



Board of Parks Commissioners
Events Committee
August 18, 2021 5:00 p.m.
1st Floor Conference Room- City Hall
Special Meeting Minutes

Present: Paula O’Keefe, Chairwoman
Sandy Bogdanski, Commissioner
Cindy Donovan, Commissioner

Erica Benoit, Community Engagement Coordinator
Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

1) Call to order

- a. Chairman O’Keefe called the meeting to order at 5:11 p.m.

2) Acceptance of meeting minutes from May 17, 2021

- a. **MOTION:** Made by Commissioner Donovan to accept the May 17, 2021 meeting minutes.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

3) Old Business

- a. Superintendent Medeiros discussed COVID-19 logistics deadlines for decision making.
Discussion followed.
MOTION: Made by Commissioner Donovan to set September 29, 2021 as the deadline.
Seconded by: Commissioner Bogdanski, all in favor; motion passed.
- b. Deputy Superintendent Larson presented an updated event schedule and layout. Commissioners reviewed draft event schedule and proposed layout options. Discussion followed.
MOTION: Made by Commissioner Bogdanski to accept option a. for the showmobile layout.
Seconded by: Commissioner Donovan, all in favor; motion passed.
- c. Superintendent Medeiros discussed the event budget. Discussion followed.
- d. Community Engagement Coordinator Benoit presented the sponsorship list and outreach efforts. Commissioners reviewed the sponsorship list. Discussion followed.
- e. No actions taken.
- d. Commissioners discussed other logistics.

4) Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn at 6:00 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion passed.

Respectfully submitted,
Jazzya Coakley
Recording Secretary
Board of Park Commissioners