



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro
Wednesday, October 22, 2025

I. Call to Order & Roll Call

II. Adoption of Minutes

a. Adoption of August 13, 2025 Minutes

III. Reports

a. September Monthly Report

b. Upcoming Programs/Events

c. Updates

Festivals

IV. New Business

2024-25 Budget Review

Special Event Application

V. Old Business

Pickleball Courts

Swimming Pool Committee

VI. Comments

VII. Adjournment

Next Meeting November 19, 2025, 5:30 PM

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
August 13, 2025

Item II - a.

- I. Call to Order & Roll Call:** The Swansboro Parks and Recreation Advisory Board met at the Swansboro Recreation Center for a special meeting on Wednesday, August 13, 2025. Debra Pylypiw called the meeting to order at 5:00 p.m.

Members present were Debra Pylypiw, Matthew Prane, Elena Messenger, and Jennifer Steele. Members absent were Bets Love and Ryan Swanson. Anna Stanley was present on behalf of the Town.

II. Adoption of Minutes

- a. April 16, 2025 Meeting Minutes- Matthew Prane made a motion to approve the April minutes with some corrections. He pointed out two simple edits that were typos. In the old business section, Matthew suggested changing "an aquatic facility that has a steel ore" to "an aquatic facility that has a steel or concrete dome" for clarification. In the last paragraph, Matthew requested a change to his comment about lifeguards. The original text stated that North Carolina does not require lifeguards and does not recommend it. Matthew clarified that while it's true North Carolina does not require lifeguards, they do recommend them. He emphasized the importance of safety and did not want anyone to be confused about his stance. There was a brief discussion about the wording of this section. Anna Stanley suggested removing "not" from the statement to read "does recommend it." Matthew agreed and proposed adding a clarification: "However, Matthew P does recommend having lifeguards." Matthew Prane made a motion to approve the April minutes with the discussed corrections. Elena seconded the motion. The motion passed unanimously.
- b. June 16, 2025 Minutes- The July 16, 2025 minutes were presented for approval. Anna Stanley mentioned that they were trying a new software program for transcribing the minutes, which may have resulted in some spelling inconsistencies, particularly with names. Matthew Prane made a motion to approve the July 16 minutes, Elena M seconded the motion. The motion was seconded. The motion passed unanimously.

III. Reports

- a. **Monthly Report:** Anna Stanley presented the July monthly report. No questions or comments were raised by the board members.
- b. **Upcoming Programs/Events:** Anna Stanley provided an overview of upcoming events and programs for August and September. She highlighted several events that would require volunteers:
- Tunnels to Tower on September 13th

- Mullet Festival on October 10th and 11th
- Barkfest on September 27th
- National Night Out on September 19th (hosted by the police department for the first time)

Anna mentioned that August's programming was lighter due to staff vacations. She noted that the theater trip scheduled for August 24th had sold out. The football door hanger program was cancelled due to low registration.

Anna also mentioned that tai chi classes would be starting up again in September.

Deb P. inquired about feedback opportunities for program participants. Anna confirmed that Sarah usually sends out surveys after programs and that she could share specific feedback with the board if requested.

There was a brief discussion about the recent Paddles and Pizza event, which board members who attended said went well.

Deb P. provided an update on the Mullet Festival, stating that all vendor spaces were full and a waitlist had been established. She estimated that about 60% of vendors were returning from previous years. Deb also mentioned that the Crystal Coast Assembly of God Church had agreed to handle the mullet again this year.

c. Updates:

Anna Stanley provided updates on the Mullet Festival preparations. She mentioned that all bands had been booked and she would be updating the website with this information. She also planned to set up meetings with WITN and potentially Channel 9 for television ads and sponsorship opportunities.

Anna stated that the first logistical meeting for the festival would be held when she returned from vacation. She also mentioned that they were looking into incorporating QR codes for both the entertainment schedule and surveys during the event.

There was a discussion about printing needs for signage, with suggestions to reach out to Patrick Larkin on the military base or the homeless shelter in Jacksonville for cost-effective printing options.

IV. New Business

- a. Skate Park Alternative Uses-** Anna Stanley requested feedback from the board on potential alternative uses for the skate park space if it wasn't converted into pickleball courts. She explained that she wanted to present other options to the Board of Commissioners to justify new pickleball courts rather than converting the existing space.

Board members suggested several ideas:

- A fossil dig area (though concerns were raised about maintenance)
- Shuffleboard courts
- Bocce ball courts
- Cornhole boards
- A variety of games to accommodate different interests

Matthew Prane suggested considering community service projects, such as Eagle Scout projects or high school volunteer opportunities, to help implement some of these ideas cost-effectively.

Anna noted that there would still be space near the proposed new pickleball courts for additional features like a fossil dig area.

V. Old Business

- a. Pickleball Courts: Anna Stanley presented an update on the pickleball court project. She had obtained estimates ranging from \$186,000 to \$200,000 for new courts, not including fencing (estimated at \$10,000 to \$25,000) and site preparation work. For converting the existing space, estimates ranged from \$45,000 to \$50,000.

Anna mentioned that she still needed to get complete quotes including all aspects of the project. She also noted that lighting would be a separate project, estimated at \$80,000 to \$100,000.

Matthew Prane suggested exploring solar-powered lighting options as a potentially more cost-effective solution.

Anna outlined additional amenities she wanted to include in the project, such as wind screens, paddle racks, trash cans, benches, signage, a message board, and landscaping. She mentioned the possibility of holding a meeting with the pickleball community to get their input on desired amenities.

After discussion, the board made a recommendation: A motion was made by Matthew P. to recommend new dedicated pickleball courts rather than converting the existing space. Elena M. seconded the motion. The motion passed unanimously.

- b. Swansboro Aquatics Community Survey-Matthew Prane provided an update on the aquatics community survey. He explained that the committee had revised the survey multiple times to refine the questions and improve data collection. Some key points discussed were:

- The survey would now use ARC GIS, a comprehensive survey system provided by the fire department, which would allow for more detailed data analysis.
- Questions about swimming abilities were refined to better categorize respondents' skill levels.

- For questions with multiple options, respondents would be asked to select their top five choices rather than ranking all options, to avoid survey fatigue.
- Questions about pricing were removed, with plans to conduct a separate survey on pricing once a design is proposed.

Matthew agreed to make final edits to the survey based on the board's feedback and submit it to Anna Stanley for presentation to the commissioners.

VI. Comments

VII. Adjournment:

There will be no meeting in September or regular board meeting in October. There will be a special meeting October 22, 2025 at 5:30 PM

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Applications are still being accepted for the Christmas Flotilla, Arts by the Sea 2026
- Secured fireworks for 2026.
- Working with graphic designer to design the Mullet Festival map and information piece.
- Continue working with Front Row Communications for festival advertising.
- Collaborating with WITN and WNCT for digital advertising and commercials.
- Continue to work with the Tideland news and Curtis Media on advertising.
- Working with Jacksonville Onslow Sports Commission to host the 3rd Annual Movin' Mullet 5K. Logistical meeting held.

Miscellaneous

- Serving on the Tunnel to Towers committee. Attending planning meetings. Event was held on September 13, with 1125 registered participants. Estimated attendance was 1,400.
- Met with area parks and recreation directors. The group was formed with the intention of collaborating with events, shared expertise, peer support, problem-solving network, resources sharing, training opportunities, and staying current the recreation trends. The group plans to meet quarterly.
- Continue to work on project for pickleball courts.
- Serving on America's 250 planning committee for Onslow County.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attending quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity

Item III - a.

From 9/7/2025 to 10/7/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	160	39	24	0	104
Resident	16	6	13	0	14
Non-Resident	144	32	11	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	43	2	0	0	14
18 - 65	100	32	21	0	83
65+	17	4	3	0	7
Male	66	18	18	0	49
Female	94	20	6	0	55
Other Genders	0	0	0	0	0
Online vs In-House					
Online	81	0	0	N/A	52
In-Person	79	38	24	N/A	52

Metrics-social media

September

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,136	341,000	6,300	224,700	105
Facebook-Festivals	9,305	7,400	751	51,400	45

Revenue

September

Slip Fee - Town Dock	\$1,352
Rental Fees-Parks	\$415
Rentals Rooms	\$1,805
Rec Program Fees	\$2,007.66
Gym Memberships	\$295
Dog Park Memberships	\$30
Festival Vendor Fees	\$3060

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Completed all purchase orders for Mullet Festival
- Began planning social media campaign for Mullet Festival
- Attended meeting with T2T director about volunteers
- Attended meeting with Fire Chief about upcoming programs

- Attended 4H interest meeting
- Attended 2 Mullet Festival logistical meetings
- Planned pickleball tournament
- Continued planning and executing upcoming Sprout Scouts and Tiny Trekkers
- Attended Coastal Carolina Community Fair
- Began coordinating with local restaurants for Mullet Festival VIP tent
- Coordinated with contract instructors on upcoming programs
- Met with Diamond Bus Shuttle Company to discuss alternate route for Mullet Festival
- Helped plan and execute National Night Out
- Worked with T2T director on volunteers for event and marketing
- Continued BarkFest social media campaign
- Planned and organized Halloween Craft Night
- Attended National Night Out logistical meeting
- Attended sponsorship webinar
- Began preparations for Mullet Festival: mullet toss, mullet hair competition, supply list, staffing, volunteers, and communication
- Attended Movin' Mullet meeting

Planned Programs

POUND! – September 6th – October 18th

- 11 drop-ins
- 1 series

Wreath & Wine Fall Wreath

- 5 registered and 5 attended

Tai Chi Classes – September 11th – October 16th

- 10 registered and 5 waitlisted

Seaside Book Buzz

- 27 registered

Sprout Scouts Puppy Pals – September 19th

- 20 registered and 15 attended
- 3 waitlisted

National Night Out – September 19th

- 41 vendors
- Estimated 800+ in attendance

Finger Painting Art Class – September 25th

- 8 registered and 8 attended

BarkFest – September 27th

- 22 vendors
- Estimated 500+ in attendance

Wreath, Witches, and Wine – September 30th

- 7 registered and 7 attended.

STAYING BUSY - November 2025-

Town of Swansboro Parks & Recreation

All activities take place at the Recreation Center (830 Main St Ext) in Swansboro, unless otherwise noted. The Recreation Center's hours are as follows: Mon-Fri, 9 AM-7 PM, Sat, 8 AM-12 PM, closed Sunday. Call (910) 326-2600 for more info. Be sure to visit our website at swansboro.recdesk.com to register for programs/events.

Adult Programs

Onslow County Senior Services Nutrition Site:

Contact Onslow County Senior Services for more information.
Mon-Fri, 9 AM-12 PM

Fitness Programs

Tai Chi

November 6th – December 18th

Join Swansboro Parks & Recreation for Tai Chi with instructor Sifu Dr. Harold McMillion for a 6-week series, every Thursday starting at 2:00PM at the Swansboro Recreation Center. Tai chi is a series of gentle physical exercises and stretches. Each posture flows into the next without pause, ensuring that your body is in constant motion.

POUND Fitness Class

9 AM – 10 AM

Come get fit with RipStix! Join us at the Swansboro Recreation Center for our 5-week Pound fitness class with OFFICIAL POUND Instructor Karen Daly. Pound is a fun, total body workout that fuses the best strength training, Pilates, and cardio moves through drumming exercise. Register for the entire series for \$25 or drop-in for \$6 per individual session. pause, ensuring that your body is in constant motion.

2025 Open Pickleball League

January 2025 – December 2025

The 2025 Pickleball Open Play Membership will start January 1, 2025 and run until the end of the year, December 31, 2025.

Dinksgiving Pickleball Tournament

November 22nd 9 AM

Celebrate the season with some friendly competition at our Dinksgiving Tournament! Entry is \$20 per person, which includes tournament play, raffles, food, and fun. This is a mixed doubles tournament. You can sign up with a partner or register solo and be paired with someone. Substitutes are welcome in case of no-shows. Prizes will be awarded to 1st and 2nd place winners. The tournament will follow a double elimination format, with each match being single elimination. Register today and join us for a day of pickleball, food, and fun!

Events

Swansboro Christmas Flotilla

November 28th 5 PM – 8 PM

Experience the magic of the holiday season at the Swansboro Christmas Flotilla. Watch beautifully lit boats glide along the waterfront in a dazzling display of holiday cheer, bring the little

ones to meet Santa Claus and create cherished memories, and enjoy tasty treats, hot cider, and cocoa as you savor the festive atmosphere. If you have a boat and a love for the holidays, join this cherished Swansboro tradition by decorating your vessel and being part of the magical Christmas Flotilla.

Item III - b.

Programs

Sprout Scouts-Gobble Trot

November 21st 10 AM & 11:30 AM

Welcome to our Sprout Scouts program, designed specifically for our littlest ones ages 1 to 2 at the Swansboro Parks and Recreation Department! Our program aims to provide a stimulating and engaging environment where toddlers can explore, create, and play in a safe and nurturing setting.

Tiny Trekkers-Harvest Pals

November 7th 10 AM

Welcome to our Tiny Trekkers program, designed specifically for our little ones ages 3-6 at the Swansboro Parks and Recreation Department! Our program aims to provide a stimulating and engaging environment where children can explore, create, and play in a safe and nurturing setting.

Sip & String: Fall Garland Night

November 5th 6 PM

Get into the cozy spirit of fall with an evening of creativity, wine, and fun! For \$20 per person, you'll get all the supplies you need to make your very own beautiful autumn garland. Personalize it with colors, textures, and embellishments that suit your style. Sip on your favorite wine, relax with friends, and enjoy a laid-back, crafty night out.

Theatre Trip-Spamalot

Join us for a trip to the Theater! Swansboro Parks and Recreation will be providing transportation and tickets to Spamalat at New Bern Civic Theatre for \$45/person! Monty Python's Spamalat is a Tony Award-winning musical comedy "lovingly ripped off" from the classic film Monty Python and the Holy Grail. The show retells the legend of King Arthur and his Knights of the Round Table in a silly, irreverent style, featuring memorable songs, a chorus line of knights, cows, killer rabbits, and a quest for the Holy Grail.

Be on the lookout for additional programs

Register for programs at:

swansboro.recdesk.com

Like us on Facebook: Town of Swansboro

Follow us on Instagram: @swansboro_recre8

