

TOWN OF RIVER BEND

Parks and Recreation Agenda

August 2, 2023, 7:00 PM,
Municipal Building 51 Shoreline Dr.

- a. Call to Order
 - b. Approve minutes from 7/12/23 meeting.
 - c. Vote one new board member in.
 - d. Approve minutes from 4/5/23, 5/17/23, 6/7/23, 6/14/23.
 - e. Discuss the meeting minutes policy.
 - i. *(A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes)*
 - f. Town P&R Email Account - Vote to change that Only Town Clerk, Chair and Secretary have access to the account. CCing and BCCing.
 - g. Formal vote to cancel The Blood Drive Event due to scheduling error.
 - h. Discussion regarding the importance of getting our events scheduled 30 Days in advance and making the town aware.
 - i. Discuss the importance of correctly reserving rooms and buildings with the Town Clerk.
 - j. Point Sheets from events should be provided to the Chair. To be added into the binder 30 days after the event. *(These sheets should include receipt images including itemized report of what was purchased with Town CC's., itemized list of what was used from P&R inventory (keeping this current) , the weather for the day, the date the flyers were released and placed on the town calendar, and attendance of the event).*
 - k. Contacting P&R volunteers on weekends and after 8pm.
 - l. Review the current budget and events calendar for the remainder of 2023.
 - m. National Night Out - October 3rd 5-7:30pm
 - n. River Bash
 - i. New Date? Or combine events? (trunk or treat)
 - ii. Reschedule Municipal Bldg. after new date - (Laurie)
 - iii. Lights (Krysten)
 - iv. Petting Zoo
 - v. Vendors and Food Trucks (Krysten)
 - vi. Bounce House - (The Boyd's)
 - vii. Hatchet Throwing - (Laurie-\$250 for two hours or Pay-to-play)
 - viii. Music - Jeff, DJ Delane (Kathy)
 - ix. Costume Contest - Prizes (Carolina Basket Case)
 - x. Pumpkin painting, Hayrides, other ideas?
 - o. Community Yard Sale - Date and times?
 - i. Flyer, map, etc. - Need someone to run Point
 - p. Thanksgiving Game Event- Date and ideas?
 - q. Tree Lighting - Date?
2. Town Survey - Krysten
 3. Public Comments
 4. Meeting adjourned @ _____