



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

July 13, 2022

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

CALL TO ORDER

Chairperson Greenlee called the meeting to order at 6:38pm.

ROLL CALL

Commissioners present: Greenlee, Kern, Ocampo, Seawell, Sims

Absent: Commerford, Davis

Staff present: Recreation Director Leek, Recreation Supervisor Houghton,
Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Sims, to approve the July 13, 2022 agenda. The motion carried 5-0.

APPROVAL OF MINUTES

A. May 11, 2022

Commissioner Sims moved, seconded by Commissioner Ocampo, to approve the May 11, 2022 minutes. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Club Lipman Afterschool Program

Michelle Chan provided an overview of the afterschool program at Lipman Middle School.

OLD BUSINESS

C. National Park & Recreation Month

Staff provided updates on Parks and Recreation activities and events for July.

D. LUNAFEST event debrief

Staff and commissioners recapped the 2022 LUNAFEST event.

E. Offsite facilities tour rescheduling

The offsite facilities tour originally scheduled for 6/8/22 has been rescheduled for 8/25/22 6pm-8pm.

NEW BUSINESS

F. Needs Assessment survey results

Staff shared and commissioners discussed the results of the 2022 needs assessment survey. Commissioners will continue to discuss results at future meetings and at the subcommittee level.

REPORTS

G. Chairperson

Chairperson Greenlee discussed scheduling the Garden Show for 8/27/22 and reported community feedback regarding access to the park behind the old library.

H. Subcommittees

a. Public Art Advisory Committee meeting (held on 5/23/22 and 5/26/22)

Subcommittee members reported discussions held at the meetings.

b. Teen Services Subcommittee meeting (held on 5/24/22)

Subcommittee members reported discussions held at the meeting.

c. Events Subcommittee: LUNAFEST meeting (held on 5/25/22)

Subcommittee members reported discussions held at the meeting.

d. Setting Subcommittee Meetings

Derby and Day in the Park Subcommittee meeting scheduled for 7/19/22 at 3pm.

I. Commissioners

None

J. Staff

Staff reported updates on Leaders in Training involvement with summer camp and preschool, summer swim lessons, the 6/24 and 8/26 cornhole tournaments, ongoing fall registration for Club Rec, Volunteer of the Year nominations, mid-August release of the activity guide spanning September and December, the 10/15 commissioner workshop in Burlingame, July Concerts in the Park, 7/23 City-Wide Yard Sale, and 8/12 Brisbane Community Night at the Giants Game.

COMMISSION MATTERS

K. Written Communications

None

L. Commission Calendar

The next regularly scheduled meeting is September 14, 2022.

ADJOURNMENT

Chairperson Greenlee moved to adjourn the meeting at 8:31pm.