

APPROVED  
 MINUTES OF MEETING  
 COPAKE PARK COMMISSION  
 FEBRUARY 9, 2015

Present: Karen Calsi, Paula Campbell, Terri DeRocha, Lindsay LeBrecht, Chris Quinby, Liana Roberts, Harvey Weber  
 Guests: Kelly Miller Simmons, Jeff Nayer  
 Absent: Scott Preusser

Item	Discussion	Action	Status
Pledge of Allegiance			Done.
Call to Order		Harvey Weber made a motion to open the meeting, which was seconded by Paula Campbell. All in favor.	Done.
<b>Old Business:</b> Candidate Interviews	Candidates Joanne Delamater and Stephanie Poucher made statements as to their interest in becoming a member of the Park Commission. In addition, questions were asked.	Liana Roberts made a motion to have Joanne Delamater join the Commission for a 3-year term, which was seconded by Paula Campbell. All in favor.  Harvey Weber made a motion to have Stephanie Poucher join the Commission for a 3-year term, which was seconded by Terri DeRocha. All in favor.	The Secretary is to write to the Town Board regarding this, in time for this Thursday's meeting.

Item	Discussion	Action	Status
Officer Elections	<p><u>Chairperson.</u> A motion was made by Paula Campbell and seconded by Terri DeRocha for Liana Roberts.</p> <p><u>Co-Chairperson</u> (all agreed to refer to this as Deputy Chairperson). Terri DeRocha (motion by Liana Roberts; seconded by Paula Campbell) and Chris Quinby (motion by Lindsay LeBrecht, seconded by Harvey Weber) were both nominated.</p> <p><u>Public Relations</u> Terri DeRocha made a motion for Paula Campbell to be the Public Relations officer, which was seconded by Chris Quinby. All in favor.</p> <p><u>Purchasing &amp; Inventory.</u> Paula Campbell asked to resign as Purchasing &amp; Inventory officer, which all agreed to. Chris Quinby made a motion for Karen Calsi to be the P&amp;I officer, which was seconded by Harvey Weber. All in favor.</p> <p><u>Scheduling/Booking.</u> Ron Piper to do.</p>	<p>A vote was taken. All in favor.</p> <p>A vote was taken. Chris Quinby will be the Deputy Chairperson.</p>	<p>The Secretary to write a letter to the Town Board with our list of Officers.</p> <p>Chairperson: Liana Roberts</p> <p>Deputy Chairperson: Chris Quinby</p> <p>Secretary: Lindsay LeBrecht (from January meeting)</p> <p>Public Relations: Paula Campbell</p> <p>Purchasing: Karen Calsi</p> <p>Booking: Ron Piper</p>
Account Balance			\$13,068.19 as of 1.31.15
Revise of Previous Minutes	There were some name spelling errors. A motion was made by Harvey Weber and seconded by Chris Quinby to accept the minutes with the name corrections to be made. All in favor.	Approved minutes to be forwarded to the Town Clerk	.
<b>New Business/Events</b>	One person will oversee the various events and will work with the Public Relations, Purchasing, Booking and other appropriate person.	Lindsay LeBrecht will draft an Event Checklist.	

Easter Egg Hunt	Terri to be Event Coordinator: Date will be April 4 <sup>th</sup> . What time?	-Karen will check inventory to see what needs to be ordered and will facilitate ordering. We should be good on plastic eggs.  - Jeff will check to see how much was spent over the past few years, set a budget amount and will present it at Thursday's Town Board meeting.  - Terri will reach out to Terry Proper about the Easter Bunny's availability.	More concrete plans to be discussed at the next meeting, such as public relations, raffle prizes, letters of introduction.
Concerts in the Park	Jeff explained that he has discussed with Chris Quinby since last summer. Probably will be Saturdays. Chris to be Event Coordinator.	Will be a 10-week event. Jeff suggested that the Park Commission do snack-type foods, i.e. popcorn, nacho's, ice cones. Then work with the Town's food establishments for a Concert-in-the-Park To Go special, for those who might like something more substantial to eat.	
Halloween	Tabled.		
Light Parade	Tabled.	A suggestion was made for a winter carnival too.	
<b>New Business Cont'd</b>			
Play Ground	This needs to be reviewed and grants explored.	Lindsay to reach out to Mike Bradway to develop a list. (after the snow stops).	
Facebook	Liana reported that this is linked to the Town and that Larry has control. This would be a great tool.	Need written permission if a person's photo is identifiable and will be posted on Facebook. A Release is needed.	

Other New Business			
Park Office	<p>Jeff asked that the Park Office be organized and the Christmas Tree be properly stored.</p> <p>Items are missing</p> <p>Computer – Paula asked if she could use it.</p>	<p>Paula volunteered to help coordinate and with inventory of what the Park Commission has.</p> <p>The locking cabinets need to be used.</p> <p>Yes, for Town Business. That's what it is there for.</p>	
Thefts	<p>Jeff advised that if anyone steals, he will call the Sheriff.</p> <p>Kelly shared an idea of having Rubbermaid containers with cooking utensils available with a \$10 deposit.</p> <p>Building security/keys/key fobs was discussed.</p>	<p>Karen will work on a Kitchen inventory and checklist for Ron to use vis-à-vis Kitchen clean-up. Jeff wants the pretzel machine locked up.</p> <p>Further discussion needed.</p>	
Meeting Dates	<p>Lindsay advised that both newspapers have our wrong meeting date and location. Also, website &amp; signage.</p>	<p>Lindsay to write letters advising of 2<sup>nd</sup> Monday, 7 p.m. at Parks Building.</p>	
Letterhead	<p>Terri asked about letterhead for the Parks Commission. Need for thank you notes from last year's activities</p>	<p>Lindsay to work on a letterhead. Thank you notes will include apology for lateness. Terri to get Lindsay a list for the notes.</p>	
Ice Rink Dedication	<p>Tabled.</p>		
35 <sup>th</sup> Anniversary	<p>Kellie advised that this is the 35<sup>th</sup> anniversary for the Park Commission and a time capsule was planted.</p>	<p>Great idea for an event. Liana will follow-up on getting the packet in the Town Hall. Believe it is buried by the flag pole.</p>	
Adjournment	<p>Harvey made a motion to adjourn. Seconded by Paula. All in favor.</p>		

