



**Town of Wake Forest
Parks and Recreation Department
Recreation Advisory Board
Meeting Minutes / January 28, 2013**

Members Present: Sandy Thomason-Chair, Jim Thompson-V. Chair, David Jerosé, Jeff Sank, Alicia Knowles, Jeremy Farnham, Tommy Lynch, Pete Schmutz, Commissioner Margaret Stinnett; **Members Absent:** Shinica Thomas, **Staff Present:** Ruben Wall-Director, Evan Keto, Urban Forester

Call to Order: The meeting was called to order at 6:32pm by Sandy Thomason

Approval of Minutes: - A motion to approve the November 26, 2012 minutes was made by Jeff Sank and seconded Alicia Knowles. The minutes were approved without corrections.

Items for Agenda from Board Members: New board members Pete Schmutz and Tommy Lynch introduced themselves to the board. David Jerosé updated the board of tennis related items. There are 15 USTA teams in the league, the tournament was rained out but rescheduled and played on January 20th.

Director's Report:

- PARTF Grant - Work continues as we prepare the grant application packet to be mailed prior to the January 31st deadline.
- Ruben represented the Town at the NC Parks and Recreation Directors Conference held in RTP on Jan. 23-25

CIP Updates

- The PRD is working with the IT and Police Dept. to have cameras installed at Joyner Park, our goal is to have these in place prior to the summer.
- We are also working with the Purchasing Depts. on the pool fence bid package
- Holding Park/Community House - The back stairs and locker rooms are currently being renovated
- The new RTV has been purchased and logos are being added. The park maintenance staff should start using this vehicle in the near future.
- The Urban Forester should also have his new truck in the near future

Evan Keto – Urban Forester Discussed Urban Forest Management Plan, Tree Stewards program, Arbor Day Celebration scheduled for March 16th at Joyner Park, educational events and his recent appointment to the NCUFC Board of Directors and the volunteer tree nursery is making progress.

Chair Report: None

Old Business/Unfinished Business:

- Update - PARTF Grant Funding / Sprayground at Taylor Street Park – Discussed in Directors Report

New Business

- Appoint Nominating Committee / New Officers – David, Jeremy and Alicia volunteered to be on the nomination committee for a new Chair and Vice Chair. They will meet prior to the February meeting to start the process. Members can send their nominees to one of them for consideration. The board will discuss and vote at the February meeting.
- New Board Members Training/Orientation – We will meet at 5:30pm on February 25th for new board member training/orientation. Sandy and Ruben will facilitate this process. The board member manual will be sent to all board members prior to the next meeting.
- Board Project 2013 - Ruben discussed the possibility of the board taking the lead on a community wide health and fitness event/day. A motion was made by Jeff and seconded by Jim to support this event. It passed unanimously. A tentative date was set for May 18th. This will be discussed in greater detail at the February meeting.

Meeting Adjournment: Motion to adjourn was made by Jeff and seconded by Jim. Meeting adjourned at 7:40pm. **Next meeting:** February 25th – New Member Orientation 5:30pm – 6:30pm / Regular meeting starts at 6:30pm


Sandy Thomason, Chair


Ruben Wall, Parks & Recreation Director