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|  | ***City of Boiling Spring Lakes*** 9 East Boiling Spring Road **Boiling Spring Lakes, NC 28461** |

**Parks and Recreation Advisory Board**

**Meeting Minutes**

**September 27, 2023**

**6:00 P.M.**

**City Hall**

Attendance: Claudia Duncan, Stephen Dunn, Joene Conley, Kathy Curtis, Ann Marie Charette, Staci Wood

Absent: Bob Smith

Director: Sara Goodwin

BOC Liaison: Tom Guzulaitis entered at 6:36pm

**I. Call to Order**

Chair Claudia Duncan called the monthly meeting of the Parks and Recreation Advisory Board to order at 6:02PM.

**II. Introductions – none**

**III. Approval of Agenda**

Kathy moved to approve the agenda; Ann Marie seconded. Vote 5-0

Stephen Dunn arrived at 6:06pm

**IV. Approval of Minutes**

Staci moved to approve the minutes of the last meeting; Kathy seconded. Vote 6-0

**V. Director’s Monthly Report -**

Included, and highlights vacancies, Fitness room attendance, as well as attendance in other programs, and revenue.

**VI.** **Committee Selection & Reports -**

Facilities – Stephen reported that Mirror Lake Park bench swing needs painting and repair. Schneider’s playground could use more mulch. NE Spring Lake Park has a picnic table with its attached piece of concrete that just showed up there. Muse Park has an issue with mulch being moved away from underneath a piece of apparatus, which leaves the anchors showing. He said that Public Works got it fixed right away.

BOC reminders – Stephen is October, Claudia is November, and Stacy is December.

**VII. Public Comments - none**

**VIII. Old Business**

1. **Friends of P&R 501c3 Update –** Claudia presented the proposed bylaws for it, and the Board discussed them. The next step is to go to an attorney.
2. **Clean Sweep –** rescheduled for October 28.
3. **Trunk or Treat –** will be Oct. 31, and currently we need another 4 cars to sign up.
4. **(1) AS position and (1) Senior Coordinator Position Open –** Sara is conducting interviews currently.
5. **BOC meeting for Oct. is Stephen D**

**IX. New Business –**

1. **Learning Garden –** Discussion on how to get it cleaned up, as those with beds are unable to do all the necessary work.
2. **Pancake Breakfast –** Is scheduled for Dec. 2, with presale of tickets to start in November.

**X. Next Meeting Agenda Items –**

Update on progress with 501c3.

**XI. Announcements –** none

**XII. Adjournment –** Stephen moved to adjourn the meeting, Kathy seconded. Vote 6-0

Time: 7:06 pm

Respectfully submitted,

Joene Conley

Secretary

Parks & Recreation Advisory Board