

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **David Puki, Tukwila Pool Advisory Committee Chair**

DATE: **May 13, 2014**

SUBJECT: **TPAC Committee Chair's Report and Recommendation**

ISSUE

Summary of the May meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date May 03, 2014

DISCUSSION

- 1) The committee held our annual nominations for, and election of officers. Jeri, Vanessa and I accepted the committee's re-nominations to our current positions. By unanimous vote we were elected to serve another year.
- 2) Business item 2 was the committee's discussion and preliminary planning to hold a BBQ fundraiser/ community party to coincide with the Touch a Truck and the Pools dollar swim event. A good basic discussion and plan were documented. It was decided the next steps were discussions with the Pool Operator and School District to clear any hurdles prior to presenting information to the Board at this month's meeting.
- 3) The committee discussed needing a place at the pool to post our meeting agenda's and possibly meeting minutes in order to generate more interest and involvement in TPAC. A suggestion was made to have the committee make recommendation to the Board for concurrence to post TPAC agendas at the Pool.
- 4) Our ED informed us the MPD retreat will be at TCC May 31st from 9-4. Jennafer also indicated that the ED from William Shore Pool will be a guest speaker. Vanessa thanked Jennafer for updating the Pool website and the volume of work she has accomplished. The whole committee is very appreciative of her efforts.

TPAC RECOMMENDATIONS

TPAC recommends that its meeting agenda be posted in a prominent location that is ADA accessible at the TP MPD.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: June 15, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

ISSUE

Summary of the June meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date June 07, 2014

DISCUSSION

- 1) The committee worked to bring together a work plan for the BBQ fundraiser to coincide with the TAT and Dollar Swim events to be held on July 26th. Each committee member has volunteered to accomplish tasks necessary to prepare for the event. Verna has graciously volunteered to assist us designing and producing Pool advertising and flyers to hand out at the pool. The committee has agreed to communicate via email the status of the tasks for which they volunteered. Event planning will be finalized at our next meeting. Anyone wishing to participate can let any committee member know and we will add your names to the list of volunteers.
- 2) TPAC has received approval to post committee meeting agendas at the pool. The committee chair will be responsible to deliver agendas to the pool as soon as available and remove them following each meeting. A permanent display location is being discussed and will be announced when agreed to.
- 3) Our ED gave a brief report regarding the MPD retreat held on the 30th of May. Committee members that attended said it was a very informative day and several key issues were discussed in great detail.
- 4) The committee approved a change of meeting date for the July meeting from the 5th to the 12th due to the 4th of July holiday weekend. The vote was unanimous.

TPAC RECOMMENDATIONS

None for the month of June

Tukwila Pool Advisory Committee

April 5, 2014

FINAL Minutes

Tukwila Community Center

Arts Room "B"

Call to Order: 8:05 am

ATTENDANCE:

TPAC MEMBERS: Jeri Frangello-Anderson, Vanessa Zaputil, Dave Puki, Kim McCoy, Kay Mulliner

TP MPD CLERK: Kate Kruller

EXECUTIVE DIRECTOR: Jennafer Price Cargill

GUESTS: Ellen Gengler, Diane Myers, Christine Neuffer, Jacque Carroll, Gene Achziger

APPROVAL OF MARCH 1, 2014 MINUTES: Vanessa made motion to accept minutes as presented and Kay seconded. Unanimous vote.

Business Item 1: Review and discussion of student participation and additional committee members.

Jennafer noted that the commissioners definitely want the student member to be a voting position, but the commissioners were open to suggestion to how many members should be part of the committee. The commissioners asked that TPAC come back with their top three recommendations for review. Commissioners did agree that 13 members was too many. Discussion around how many people have actually have shown interest and show up at meetings. Vanessa suggested that adding up to 7, expanding TPAC from 5 to 6 and adding 1 student voting member. Dave voiced concern that the most important thing is to have members show up regularly and be active in the group. Dave also asked the question if advertising at the pool regarding upcoming TPAC meetings might be helpful to allow interested parties the opportunity to attend a TPAC meeting. Jennafer indicated that she had been told that there are several applications that have been submitted for TPAC. Vanessa recommended that we offer the Commissioners with TPAC #1 and #2 recommendation. Kay noted that having 2 student members gave the option to this position that if one cannot attend the other student would attend. One point that was brought up in regards to how many members to add to TPAC, thoughts around an odd number versus an even number may make it more simple when it comes to voting. Vanessa indicated that her preference was to go with the original recommendation as number one. Dave and Jeri were also in agreement with Vanessa.

Vanessa made the motion to present to the TP MPD TPAC original recommendation

1st Choice: TPAC's original recommendation:

No recommendation on regular committee expansion and "in addition to the appointed positions, the Commission will recruit up to four high school student representatives who reside in Tukwila to participate as non-voting members on the Tukwila Pool Advisory Committee."

2nd Choice:

TPAC recommends that the Tukwila Pool Advisory Committee be expanded from 5 regular, voting members to 6 regular, voting members. In addition, TPAC recommends that their previous student representation recommendation be amended from 4 non-voting student representatives to: up to 2 voting student representatives

Kay seconded. Unanimous vote

Business Item 2 and 3) Discussion of planned special events and review compilation of surrounding pool programming. These 2 business items became one due to conversation around special events and how other pools offer events around community involvement at the pool.

Dave had emailed an idea about the possibility of combining a BBQ/Swim Party to coincide with the Night Against Crime August 5th at the Tukwila Pool. Purpose would be to help to make the pool more of a community pool, than just a pool that is used for programming. This also could be a great opportunity to also get business sponsorship involved. Vanessa indicated that this would be a great opportunity and go along with safety in the community along with water safety at the pool. Kate did make mention Night out Against crime is a huge event in the area where Council Members/Commissioners are out amongst various neighborhoods getting to know the citizens of Tukwila better. This being said this could be a conflict for the Commissioners to attend the BBQ/Swim Party at the pool. It was also noted that this event already does have several neighborhoods that plan yearly block parties around their own neighborhood. Kay also noted that maybe having a BBQ/Swim Party for the end of the school year or another event might be another option since Council, Fire, Police and other citizens are so involved with getting out to the neighborhoods in the area that the attendance might be better if we tagged onto another event, for example Last Splash in August, Summer Movie Night in June or possibly Touch a Truck in July. Dave indicated that we would need to check with the operator and the board to see if this is something that they would want to be involved in. Vanessa asked if this would be something that TPAC would like to be involved with and there was agreement that yes TPAC would definitely want to be involved. Everybody was in agreement, but time is of the essence for planning. TPAC would like to pursue a BBQ or swim party event for the purpose of creating community surrounding the pool. The example for this event could possibly be the July 26th Touch a Truck. TPAC will pass along ideas via email and will have this idea presented to the Executive Director Committee meeting on April 10th for presentation to the board at the end of April.

Business Item 4: Executive Director update:

TPAC Recommendations from previous meeting are going to be discussed at the upcoming Executive Director Committee meeting. Jennafer did offer some thoughts that she had about the recommendation to have the ED sign off on all scholarship applications. She asked if there was some variations to this that TPAC would be ok with. The purpose of the sign off was just for transparency of public dollars being spent. Vanessa indicated that the frustration of finding out last August that we were out of money was a little frustrating. Jennafer indicated that she is going to looking into alternatives to help monitor the public dollars being spent.

Sponsorship Policy, currently there isn't a policy in place after further investigation. Sponsorship policy will start to be put together for the MPD board.

TPAC Web page update, Jennafer noted that it is still not clear if there is going to be a separate MPD website or if it will just be something that will be added into the current Tukwila Pool website. Either way TPAC will get a page, but this is still quite a ways out.

Vanessa asked if there would be anyway in the meantime if the current webpage couldn't offer up to date information for upcoming events. Jennafer indicated that it has been requested to update the Tukwila Pool website.

Next TPAC Meeting May 3, 2014

Vanessa made motion to adjourn, Kim seconded.

Tukwila Pool Advisory Committee

May 3 2014

Tukwila Community Center

Arts Room "B"

Call to order: 8:07 am

ATTENDANCE:

TPAC MEMBERS: Dave Puki, Vanessa Zaputil, Kim McCoy, Kay Mulliner, Jeri Frangello-Anderson

TP MPD Clerk: Kate Kruller

EXECUTIVE DIRECTOR: Jennafer Price Cargill

GUEST: Ellen Gengler, Diane Myers

APPROVAL OF APRIL 5, 2014 MINUTES: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote.

BUSINESS ITEM 1: Annual Election of Officers

Kay noted that she does plan to attend future meetings, but do to some family issues at this time she will not be able to carry out any further duties at this time. Vanessa made suggestion for Dave Puki to continue as chair and Jeri to continue as secretary. Kim recommended that Vanessa continue as Vice-Chair. Dave did voice concern that he will be unable to attend the MPD meetings. Vanessa indicated that the committee always seems to step in as needed. Kay made motion for Dave to remain Chair, Vanessa as Co-Chair and Jeri as Secretary, Kim seconded. Unanimous vote

Vanessa indicated at the MPD meeting the Commissioners did go with TPAC's #2 suggestion for adding 1 regular member and up to 2 voting student positions. Once this is approved by the board, TPAC Bylaws will need to be revised.

BUSINESS ITEM 2: Creating Planned steps for a BBQ Fundraiser with sponsorship opportunity

Dave distributed Pool Party Community BBQ planning list worksheet to all members to help facilitate questions and planning.

Event Date: Touch a Truck was discussed at the previous meeting, tagging along with this event on July 26th makes sense due to resources and timing. The pool is also offering a \$1.00 swim from 3 – 5 on the same day. Dave asked if the pool was going to offer any specials regarding family passes. There was no additional information. Dave indicated that we will need to check with the Pool Operator to see if they would like to offer a pass special.

Time for the Community BBQ was decided to be 1:30 – 5:30, to allow for overlap from Touch a Truck and the start of the Pool Swim Event. TPAC to have a table out early for advertising to people that there will be an event happening later in the day. Vanessa indicated that we will need to get all the details together and present to the Commissioners at the May MPD meeting. Dave also noted that at the previous MPD meeting that the Commissioners had asked to get copies of the draft TPAC minutes prior to the meeting. Dave indicated that he would be responsible for forwarding the draft minutes.

Dave and Jennafer to with Pool Operator and School District in regards to questions to what the requirements will be for this event, for example Food Service Permit?, Food Handling Requirements? Hand Washing?, Fire Permit?, School Property approval?, chairs and tables?

Food: Keep it simple, Hamburger, hotdogs, corn, chips, cookies, water, pop, water, ice cream, other pops

Suggestion Donation for Food, sponsorship opportunities to help with funding of food. Jeri asked if maybe there might be somebody from the Touch a Truck event that might be willing to sponsor.

Signage will be needed to help advertise the event, posters, banners etc. Tagging along with the advertisement with Parks and Rec to help promote the Community BBQ would be very helpful.

Vanessa made motion to skip business item 3, Jeri seconded.

Business Item 4: Discussion on having somewhere at the pool to place TPAC agendas and minutes

Kim took pictures at the pool showing possible placement options. Placing above the suggestion box appeared to be a good location for posting TPAC agendas. Discussion around what the Goal is to have TPAC Agendas posted at the pool. Transparency and making TPAC meetings more readily available for patrons to know what is happening.

Vanessa made motion for the following “TPAC recommends that TPAC’s agenda be posted in a prominent location that is ADA accessalble at the TM MPD Pool” Jeri seconded. Unanimous vote.

Business Item 5: Executive Director Update

Retreat will be at the Tukwila Community Center in the Social Hall, 9 – 4 on May 31st. Jennafer also indicated that they have invited the Executive Director from the William Shore Pool to attend.

Vanessa wanted to give gratitude to Jennafer for getting the information up on the website and the volume of work the Jennafer has done and it is very appreciative.

Vanessa made motion to move future TPAC meeting start times to 8:10 to help with getting the meeting to start on time and to help with setting up. Jeri seconded. Unanimous vote

Vanessa made motion to adjourn, Dave seconded.

Tukwila Pool Advisory Committee

June 7, 2014

"Draft" Minutes

Tukwila Community Center

Call to Order: 8:10 am

ATTENDANCE:

TPAC Members: Vanessa Zaputil, Dave Puki, Kim McCoy, Kay Mulliner

Executive Director: Jennafer Cargill Price

MPD Commissioner: Verna Seal

Guests: Diane Myers

APPROVAL OF MAY 3 2014 MINUTES: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous vote.

Business Item 1: Formalize Plan for BBQ fundraiser swim event July 26th

Dave handed out a breakdown of various items that will need to be addressed. Dave was still waiting to hear back from Rick Still after meeting with Rick and Stephanie. Rick was to check into if food permit was required, fire department, table and chairs. Dave did indicate that at the meeting Rick did indicate that volunteers will need to assure the attending community members avoid the parking lot for one hour immediately following Touch A Truck while vehicles are being removed from the parking lot. This is for safety reasons. Jennafer also indicated that the school district was planning to lay down AstroTurf and was unsure if this would hinder parking or availability. Rick also mentioned that if any items need to be returned to the pool, that tear down of these items take place 30 minutes after the free swim in order for staffing to finish up their day. Parks offered to provide the lawn games. Dave to follow up with Rick regarding questionable items still awaiting answers, Kim to coordinate with Tracy Galloway in regards to event advertising and contact Tukwila Reporter. Verna will ask Jacques "Help Wanted Poster" and "Event Poster" Jennafer to research money handling procedures for donations and coordinate with staff regarding pool staff coverage on the day of the event. Vanessa will approach area food stores about sponsorship and food contributions. Dave indicated that as a backup plan he will purchase all the items needed.

Vanessa indicated that anybody who will be handling food will need to have a Food Handlers Permit. Dave indicated that he plans to go online to get a permit, anybody else who will be volunteering to help with the food will also be required to get a Food Handlers Permit.

Foods to be served, keep it to a minimum and simple to alleviate any additional prep time. Hamburgers, Hot Dogs, condiments, chips, cookies, water, pop, Otter Pops.

Vanessa asked about the time of the event, the food service will be from 1:30 – 5:30, the water safety table to be set up earlier in the day to be out during the Touch a Truck event which starts at 10:00. Dave indicated that maybe TPAC could ask for assistance from STP to help man the water safety table earlier in the day to help offset volunteers who are unable to be at the event all day.

Jennafer asked what is expected from the Commissioners at the event. Verna indicated that she will talk to all the members.

Items still needed to complete are:

- Detailed proposal with budget for Commissioners June 25 meeting, final to be given to Jennafer by June 18.

- Develop volunteer expectation and appoint a coordination/point person

- Produce/distribute posters

- Pre event timeline, day of event timeline, post event report

Business Item 2: Follow up discussion on posting agendas at the pool.

Dave and Jennafer did discuss with Rick when they met regarding posting of the TPAC meetings. Rick is good with that. Permanent location still to be determined. Dave will drop the TPAC July meeting agenda to the pool.

Business item 3: Executive Director Update.

Jennafer indicated that the June 12th Executive meeting will need to be rescheduled. Jennafer is still waiting to hear back from the Commissioners on a date that will work and as soon as a date is reached she will let everybody know.

Retreat follow up. Highlight of the meeting was Steve Burke and him sharing his knowledge from the William Shore Pool. The biggest take away was decide “What we are”. , ED being the buffer, Boards role Policy and Enforcement.. Verna indicated that the board has set a timeline in regards to Governance, Role Clarity, and Service Model. Vanessa wanted to make it noted that Steve Burke gave up his own time

for the retreat, with travel and overnight expenses which is absolutely remarkable and great collaboration.

Business Item #4: Approve July meeting change of date from the 5th to the 12th.

Vanessa indicated that the original contract with the Community Center that the original rental contract showed the 5th of July. Kay made motion to move the July 5th TPAC meeting to July 12th, Kim seconded. Unanimous vote.

Vanessa made motion to adjourn, Kim seconded.