



Board of Parks Commissioners  
Events Committee

August 18, 2021 5:00 p.m.

**1<sup>st</sup> Floor Meeting Room or Parks Office Conference Room if meeting room is booked**

Special Meeting Agenda

- 1) Call to order
- 2) Acceptance of meeting minutes
  - a. May 17, 2021 Special Meeting Minutes  
Document:  
Attachment A
- 3) Old Business
  - a. Discussion on COVID-19 logistics and deadlines for decision making
  - b. Review of updated event schedule
  - c. Discussion on event budget
  - d. Review sponsorship list and discuss outreach efforts
  - e. Action items and responsible parties
  - f. Other logistics
    - a. By Commissioners
- 4) Adjourn

Board of Park Commissioners  
Events Committee  
May 17, 2021 4:00 p.m.  
1<sup>st</sup> Floor Meeting Room  
Special Meeting Minutes

**Present:** Erica Benoit, Community Engagement Coordinator  
Sandy Bogdanski, Commissioner  
Cindy Donovan, Commissioner  
Paula O'Keefe, Chairwoman  
Sarah Larson, Deputy Superintendent  
Dr. Joshua Medeiros, Superintendent

**1) Call to Order**

- a. Chairwoman O'Keefe called the meeting to order at 4:01 p.m.

**2) Acceptance of Meeting Minutes from April 21, 2021**

- a. **MOTION:** Made by Commissioner Donovan to accept the April 21, 2021 meeting minutes.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

**3) Old Business**

- a. Commissioners reviewed draft event schedule and proposed layout. Discussion followed
- b. Superintendent Medeiros presented the QR proposal from the Lion's Club. Discussion followed.
- c. Commissioners reviewed the sponsorship brochure. Discussion followed.

**4) Adjourn**

- a. **MOTION:** Made by Commissioner Bogdanski to adjourn at 4:52 p.m.  
Seconded by: Commissioner Donovan, all in favor; motion passed.

Respectfully submitted,  
Sarah Larson, Deputy Superintendent