

Friends of Ninigret Park Subcommittee Meeting

MINUTES

January 23, 2014 at 2:00 PM
Charlestown Town Hall – Annex Room
4540 South County Trail
Charlestown, RI 02813

1. Call to Order:

The January 23, 2014 Friends of Ninigret Meeting was called to order at 2:06 PM.

2. Roll Call:

Present at the January 23, 2014 Friends of Ninigret Subcommittee meeting were Cheryl Dowdell, Tim Quillen and Parks and Recreation Director Jay Primiano.

3. Approval of Minutes from July 18, 2013 meeting:

Tim Quillen asked that the July 18, 2013 Friends of Ninigret Draft Minutes be approved. Cheryl Dowdell seconded the motion. All were in favor the motion passed unanimously.

4. Comments from the public:

There were no comments from the public.

5. Solicitation Update

a. Creation of email database from multiple sources including but not limited to past supporters, event promoters, park users, park renters and local businesses:

An update on the progress of the database was given. No motion was made.

b. Banner Update:

The subcommittee discussed the costs of purchasing two (2) banners to display at the entrance of the park and possibly at the Charlestown Chamber of Commerce. No motion was made.

c. Local Business Appeal and Packet:

The creation of an appeal packet for business solicitation was discussed. No motion was made.

d. Reformat of brochure to eBrochure to be sent with application requests:

The reformatted eBrochure was displayed and discussed. No motion was made.

e. Possible Amendments to Draft Letters 2 and 3 and Review of Letter 1:

Draft appeal letters 2 and 3 were read. Potential edits were discussed. No motion was made.

6. New Business

a. Town Council Amendment to Friends of Ninigret Ordinance No. 361 Friends of Ninigret Park Subcommittee membership increase from 3 members to 5 members:

Cheryl Dowdell related her appearance before the Town Council to request the additional members to the Subcommittee. No motion was made.

b. Donation and Accounting Report for 2013:

The process of receiving donations from the mail was identified and discussed. No motion was made.

c. Revised Appeal on both Large Event Form and Facilities Request Form:

Revisions to the Friends of Ninigret appeal on both Parks and Recreation Event forms were identified. No motion was made.

d. Addition of Request for Solicitation by Friends of Ninigret at Event on both the Large Event Form and Facilities Request Form:

No motion was made.

e. Friends of Ninigret presence at events in Ninigret Park:

Events were identified that the Friends of Ninigret Subcommittee may solicit funds at. No motion was made

f. Fundraising Opportunities for Spring, Summer and Fall 2014:

Each Subcommittee member choosing two (2) businesses a month to promote park usage and fundraising was discussed.

Identifying a total amount of funds to be raised and different levels of giving was discussed. No motion was made.

g. Requesting help from Boosters:

Alternative ways of fundraising were discussed including the possibility of having a large raffle item and a fishing derby. No motion was made.

7. Commission Comments:

Tim Quillen shared a letter from Parks and Recreation Commission member Susie Fehrmann dated January 19, 2014 which appealed to the Friends of Ninigret Subcommittee to fundraise on behalf of the Community Garden.

Cheryl Dowdell mentioned that it was not the mission of the Friends of Ninigret Subcommittee to choose how funds raised were dispersed.

8. Next Meeting February 13, 2014 at 2:00 PM in the Town Hall's Annex Room

9. Adjournment:

The meeting adjourned at 3:36 PM.

Respectfully submitted by: Rebecca Crosby

The public is welcome to any meeting of the Town of Charlestown Parks and Recreation Commission.

If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact (711-364-1240) at least three (3) business days prior to the meeting.