



TOWN OF PALM BEACH

RECREATION DEPARTMENT

MINUTES OF THE RECREATION ADVISORY COMMISSION HELD ON WEDNESDAY, NOVEMBER 2, 2011

I. CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE

A regular Recreation Advisory Commission meeting was called to order on Wednesday, November 2, 2011, at 9:00 a.m. in the Town Council Chambers. On roll call, all of the appointed officials were found to be present.

II. PLEDGE OF ALLEGIANCE

Chairwoman Pamela McIver led the Pledge of Allegiance.

III. OATH OF OFFICE

Office Manager, Lisa Walkowich, administered the oath of office to new Commission Member, Roberta Mambrino.

IV. COMMENTS OF RECREATION ADVISORY COMMISSION

Vice Chairman, Daniel McDonnell, congratulated the staff and marketing committee volunteers for their work on a marketing plan for the Recreation Department. He asked that the commissioners receive a copy of the Dock Lines and Tennis Talk newsletters that are sent out twice a year.

Commission Member, Donald Singer, congratulated the staff for the excellent job they did on the annual Halloween event.

Chairwoman McIver reminded the commissioners about the email that they had received on receiving gifts and if applicable, asked that they please submit their forms to the Town Manager's office by the deadline.

V. COMMUNICATION FROM CITIZENS

There were none.

VI. APPROVAL OF AGENDA

Motion was made by Commission Member, Stephen Hall, and seconded by Vice Chairman McDonnell to approve the agenda. Motion carried unanimously.

VII. APPROVAL OF SEPTEMBER 7, 2011, MEETING MINUTES

Motion made by Commission Member, Donald Singer, and seconded by Vice Chairman, Daniel McDonnell, to approve the September 7, 2011, minutes. Motion carried unanimously.

VIII. STAFF REPORT

In addition to the written report provided by staff, Assistant Director, Rod Gardiner, reviewed the report for the commissioners and answered various questions. Golf Manager, Tony Chateauvert, Dockmaster, Kenneth Kooyenga, and Assistant Director, Alan Brown, also gave short reports and answered questions.

IX. OLD BUSINESS

There were no Old Business items.

X. NEW BUSINESS

A. Marketing Roll-out Plan

Mr. Gardiner reported that throughout the month of November residents will begin to see the new logo on all flyers, emails and brochures. He said that on December 14, 2011, from 4:30 to 6:30 there will be a Recreation Fair at the Recreation Center, where residents can meet our instructors and become familiar with all the divisions of the Recreation Department. He said that there would be demonstrations, activities, giveaways and refreshments.

XI. ANY OTHER MATTERS

There were none.

XII. ADJOURNMENT

There being no further business, the November 2, 2011, Recreation Advisory Commission meeting was adjourned at 10:30 a.m.