

**Westside Community Center Working Committee Meeting  
Meeting Minutes  
Thursday, November 16, 2023**

**Members Present:** Justin Trudeau, Liz Lopez Vaughan, Tena Jelinek, Kathy Perry, Judy McKay-Harbert, Susan Baldwin, Nancy Bernard, Ann Petit

**Members Absent:** Mary Taurus

**Alternates Absent:** Sarah Grant

**Parks Board Liaisons Present:** Greg Thornton

**Staff Present:** Mark Snow, Jamie Bequette, Felicia Barnhart, Kim King, Anna Bingman, Young Shin

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Committee Chair Justin Trudeau brought the meeting to order at 2:03 p.m.

**Agenda Preview**

Committee Chair Justin Trudeau provided a preview of the agenda for the meeting.

**Announcements**

Mark Snow, Community Recreation Manager, welcomed Committee member Judy McKay-Harbert to the meeting. Additionally, Mark thanked Council Member Michelle Talarico for joining.

**Citizen Discussion**

There was no citizen discussion at this time.

**Approval of Minutes**

**October 19, 2023 meeting minutes.**

**Motion – To approve the October 19, 2023 meeting minutes.**

1<sup>st</sup> – Justin Trudeau, 2<sup>nd</sup> – Nancy Bernard, Approved, Unanimously.

**Committee Announcements**

There were no Committee announcements at this time.

**Action Items**

**Winning the WCC Scarecrow Contest and Subsequent Prize**

Jamie Bequette, Program Administrator, announced that the scarecrow designed by the Committee was the winner of the Westside Community Center Scarecrow Contest. Jamie thanked those who volunteered to work on the scarecrow and announced that one of the prizes for the win is a \$50 rental credit at the Center. Committee Vice Chair Liz Lopez Vaughan suggested donating the credit to a program at the Center. The Committee discussed whether it would be best to donate to a reoccurring program, or a one-time rental. Jamie mentioned that the Volksmarch would be a good option for donation to a one-time rental. Parks Advisory Board liaison Greg Thornton stated that he would prefer it go to a reoccurring program.

**Motion: To donate the \$50 rental credit to the Volksmarch.**

1<sup>st</sup> – Liz Lopez Vaughan, 2<sup>nd</sup> – Justin Trudeau, Approved, 8 to 1.

### **Proposals for Leased Space**

*RunMental, LLC – Adam Schwerdt*

Adam Schwerdt, citizen, provided a brief background on his organization and why it would be a suitable fit for leased space at the Westside Community Center.

**Motion: To recommend the RunMental, LLC proposal for potential implementation at the Westside Community Center.**

1<sup>st</sup> – Tena Jelinek, 2<sup>nd</sup> – Nancy Bernard, Approved, Unanimously.

### **Proposals for Programs/Services**

*The Pheonix Pickleball Club – Craig Christensen*

Craig Christensen, citizen, was not in attendance for the meeting. However, Jamie Bequette, Program Administrator, provided a brief background on the program.

**Motion: To recommend The Pheonix Pickleball Club proposal for potential implementation at the Westside Community Center.**

1<sup>st</sup> – Justin Trudeau, 2<sup>nd</sup> – Liz Lopez Vaughan, Approved, Unanimously.

### **Committee Business**

#### **Evaluation and Evolution of the Working Committee**

Committee Chair Justin Trudeau said he would like to begin working on an evaluation of the Committee to make sure that the goals of the Committee are being reached, and that the structure of the Committee is working in the best interest of the community. Justin wondered if this evaluation would be best in written format. Anna Bingman, Staff Assistant, said that in the

past, City Council had received annual reports from Boards and Committees. Anna said she would reach out to City Council staff to see if it's possible to get a template for this report, which the Committee could then build off. Following the conversation about the evaluation, the Committee discussed the evolution of the Committee. Mark Snow, Community Recreation Manager, said he would like to invite a few Friends Groups to a future meeting to discuss the option of converting the Committee into a Friends Group at some point. The Friends of Cheyenne Cañon, Trails and Open Space Coalition, and the Rock Ledge Ranch Living History Association were examples of potential groups to invite. Mark said he would look into inviting one or more of these groups to the January meeting to discuss the dynamics of a Friends Group.

### **Communications Subcommittee**

Committee member Tena Jelinek and Jamie Bequette, Program Administrator, provided the following updates about the Communications Subcommittee:

- Committee members Susan Baldwin, Tena Jelinek, and Kathy Perry, along with Parks Advisory Board Liaison Greg Thornton, got together to create an email template to reach out to potential partners.
- The previous operator of the Center, Woodmen Valley Church, had a very broad outreach, and the subcommittee would like to continue working to broaden the Center's.
- Jamie suggested that the original email reaching out for partnerships should come from the Committee, with follow-up communication coming from Committee members who feel comfortable discussing the goals of the Committee, the benefit of a partnership with the Center, and share other general information. Committee members can suggest partners they may be familiar with to be added to the email list. Jamie suggested keeping a Google spreadsheet of the partners contacted, where Committee members can then "sign up" to communicate further with the partners they may be more familiar with. Jamie said she would work to combine Committee members Kathy Perry and Susan Baldwin's draft emails into one for the Committee to review at the next meeting.

### **December Meeting/Parks Board Holiday Breakfast**

Mark Snow, Community Recreation Manager, informed the Committee that there currently were not submitted proposals for the December meeting, and that if there is not enough content for an agenda, there is a possibility of cancelling the meeting. However, at the agenda prep meeting, staff and Chair Justin Trudeau and Vice Chair Liz Lopez Vaughan will work to make a decision either way. Anna Bingman, Staff Assistant, announced that the Committee is invited to attend the annual Parks, Recreation and Cultural Services Advisory Board holiday

breakfast, which takes place the morning of the December Parks Board meeting on December 14<sup>th</sup>. The breakfast is sponsored by GoWest Camps and is a nice opportunity to gather ahead of the holidays. Anna said she would be sending the Committee the final details as soon as she had them.

### **Staff Updates**

**Westside Community Center Facility Operations – Seasonal Staff; Programming; Maintenance Closure (12/25 through 1/5); weather closure policy; holiday closures; Pike Ride ribbon cutting; facility enhancements – doors, lighting, tenant/campus signage; other updates.**

Jamie Bequette, Program Administrator, Felicia Barnhart, Park Operations Administrator, and Mark Snow, Community Recreation Manager, provided the following updates to the Committee:

- Felicia informed the Committee that applications for seasonal staff continue to come in, and two offers have been made to individuals for seasonal positions.
- The Pike Ride Ribbon cutting has been postponed due to inclement weather. Staff will inform the Committee of the rescheduled date once they have it.
- Jamie provided an update on programming, including which programs have ceased at the Center as well as which ones are seeing a lot of traffic.
- The Center will be closed from December 25<sup>th</sup> through January 5<sup>th</sup> for maintenance updates, including new doors, lighting fixes, and installation of updated signage to advertise leases. The closure also includes close of the following dates for City holidays: December 25<sup>th</sup> and 26<sup>th</sup>, and January 1<sup>st</sup>.
- Jamie informed the Committee that the Center follows the closure and delays implemented by District 11.
- Jamie stated that staff would like to do recognitions of a few individuals who have worked extremely hard to bring the Center to where it is now. This recognition will be on upcoming agendas.
- Mark took a moment to recognize former Council Member Stephannie Finley-Fortune, who was posthumously awarded the Community Champion Award at the Colorado Park and Recreation Association's Annual Conference. While serving on City Council, Stephannie was instrumental in the re-envisioning of the Westside Community Center. Her guidance and support of the Center was a significant factor of where the Community Center is today.

### **Presentation Items**

There were no presentation items on this agenda.

**Motion to Adjourn**

**Motion – Move to adjourn the Westside Community Center Working Committee meeting at 3:45 p.m.**

1<sup>st</sup> – Justin Trudeau, 2<sup>nd</sup> – Greg Thornton, Approved, Unanimously.