/organizations listed. All other ideas can be sent to Alicia and Ruben.

**New Business:** None

**Meeting Adjournment:** Motion to adjourn was made by Shinica and seconded by Alicia. Meeting adjourned at 7:58pm. **Next meeting:** September 24<sup>th</sup> – 6:30pm

  
Sandy Thomason, Chair

  
Ruben Wall, Parks & Recreation Director