

**CITY OF SANTA FE
PARK AND RECREATION BOARD
SPECIAL MEETING
NOVEMBER 6, 2023 5:30 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 5:30 p.m. by Chairperson Rebecca Martinez.

Roll Call: Present: Chairperson Rebecca Martinez
 Board Member Chris Bozeman
 Board Member Jeannette Woolsey
 Board Member Mike Winburn
 Board Member Jeannie Thielemann

 Absent: Board Member Bill Pittman, excused

Chairperson Martinez led the Invocation, then led the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

Citizens' Comments:

There were no comments from citizens.

Business:

Old Business:

1. Discussion: Successes and lessons learned during the Candy Trail on October 28, 2023

Chairperson Martinez stated that the Candy Trail had a great turnout and the timing worked out well with several other Halloween events going on in Santa Fe on that day. Community Services Director Georgia Carmack reported that there were estimated to have been over 400 attendees and 23 participating booths. Ms. Carmack added that two Park and Recreation Board members and the Park Department Director worked in the Park and Recreation Board booth, with the candy donated by Bugwacker Termite and Pest Control.

New Business:

1. Discussion and direction: Involvement and duties of Park and Recreation Board members for the Heritage Festival hosted by the Santa Fe Chamber of Commerce

Chairperson Martinez read the letter from Santa Fe Chamber of Commerce President Amber Miessner thanking the Park and Recreation Board for sponsoring the Kids Zone at the Heritage Festival, and outlining the duties of the Board, which include:

- Helping children on and off the train
- Monitoring bounce houses, rides, the rock wall, and games to help ensure child safety
- Arrive by 9:45 a.m. and expect to stay until 6:00 p.m.

Ms. Miessner added that Park and Recreation Board members will not be responsible for set-up or take-down of equipment, or any money handling.

It was previously stated that Board Members Pittman, Woolsey, and Bozeman would be working the event during various times of the day.

2. Discussion and direction: Involvement and duties of Park and Recreation Board members for the Heritage Festival fun Run hosted by the Friends of the Library

Park and Recreation Board members will be at the event by 7:00 a.m. There were no representatives from the Friends of the Library to answer questions from the Board members.

3. Discussion and direction: Involvement and duties of the Park and Recreation Board members for the Christmas Tree Lighting

Chairperson Martinez stated that she had completed the artwork for the Clear Channel Digital Billboard advertising the event and sent it to Communications Specialist Laurie Tollett for submission to Clear Channel. Chairperson Martinez added that the City usually provides the sound system for the music.

Community Services Director Georgia Carmack and Board members gave the following updates:

- Robert Parker with the Park Department will deliver the stage for the performers and the Christmas tree
- Santa and the Grinch have been scheduled to be at the event
- The Santa Fe High School Choir and/or Theatre Arts students will be performing
- The Santa Fe Junior High School choir students and local church groups will be invited to perform
- Board Member Bozeman offered to provide the sound equipment for the performers.
- Board Member Pittman will be providing two light towers and
- Greg Gardner will be bringing the Santa backdrop
- CJ's Stables has been contacted
- Water will be provided in lieu of hot chocolate, which had been previously discussed
- Need to reimburse the Santa Fe High School Culinary Arts Department for the supplies for the cookies
- Park and Recreation Board members should plan to arrive for the event by 4:30 p.m.
- The Boy Scouts will need to be invited to lead the Pledge of Allegiance
- A pastor from a local church will need to be invited to lead the prayer

Request for future agenda items:

The Board recommended discussing a recap on The Heritage Festival, Heritage Festival Fun Run, finalizing the details for Christmas in the Park, and talking about future events at the next Park and Recreation Board meeting, which has been scheduled for Monday, November 27, 2023, at 5:30 p.m.

Motion by Board Member Bozeman to adjourn. The motion passed and the meeting adjourned at 5:51 p.m.

ATTEST:



Rebecca Martinez, Chairperson

Georgia Carmack, Community Service Director