



TOWN OF PALM BEACH

RECREATION DEPARTMENT

MINUTES OF THE RECREATION ADVISORY COMMISSION HELD ON WEDNESDAY, SEPTEMBER 2, 2015

I. CALL TO ORDER & ROLL CALL

A regular Recreation Advisory Commission meeting was called to order on Wednesday, September 2, 2015, at 9:00 a.m. in the Town Council Chambers. On roll call, all of the appointed officials were found to be present with the exception of Mrs. Roberta Mambrino and Dr. G. Ellen Howe.

II. PLEDGE OF ALLEGIANCE – Chairwoman Pamela McIver led the Pledge of Allegiance.

III. COMMENTS FROM RECREATION ADVISORY COMMISSIONERS

- A. **Introduction of Beth Zickar, Director of Recreation** – Chairwoman McIver welcomed the commission and thanked Mr. Rod Gardiner, Assistant Director of Recreation for his hard work as interim Director. Mrs. McIver welcomed and introduced Mrs. Beth Zickar, Director of Recreation to the commission. Mrs. Zickar thanked Mrs. McIver and gave a brief accounting of her work history and spoke of her plans for the future of the Recreation Department.

IV. COMMUNICATIONS FROM CITIZENS - None

- V. **APPROVAL OF THE AGENDA** - Motion was made by Vice Chairman Steven Hall, and seconded by Commissioner Khooshe Aiken to approve the agenda. Motion carried unanimously.

- VI. **APPROVAL OF MAY 6, 2015, MEETING MINUTES** – Motion was made by Commissioner Alexandra Woodfield, and seconded by Vice Chairman Hall to approve the May 6, 2015, minutes. Motion carried unanimously.

VII. OLD BUSINESS

- A. **FY16 Budget Development** – Mrs. Zickar, Director of Recreation gave a power point presentation reviewing the current fiscal year's budget and where staff was in the process for the upcoming 2016 fiscal year.
- B. **Summer Update** – Mrs. Zickar gave an update on the status of the Tennis Professional Agreement and the possibility of an Aquatic Center in Palm Beach.

Mrs. Aiken said that the current contractors Net Results Dejan Minic have been wonderful and have greatly improved the tennis program. She said the tennis pros have been enthusiastic and professional.

VIII. NEW BUSINESS

- A. **Approval of 2016 Meeting Schedule** - Motion was made by Vice Chairman Hall, and seconded by Commissioner Woodfield to approve the meeting schedule as proposed. Motion carried unanimously.
 - B. **Department Marketing Efforts** – Mrs. Zickar explained that staff was working on a marketing plan for the Recreation Department. She showed the Commissioners a draft of a postcard that will be sent out to all Town residents. The goal of the postcard is to drive traffic to the Town’s web site where they can find information about the Recreation Department and programs. The other item that was introduced was a newsletter for school age children that will be distributed to the local area schools, to include the Palm Beach Day Academy, Palm Beach Public School, Rosarian, St Anne and Discovery. The commissioners made suggestions for changes to the post card and newsletter which will be incorporated into the final products.
 - C. **Children’s Playground Project** – Mrs. Zickar introduced Mrs. Olympia Devine from the Palm Beach Foundation who gave a presentation for a fundraising campaign to raise funds for a new playground at the Recreation Center. Mrs. Zickar stated that at the September 10, 2015, Town Council meeting staff would be seeking approval from the council to accept the donation from the Palm Beach Foundation. Mrs. McIver expressed concerns about the tight timing and logistics for the proposed fund raising activities. After some discussion, the commission asked staff to provide an update on this item at their November meeting before making any other decisions.
- IX. STAFF REPORT** - In addition to the written report provided by staff, Assistant Director, Rod Gardiner, Golf Manager Tony Chateauvert, and Dockmaster Mike Horn provided highlights of the report to the commissioners and answered various questions.
- X. ANY OTHER MATTERS** - None
- XI. ADJOURNMENT** - There being no further business, Chairwoman McIver adjourned the meeting at 10:58 a.m.