



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

January 8, 2025

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:33pm.

ROLL CALL

Commissioners present: Sims, Commerford, Davis, Greenlee, Ocampo, Seawell

Staff present: Recreation Director Noreen Leek, Recreation Supervisor Houghton, Recreation Coordinator Franco, Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the January 8, 2025 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. November 13, 2024

Commissioner Seawell moved, seconded by Commissioner Commerford, to approve the November 13, 2024 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

PRESENTATIONS

B. Thank you/Acknowledgment to Frank Kern for his service on the P&R Commission

Staff and Commission presented a formal acknowledgement and expressed their gratitude toward Frank Kern, who has transitioned from the Parks and Recreation Commission to the City Council.

C. Seniors Presentation

Recreation Coordinator Franco presented a slideshow on senior programming such as day-to-day activities, events, intergeneration programs, lunches, and trips. The Commission asked follow-up questions and discussed fitness ideas for seniors.

OLD BUSINESS

D. Festival of Lights debrief

The Commission had high praise for staff continuing to raise the bar for the 12/8/24 Festival of Lights. Staff commented that refreshments ran out given the event's best attendance to date.

E. Update regarding ongoing research of Parks & Recreation Foundations

The Commission touched upon the current repository of information gathered from neighboring Parks and Recreation Foundations.

NEW BUSINESS

F. Age-Friendly Action Plan Update

Staff and the Commission discussed the Age-Friendly Action Plan's domains and ideas for age-friendly initiatives.

G. Fundraising approach and strategies for 2025 Concerts in the Park series

Staff shared that donations fell short for the 2024 Concerts series and encouraged the Commission to brainstorm fundraising ideas. Suggestions included merchandise, raffles, alcohol sales, commissioner solicitations, and emphasizing that donations can be from individuals as well as businesses.

H. 2025 P&R Commission calendar draft

The Commission examined the draft calendar for 2025 and chose 3/15 for the Commissioner Workshop. In addition, the 6/11 off-site facilities tour could include local staircases and trails.

REPORTS

I. Chairperson

Chairperson Sims requested an update on the community pool's ongoing maintenance. She also gave shout-outs to Coordinator Sara Nahass Lopez and Supervisor Nicole Houghton for their inclusions in the California Parks and Recreation Society magazine.

J. Subcommittees

a. Public Art Advisory Committee Meeting (Held on 11/18/24, 12/10/24)

b. Setting Subcommittee Meetings

Events Subcommittee Meeting scheduled for 1/27/25 at 5:30pm.

Concerts in the Park Subcommittee Meeting scheduled for 1/30/25 at 4pm.

Seniors Subcommittee Meeting scheduled for 2/4/25 at 4:45pm.

K. Commissioners

Commissioner Davis asked for clarity on her role as the IDEA ad hoc subcommittee liaison.

L. Staff

Staff shared the latest on the 1/8 Sound Bath at the Sunrise Room, baseball registration, Winter Camp, Summer Camp registration on 2/4 for residents (2/18 for non-residents), youth art show at the library through 1/28, Life Unlocked survey, 1/16 Grandfriends, Crocker Trail and Mission Blue Center updates, 1/15 Teen Night, Graton Casino senior trip, 1/25 MOB Shop at Mission Blue Center, 1/31 middle school dance, and 2/8 events (Habitat Restoration, Artists' Evening of Sharing, and Parents' Night Out).

COMMISSION MATTERS

M. Written Communications

None

Parks and Recreation Commission

January 8, 2025

Page 3

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 8:36pm. The next regularly scheduled meeting will be February 12, 2025.