

KURE BEACH PARKS AND RECREATION ADVISORY BOARD
MEETING MINUTES
MARCH 11, 2014
KURE BEACH TOWN HALL

ATTENDEES: Joan Van Ham – Chair, Terri Chabot, Tony Gonsalves, Liz Houston, Sara Smith, Ken & Paula Withrow, Nancy Avery-Town Clerk, Bob Fitzsimons & Nikki Keely – Recreation Coordinators

ABSENT: Debbie Gonsalves – Vice Chair, Michael Jones, Beth Yaccarino

Meeting called to order by Joan Van Ham at 6:00 pm.

Message from Chairperson was presented by Joan. The highlights of which stress orderly meetings. Individuals are to raise their hands to be recognized by the chairperson, there is to be no shouting out, and when speaking before the group, it is to be done in a respectful tone and manner. If you want something amended or added to the agenda, the chairperson is to be contacted by the Thursday prior to the next meeting.

A motion was made to approve last month's Minutes. Sara wants clarification added that the location where Nancy offered to post local food menus was the new event board at OFP. With this amended, the February Minutes were adopted.

By motion made, seconded and carried the March Agenda was adopted.

Nancy Avery addressed the board on process and procedure (attach copy) and presented a YouTube video on The Jazz Funeral. Joan suggested having this farewell to summer as part of our Sept. 19 Dixieland Allstar concert event. Ken asked about costs. Joan responded that the only cost would be for a casket, which her friend will make. By motion made, seconded and carried this event was adopted.

OLD BUSINESS ITEMS:

1. Fall Event: Joan presented her & Debbie's ideas. Plans were discussed and the event was scaled back. Sara made a motion to take suggestions back to

Debbie, and table the discussion until next month's meeting which was seconded and carried.

2. Mission Statement: Nancy presented a handout that showed the current Parks & Recreation Advisory Board mission statement was approved by Council on February 15, 2011 and which also outlined the duties of our board. See copy attached – Attachment #2.
3. Name for Friday Concert Series: A vote was taken and the name "Friday Variety" was approved.
4. Update on Silver Coast Winery Bus Trip: Paula said only four tickets have been sold. The trip will be cancelled on March 20th if all the tickets are not sold.

NEW BUSINESS ITEMS:

1. 2015 Special Olympics Polar Plunge in Kure Beach Proposal: After much discussion, the P & R Board's recommendation to Council is to oppose the proposal.
2. 2014-15 Budget Requests & Proposed Events/Projects (other than current OFP programs):
 - a. Easter Egg Hunt - estimated cost \$1,000. Bob's suggestion to hold @Joe Eakes Park (JEP). Request was approved.
 - b. Field Day @ JEP – estimated cost \$1,000. Bob to bring back ideas. Request was approved.
 - c. Equipment Sign-Out & Open Rec Times. Bob to bring back ideas. Request was approved.
 - d. Fishing Lessons at Pier – Board is passing on this idea.
 - e. Community Center Classes - Board is passing on this idea.
 - f. Thanksgiving Covered Dish Dinner – After much discussion, this item is tabled to next meeting.
3. Other Suggestions:
 - a. Art in the Park – Ken's request for his 6/7/14 event was approved.
 - b. Game Night- Paula will discuss at the next meeting.

The next meeting is scheduled for Tuesday, April 8th at 6:00 pm. Motion to adjourn at 8:00 pm.

Respectfully submitted,
Liz Houston, Secretary



COMMITTEE/BOARD CHAIR PERSON RESPONSIBILITIES

All committees/boards of the Town must comply with NC State laws regarding open meetings. Responsibilities of chair persons/co chair persons are outlined here.

1. Council determines and authorizes regularly scheduled monthly meeting dates and times for committees/boards. Council also sets the number of members on a committee/board. Any change to either of these items must be reviewed and agreed upon by the committee members by vote and submitted to the Council for approval. An exception to this in emergency situations is outlined in item four below.
2. Committee/board meetings must be held in the Council room of the Town Hall facility unless otherwise arranged in advance with either the Town Clerk or Deputy Town Clerk.
3. No committee/board is to conduct a meeting that is not open to the public or in a place that is not open to the public or at a date or time not authorized by the Town Council or properly advertised by the Clerk/Deputy Clerk.
4. Chair persons have the authority to cancel/change a meeting date/time for a particular meeting if it appears there will not be a quorum, the chair or vice chair person will be unable to attend or for inclement weather. Notice must be given to the Town Clerk/Deputy Town Clerk as soon as possible for advertisement of cancellation/rescheduling of the meeting. (Emergency situation). Chair persons also have the authority to call a Special Meeting of the committee/board if an extra meeting is needed. Notification must be given to both committee/board members and the Town Clerk/Deputy Town Clerk 72 hours in advance to meet state meeting notification laws.
5. Committee/board meetings must have a quorum of the members present to hold a meeting. A quorum consists of one more than half of the committee membership. For example, a seven member committee needs four members present to have a quorum.
6. Committees/boards must elect, by majority vote, a chair person, vice or co chair person and a secretary. The chair person presides at all meetings and signs all documents (minutes) relative to action taken by the committee/board. A chair person may appoint sub committees or assign duties to members.

7. The chair person must provide the committee with an agenda that lists items of business for each meeting. The committee must vote to approve the agenda and they may vote to amend the agenda to either add or delete items.
8. Suggested agenda format is:
 - Call to order (chair person)
 - Approval of the minutes from the last meeting
 - Recognition of persons in attendance to address the committee (not committee members)
 - Approval of the agenda
 - Old Business items
 - New Business items
 - Adjournment
9. Committees/boards must vote on items before making recommendations to Council. A motion must be made and seconded. The chair person needs to ensure all members get to vote by asking for those for and against.
10. Committees/boards must approve their minutes from the last meeting by vote. Draft minutes should be provided to committee members as soon as possible after the meeting and before the next meeting to give members a chance to review. Clerical or grammatical errors may be changed by the secretary without committee approval. If a committee member wants to amend what was stated in the minutes or add/delete something to the minutes that member must make a motion that clearly states the proposed amendment and the exact change and wording to the minutes and then the committee must vote on whether to approve the minutes as amended.
11. The secretary is responsible for providing written minutes of the meeting to the Deputy Town Clerk. Minutes must show:
 - date and time of the meeting
 - time the meeting was called to order and by whom
 - names of members in attendance
 - names of members that are absence
 - a general description of discussion topics
 - the exact motion made, the name of the person making the motion, the name of the person that seconded it and whether it was approved or not. (For example, if three members voted in favor of the motion and two voted against, the minutes need to state that and the names of the members and which way they voted).
12. No committee/board has the authority to financially or legally obligate the Town without prior Council approval either through the establishment of a budget or a specific funding allocation. No committee/board member has the authority to sign a contract on behalf of the Town.

13. Committee/board chair persons should ensure meetings are managed so that Town business is conducted with proper decorum and with due regard to the greater good of the Town.
14. Chair persons are assigned a key to Town Hall for the purpose of unlocking the building for meetings and turning off the lights and locking the building at the end of the meeting. The assigned key will open the double doors to the Council Room and the front door and lobby door of Town Hall. At the end of your term, the key is to be returned to the Town Clerk/Deputy Town Clerk.
15. Members of a committee/board that are not attending meetings may be removed by Council. If you encounter this situation, contact either the Town Clerk/Deputy Town Clerk for direction. The process varies depending upon the nature of the committee/board.
16. Applicants for vacant positions on committees/boards are to be interviewed by committee/board members in a regular meeting. Recommendation to Council for appointment to the committee/board must be by majority vote of committee/board members. Applications received will be placed in the committee/board mailbox in Town Hall.
17. Information received in Town Hall relating to committee/board business will be placed in the committee/board mailbox located on the wall in Town Hall between the lobby and the Council Room. It is the chair person's responsibility to check the mailbox on a regular basis.
18. The chair person is responsible for reporting resignations to the Clerk/Deputy Clerk. Members resigning should do so in writing (email is acceptable).

Term limits for committee/board members are:

Committee

Community Center – no term limit

Marketing – no term limit

Shoreline Access Beach Protection and Parking – no term limit

Storm water and Environmental – no term limit

Boards

Parks and Recreation Advisory Board – no term limit

Planning and Zoning – 5 year terms

Board of Adjustment – 3 year terms

Nancy Avery, Town Clerk

March 3, 2014

Current mission statement Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board will create park settings and provide recreational opportunities to Kure Beach residents to improve their quality of life.

Approved by Council February 15, 2011

Former mission statement Parks and Recreation Advisory Board adopted when established by Council in 2007

The Parks and Recreation Advisory Board will consult with and suggest policies to the Board of Commissioners in matters affecting recreation policies, programs, personnel, finances and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range projected program for recreation.

By Town ordinance, the powers and duties of the board are:

- A. The parks and recreation advisory board shall:
 - 1. Serve as the advisory body for parks and recreation within the town.
 - 2. Suggest policies to the board of commissioners, within its powers and responsibilities as stated in this article.
 - 3. Consult with and advise the recreation commissioner or designee, and the board of commissioners in matters affecting recreation policies, program, personnel, finances and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range projected program for recreation.
- B. The parks and recreation advisory board shall:
 - 1. Make recommendations:
 - a. For the establishment of a system of supervised recreation for the town.
 - b. To set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, and lands or building owned by or leased to the town, and for approval by the board of commissioners, and may suggest improvements of such lands and for the construction and for the equipping and staffing of such buildings and structures as may be necessary to the recreation program within those funds allocated to the recreation department.
 - 1. Advise in the acquisition of lands and structures through gifts, purchase, lease or loan, or by condemnation by the town as provided by eminent domain, and as approved by the board of commissioners.
 - 2. Advise in the acceptance by the town of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation. Any gift, bequest of money or other property, any grant, devise of real or personal property so acquired shall be held, by the town, used and finally disposed of in accordance with the terms under which such grant, gift or devise is made and accepted.
 - 3. Advise in the construction, equipping, operation and maintenance of parks, playgrounds, and all buildings and structures necessary or useful for recreational function, and will advise in regard to recreation areas owned or controlled by the town or which are leased or loaned to the town.
 - 4. Advise in setting fee schedules for all parks and recreation areas operated by the town

Nancy Avery, Town Clerk, March 3, 2014