



## Brisbane Parks and Recreation Commission **Action Minutes**

### REGULAR MEETING

**April 13, 2022**

*VIRTUAL COMMISSION MEETING, 50 PARK PL., BRISBANE, CA*

#### **CALL TO ORDER**

Chairperson Ocampo called the meeting to order at 6:34pm.

#### **ROLL CALL**

Commissioners present: Ocampo, Commerford, Davis, Greenlee, Kern, Seawell, & Sims  
Staff present: Recreation Director Leek and Administrative Assistant Bondoc

#### **ADOPTION OF AGENDA**

Commissioner Davis moved, seconded by Commissioner Sims, to approve the April 13, 2022 agenda. The motion carried 7-0.

#### **APPROVAL OF MINUTES**

##### **A. March 16, 2022**

Commissioner Sims moved, seconded by Commissioner Davis, to approve the March 16, 2022 minutes. The motion carried 7-0.

#### **CITIZEN COMMUNICATIONS**

None

#### **PRESENTATIONS**

##### **B. YAC Introductions and Presentation**

#### **OLD BUSINESS**

##### **C. Finalize and adopt needs assessment survey**

- a. Commissioners shared feedback and recommendations regarding the 2022 community-wide needs assessment survey drafted by Director Leek and Commissioner Sims, including discussions on programs, facilities, and demographics.
- b. Commissioners agreed to adopt the survey and make them publicly available in both hard-copy and digital form starting in May.

## **NEW BUSINESS**

- D. Commission reorganization
  - a. Commissioner Sims moved, seconded by Commissioner Commerford, to nominate Commissioner Greenlee as new Chairperson. The motion carried 7-0.
  - b. Commissioner Ocampo moved, seconded by Commissioner Sims, to nominate Commissioner Kern as new Vice Chairperson. The motion carried 7-0.
  - c. Commissioner Sims moved, seconded by Commissioner Ocampo, to nominate Commissioner Sims as new Secretary. The motion carried 7-0.
- E. Subcommittee reassignments
  - a. Commissioners elected to assign and reassign themselves to various subcommittees.

## **REPORTS**

### **F. Chairperson**

None

### **G. Subcommittees**

- a. LUNAFEST Subcommittee meeting (held on 3/22/22)  
Subcommittee members reported discussions held at meeting. LUNAFEST is scheduled for 6/11/22 at Mission Blue Center.
- b. Public Art Advisory Committee meetings (held on 3/29/22 and 4/5/22)  
Subcommittee member reported discussions held at meetings.
- c. P&R and OSEC Joint Subcommittee meeting (held on 4/11)  
Subcommittee members reported discussions held at meeting.
- d. Setting Subcommittee Meetings  
LUNAFEST Subcommittee meeting to be scheduled for 5/22.  
Concerts in the Park Subcommittee meeting scheduled for 4/25/22 at 4pm.  
Public Art Advisory Committee meeting scheduled for 4/26/22 at 4:30pm.  
Recreation Programs Subcommittee meeting scheduled for 4/27/22 at 4pm.

### **H. Commissioners**

Commissioner Greenlee shared community feedback regarding youth summer program registrations.

### **I. Staff**

Staff reported updates on spring break camp, digital activity guide, Volunteer of the Year nominations, May events (featuring lifeguard certification class, fire hydrant restoration event, BDW's spring performance, water safety and Bike to Work Month), 10/15/22 commissioner workshop, and a special thank you to Commissioner Ocampo for her time as Chairperson.

## **COMMISSION MATTERS**

### **J. Written Communications**

None

**K. Commission Calendar**

The next regularly scheduled meeting is May 11, 2022.

**ADJOURNMENT**

Chairperson Ocampo moved to adjourn the meeting at 8:25pm.