

**Westside Community Center Working Committee Meeting
Meeting Minutes
Thursday, June 20, 2024**

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

Alternates Present: Margie Valin, Sarah Grant

Parks Board Liaisons Absent: Greg Thornton

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

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Committee Chair Justin Trudeau brought the meeting to order at 2:01 p.m.

Agenda Preview

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

Announcements

There were no announcements from staff at this time.

Citizen Discussion

Debbie Wright, citizen, is a neighbor of the Center. Over the last few years, illegal fireworks being shot off from the parking lot were very concerning. Ms. Wright did contact the police last year. Due to these concerns, the officer Ms. Wright spoke with about the fireworks last year will be doing patrolling in the area to hopefully address the issue. Felicia Barnhart, Park Operations Administrator, sent an email to the same officer that Ms. Wright had spoken to about the fireworks concern and that the officers have permission to ask people shooting fireworks off to vacate the parking lot. Felicia will follow-up with the officer before the holiday.

Approval of Minutes - May 16, 2024 Meeting Minutes

Motion – To approve the May 16, 2024 meeting minutes.

1st – Nancy Bernard, 2nd – Tena Jelinek, Approved, Unanimously.

Committee Announcements

There were no Committee announcements at this time.

Action Items

Proposals for Leased Space

There were no proposals for leased space on this agenda.

Proposals for Programs/Services

Ignited Soul Integrated Therapies – Ryan Hildebrandt

Jamie Bequette, Program Administrator, was able to get in touch with Mr. Hildebrandt, who has withdrawn his proposal from consideration at the Center due to other commitments.

Fit for Life – Lorinda Edwards

Lorinda Edwards, Fit for Life instructor, provided a brief background on the proposed program and why it would be a suitable fit for implementation at the Center.

Motion: To recommend the Fit for Life proposal for potential implementation at the Westside Community Center.

1st – Liz Lopez Vaughan, 2nd – Ann Petit, Approved, Unanimously.

Presentation Items

There were no presentations on this agenda.

Committee Business

“Westside Community Saleabration Block Party” Recap

Jamie Bequette, Program Administrator, and various Committee members provided the following recap on the “Westside Community Saleabration Block Party” Event:

- Marketing
 - Flyers at other locations did well.
 - Social media outreach went well, along with in-person outreach.
 - Jamie thought it was great to advertise at the Farmer’s Market, though she thinks additional outreach at earlier Farmer’s Market would be helpful.

- Door hangers were successful in advertising, though more would need to be ordered for a future event, as Committee members ran out while distributing.
- The large banners really made the event feel official.
- Overall, marketing was well diversified.
- Yard Sale
 - Check-in for the yard sale went well and was overall very simple.
 - There were no comments from participants hosting yard sales.
 - Having the layout completed ahead of time was key.
 - While people used spaces differently than the Committee may have intended, the layout went well. However, if there were more people selling items, the layout would need to be slightly adjusted.
 - Jamie felt that registration needed to be increased to a higher amount, so it puts more pressure on people to be at the event. She would like to see a deposit required.
 - Participants had a wide range of profits at the end of the day, so it can be difficult to judge raising the price significantly, but something to be considered.
 - The sale could have ended earlier, while the event could've continued.
 - Jamie would like to reach out to those who participated in the sale to get their feedback.
 - Next year, if neighbors wanted to participate, there could be a map of different houses hosting sales.
- Item Swap
 - The plant and seed swap seemed to be the most popular.
 - Having the swap outside might have been helpful, though the air conditioned gym was a nice reprieve from the heat.
 - It was pretty loud in the swap area due to the music.
 - Providing more specifics on the advertising for what could be swapped might be helpful or having just a plant and seed swap.
 - People may not have been aware of what the swap entailed.
- Music
 - Musicians did not mind playing inside to smaller crowds, knowing that the music was being played outside.
 - Everyone thought the musicians did really well.
 - Committee Chair Justin Trudeau would like to see bands be paid for their performances in the future. There is the potential to find sponsorships in the future that could help with this.
- Food Trucks/Coffee Table
 - Good Grub sold about 50 meals, which was more than they expected, and why they had to leave a little early. They are interested in returning.
 - The cupcake truck was also successful.

- It was very beneficial to have a breakfast option.
- The Committee would like to see a coffee option next year.
- Two food trucks seemed like a good number for the event, with a coffee option in addition.
- If there is a coffee vendor next year, that would be great. If not, then the Committee would not need to provide nearly as much.
- Games
 - More children's activities would be beneficial to the event.
 - Committee members suggested some other types of games to play and keep people engaged.
 - Having games in the shade might be better.
 - There were not a lot of kids at the event, so having some engagement for kids might help people stay at the event longer.
- Surveys
 - Not a lot of survey responses were received, however a good number of emails were collected throughout the event.
 - Jamie thought a separate survey for vendors and participants would be more helpful to gauge how the event went, rather than one survey for both.
 - One participant left a positive review of the event on Google.
 - Jamie would like to see more engagement next year. It would be helpful to have an incentive for people to respond to a survey for a chance to win something.
- Other Items
 - Jamie thanked everyone for all of their help.
 - While it was nice to have community partners, Jamie felt that they didn't quite fit the type of event. However, a few Committee members discussed the benefits of having them. Community partners that may fit the event better can help run activities that might have attracted more people or kept them from leaving the event.
 - Jamie didn't feel the event was worth it for the recycling vendor. The vendor had rented a trailer to fill with items to be recycled, but he didn't receive much. The list of allowed recycled items was pretty specific. His service would maybe fit better with an event like the paint donation event that the Center hosted previously.
 - \$19 in donations were received for the coffee.
 - There was a suggestion to pick a date sooner than later for the 2025 event. Jamie has it tentatively scheduled for June 14, 2025.
 - Jamie thanked the Committee for all of their hard work to make the event a success. Committee Chair Justin Trudeau thanked the Committee as well. Multiple committee members thanked Jamie and Felicia Barnhart for their work.

Community Garden Bed/Bijou Beds/Planting City Horticulture Flowers

Jamie Bequette, Program Administrator, and Committee Vice Chair Liz Lopez Vaughan, provided the following updates on the Community Garden and adoption of beds:

- A union group had a volunteer day working on the Bijou beds. While the volunteer day was rained out after a few hours, the beds were cleaned up.
- Liz would like to have a fall clean-up day.
- The City Horticulture Division has leftover flowers that Jamie can use for the Bijou beds. The plants available are a mix of perennials and annuals. Jamie would like to have a volunteer workday. Some of the plants are xeriscape friendly, which will take some time to establish, but should maintain for years.
- Liz noticed a good number of weeds around the building, and asked if there is a plan to clean them up. Jamie responded that staff is aware of the weeds and have a company under contract to pull them.

Committee Member Update

Committee member Mary Taurus will be resigning from the Committee following this meeting. While she has loved serving on the Committee, she has moved out of the community and would like to open the space for someone who lives in the community. Staff and Committee Chair Justin Trudeau and Vice Chair Liz Lopez Vaughan will now take the steps to fill Mary's position. Multiple Committee members thanked Mary for her time serving on the Committee.

Self-Evaluation Discussion

Committee Chair Justin Trudeau said he would like the Committee to go through a self-evaluation process. This process will help identify successes of the Committee and guide the future of the Committee. Then Committee members can discuss it at a future meeting. Jamie Bequette provided Memorandum of Understanding examples of other Friends Groups to the Committee to take a look at, as a potential option for the Committee.

Staff Updates

Westside Community Center – Facility Operations; Community Garden/ADA Raised Beds; Signage on Campus; Programs and Leases Update; Seasonal Staff; Second Wooden Sculpture

Jamie Bequette, Program Administrator, and Felicia Barnhart, Park Operations Administrator, and provided the following updates:

- Every bed in the community garden has been rented. The ADA beds are almost complete and should be assembled in the near future.
- Campus signage is complete and looks great.
- The Center has been without seasonal staff for a few weeks. Two new seasonals will begin on Monday. They will need a few weeks of training. The Building Monitor position is still posted and hoping to be filled as soon as possible. Felicia has advocated with Department Leadership for a full-time position as an unfunded request. Mark Snow, Community Recreation Manager, explained the overall budget process, as well as unfunded requests throughout the Department. Mark informed the Committee of other opportunities to speak to both Department and City Leadership on requests.
- A new sculpture is being donated by the same donor who previously donated the bench. The new sculpture is of a flower.
- Jamie provided an update on programs and leases.
- Jamie thanked Committee members for volunteering to help with the Funky Little Theater shows.

Motion to Adjourn

Motion – Move to adjourn the Westside Community Center Working Committee meeting at 4:23 p.m.

1st – Justin Trudeau, 2nd – Kathy Perry, Approved, Unanimously.