

KEY PENINSULA METROPOLITAN PARK DISTRICT

***d.b.a.* KEY PENINSULA METRO PARKS**

P.O. Box 70, Lakebay, Wa. 98349

253-884-9240 and info@keypeninsulaparks.com

Single Topic Board Meeting Minutes

Friday, October 20, 2006

The single purpose meeting was called to order at 7:40PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by President Paula DeMoss. The topic of discussion is creation of a Program Guide by Bruce Nicholson.

Commissioners Present: Paula DeMoss, Ross Bischoff, Caril Ridley, Kip Clinton; also present for KPMPD was Scott Gallacher, Executive Park Director. New Commissioner Elmer Anderson was on vacation and excused.

Citizens Present: Bruce Nicholson, Mike DeMoss, Chris Fitzgerald (KP News).

Topic: Program Guide and Authorizing Resolution as Written By Bruce Nicholson

Bruce Nicholson said that KPMPD should produce a Program Brochure/Guide listing all programs and events on the KP and be distributed in December 2006. He said that it should be 12 pages in size with color pictures; 4 pages should be advertising and 8 pages should be programs. He said it would pay for itself in advertising, especially at Christmas time. The survey would be distributed with the program guide. The first page should be a letter to the community about the park district and the reason for the park system survey. He said that he had already started talking to the local camps; it should be very inclusive regarding listed activities, clubs, events, etc. Paula said that KPMPD would need to see a layout first to see if it would work. Bruce asked the commissioners to take a contact number sheet home with them to fill out for either potential advertisers or programs/clubs/events. Caril said that a project like this could take more time than is available between Oct. 20 and December. Ross said that the KP News already publishes a Holiday Event section for the December issue. Kip said the survey should not be published with the program guide, that it would be overlooked. Paula said that KPMPD should do a program guide first with possibly on the front page in color and the survey at a later date. Paula suggested that Carol McLaughlin, formerly of PARKS, would be a good resource. Paula asked if Bruce would commit to the project over a long time period, such as a year, so that production of the several program guides needed for one year doesn't become KPMPD staff's responsibility. Kip stated that she was uncomfortable with the Resolution and timetable, not the concept of a program guide. Caril said she had no problem with the resolution; Paula stated that KPMPD could not adopt the resolution because it required a commitment on the part of the KP News and KPMPD had no contractual relationship with the KP News. There was discussion about Scott contacting the KP News regarding publication, distribution and layout services for the program guide. Chris said the deadline for this type of insert for the December issue would be Nov. 1, 2006. Consensus was to offer free listings to events, clubs and programs on KP. Scott said that in his experience, program guides have a shelf life of 1 to 3 months. Bruce volunteered to assemble a program guide and get advertising so that KPMPD would have no out-of-pocket expenses. Caril moved for KPMPD to authorize Bruce Nicholson to produce/develop a program guide by Nov. 1, 2006, for publication in the December 2006 issue of the KP News. Ross seconded the motion. The motion passed 4/0. Bruce said he had a couple of firm advertisers already. Scott asked the time frame of the guide; Bruce said through April. Scott said there are two ways for the district to produce a program guide: the first is for the Park District to do it all and present the KP News with a finished product; the second is for the KP News to produce the guide and sell the advertising. He stated there is not enough time for the second option.

Executive Park Director Scott Gallacher was directed to negotiate with the KP News for publication of a 12 page program guide.

Meeting Adjourned: The special purpose public meeting of October 20, 2006, was adjourned at 8:45PM. The November meeting will be on Monday, November 13, 2006, at 7:30PM in the Annex building at the Key Peninsula Sport Center and Fairground (Volunteer Park) and will be preceded by a 6:30PM study session. The December meeting will be on December 11, 2006 at 7:30PM. The fourth Monday of each month is reserved for special topic meetings should any be required.

Single Topic Board Meeting Minutes Monday October 30, 2006

The single purpose public meeting of the Key Peninsula Metropolitan Park District was called to order at 7:35PM in the Key Peninsula Sport Center and Fairground (Volunteer Park) Annex by President Paula DeMoss. The topic is progress on development of the KPMPD Program Guide for publication in the December 2006 issue of the KP News with a submittal deadline of Nov. 1, 2006.

Commissioners Present: Paula DeMoss, Ross Bischoff, Kip Clinton; also present for KPMPD was Executive Park Director Scott Gallacher. Commissioners Caril Ridley and Elmer Anderson were absent.

Citizens Present: Rick Sorrels.

Topic: Program Guide

Scott reported that Rodika Tollefson, KP News editor, said they are already doing a Christmas season event schedule; longer advance notice is needed for contract negotiations, development and production. Bruce Nicholson did not attend this meeting; the last contact Scott had with him was Monday, Oct. 23. Ross suggested trying for a February 2007 date. Scott suggested the KP News sell the ads and do the layout; KPMPD would provide the raw data. It was moved, seconded and passed 3/0 to defer the production of a program guide to early spring, have staff pursue negotiations with the KP News and have staff collect information on Key Peninsula programs, clubs, events, etc., to be included in the program guide.

Meeting Adjourned: The special purpose public meeting of Monday Oct. 30, 2006, adjourned at 7:52PM. The next regular meeting of KPMPD will be on Monday Nov. 13, 2006, at 7:30PM in the Key Peninsula Sport Center and Fairground Annex. It will be preceded by a 6:30PM study session. The December meeting will be on Monday Dec. 11, 2006, at 7:30PM.

Respectfully submitted by Kip Clinton, Clerk KPMPD.

Disclaimer: KPMPD's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Clerk's attention and corrected at the time the Board addresses and approves the minutes. The Clerk wishes to apologize to the public and other Commissioners for any errors which may occur in the unofficial minutes; she cannot talk and take notes at the same time.