



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro

Wednesday, July 16, 2025

I. Call to Order & Roll Call

II. Adoption of Minutes

- [a.](#) April 16, 2025 Meeting Minutes

III. Reports

- [a.](#) **Monthly Report**
- b. Upcoming Programs/Events**
- c. Updates**

IV. New Business

- a. Non-Profit Tourism Assistance Grant**
- [b.](#) **Special Event Application**

Little Pink Houses of Hope-Little Pink Houses of Hope offers free vacation retreats to breast cancer patients and their families. They are also partnering with Swansboro Paddle Boarding to host this event. Ocean Cure, from Wilmington, leads kayaking and paddleboarding for families. The event will be held on August 20, 2025, 9:00am-1:00pm at Bicentennial Park. The fee would be \$40 for an open space permit. Little Pink Houses of Hope is asking for a waiver of fees for the event. Non-profit letter and certificate of insurance will be received prior to the event.

Recommended Action: Recommendation to waive fees.

- [c.](#) **Swansboro Aquatics Community Survey**

Presenter: Matthew Prane-Pool Committee Chair

The intent of the Aquatics Community Survey is to determine programs of interest which will lead to requirements for design and be able to determine the level of interest by the community. Survey questions relate to programs, design, and level of interest. With these three outcomes the Town can determine if this type of project is feasible/sustainable.

Recommended Action: Review survey, make recommendations for questions

V. Old Business

- a. Pickleball Courts**

VI. Comments

VII. Adjournment

Next Meeting September 17, 2025

There will be no meeting in August.

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
Meeting Minutes April 16, 2025

I. Call to Order & Roll Call- The Swansboro Parks and Recreation Advisory Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, April 16, 2025. Debra Pylypiw called the meeting to order at 5:30 p.m.

Members present were Debra Pylypiw, Matthew Prane, Ryan Swanson, Bets Love, and Jennifer Steele. Elena Messenger was absent. Anna Stanley, Sara Elliott, Mayor Bill Justice, and Town Manager Jon Barlow were present on behalf of the Town.

II. Adoption of Minutes

- a. March 19, 2025, Meeting Minutes-The board review the meeting minutes from March 19, 2025. Jennifer S. made a motion to approve the minutes, Matthew P. seconded the motion, and the meeting minutes were unanimously passed.

III. Reports

- a. **Monthly Report**-Director Stanley said the monthly March reports were in the packet with updates in red and asked if there were any questions. There were no questions.
- b. **Upcoming Programs/Events**-Sara E. reviewed upcoming programs

Spring Break Camp finished today with nine campers. The Easter Egg Hunt is tomorrow and have plenty of volunteers to help make the event a success. Next week is the Touch-A-Truck event with 33 different vehicles attending. PirateFest is in May and Swansboro Parks and Recreation are partnering with Lady Swan to offer a Pirate Cruise on the day before PirateFest. The Mother's Day Craft Night is in May as well. This year it is focused on mothers and children, not just daughters. Tiny Trekkers and Sprout Scouts continue with a focus on events that are happening. Debra P. is hosting two more theatre trips. One tip is booked, and the other is scheduled for June with some spots available.

Director Stanley stated that Festival Sponsorships were closing this week. Swansboro Parks and Recreation received a sponsorship that was collected by Bets L. Director Stanley announced that \$35,500 in sponsorships has been collected to date. There are several new sponsors and some returning sponsors that have been committed. The Arts by the Sea Festival will offer the Food and Wine tasting again. Tickets will go on sale soon.

Deb P. stated that vendor spaces are almost full for Arts by the Sea. Sara E. explained that Arts by the Sea highlights local entertainment and the Marine Corps Band will finish the set. Deb P. added that vendor spaces for the Mullet Festival are almost filled. and food vendors are completely full. Director Stanley added that entertainment is almost set, but there is one more spot for a band available. Independence Day has everything confirmed other than the permit from Onslow County. Independence Day only has food vendors. There are no updates on the Christmas Flotilla. There were no questions about upcoming programs and events.

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
Meeting Minutes April 16, 2025

IV. New Business

V. Old Business

- a. Event & Festival Economic Impact- Director Stanley provided figures on PirateFest with attendance and the economic impact. The total economic impact for PirateFest last year was over \$54,000. Director Stanley uses a formula from Onslow County to get the correct estimate. Director Stanley also provided the attendance for all the festivals for the past three years. The Hampton Inn tracks overnight stays with a code used at check-in for each festival. The total economic impact for festivals is \$340,306.
- b. Swimming Pool Committee (added presentation 4/15/25)-Matthew P. provided an update on the Swimming Pool Committee and asked for feedback on the presentation that he would like to give to the Board of Commissioners. The committee was formed because of the information from the Master Plan. Matthew P. stated that a programming pool should be constructed to meet the needs of the community, including a diving board. There are currently three different types of pool that have been discussed which include a programming and diving pool, community/competition pool, and a warm water therapy pool. Depending on the pool type will determine the type of programs that can be offered. A steel or dome building that can be used as a hurricane shelter can cost upward \$13 million but has potential to generate revenue. Matthew P. looked at another option for a community/competition pool that would cost \$7.4 million. The costs include restrooms, showers, changing facilities, and utility room. All these amenities are required by the state. The pool committee is planning to present a less costly version that would cost \$200,700 in the first year. The costs are overestimated, including the pool, concrete pad, insurance (annual quote), staff, and pool operating costs. The pool would be above ground so a fence would be a way to control access. These costs do not include shades, chairs, utilities, fencing/decking, storage facility, and bathroom/shower facilities. Matthew P. would like to have six guards per day for \$15/hour. Other staff would include supervisors and pool operators. Matthew P. discussed the different potential revenue streams that include membership fees, swim lessons, swim meets, and kids' triathlon for a potential of \$181,860 a year. Matthew P. summarized the key takeaways that include drowning prevention, programming, more special events, more outdoor fitness classes, outdoor concerts and movies, and community centered health and wellness.

Matthew P. asked board members to provide feedback on the presentation. Deb P. asked about the membership target and what type of memberships it included and asked if the number of children for learn to swim (96 kids/day) was reasonable. Matthew P. responded that the membership rates would need to be reviewed with more details and believes that there is enough children to fill the program. Sara E. asked if he has asked other facilities about their swim lessons programs and how many swimmers they have. Matthew P. has not asked, and Deb P. added that she has been to other facilities and has seen three or four swimmers, but it could be dependent on the time of year. Deb P. asked if the ADA access included a lift. Matthew P. responded yes, just depending on the set-up of the pool. It does not include the actual lift into the pool, which is not a requirement. Matthew P. commented that North Carolina does not require lifeguards at pools so it may be something to consider to limit costs. Jennifer S. asked about the scheduled swim meets for the high school which is during the winter months. The pool is

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
Meeting Minutes April 16, 2025

proposed to be open during the summer. Matthew P. stated that there are some options including a dome so that way more programs and swim meets can be offered year-round. Another consideration is if the current staff under Parks and Recreation oversee this increase in program registration. Director Stanley asked for clarification of what the costs include. Matthew P. stated that there is more that needs to be included depending on the direction of the pool. The proposed pool does have a five-year warranty and can be bought back after or before five years. There were no more questions or comments.

c. Pickleball Courts (added agenda item 4/15/25)

No new updates- Director Stanley stated there are two options that are being considered for the pickleball courts. The first option is the build three dedicated pickleball courts at the skate park or build six new dedicated pickleball courts that would be regulation size next to the current tennis courts. The current storm water permit will need to be modified, and Director Stanley is consulting with professionals now. Director Stanley is gathering all the information needed for both options to create a proposal for the Town Manager and then ask the Parks and Recreation Board for a recommendation. The recommendation would then be presented to the Board of Commissioners. Once the recommendation is confirmed, Director Stanley will put the project out for bids. The current tennis courts will remain in their current use. The courts will need to be resurfaced within the next three years. There has been some miscommunication on the courts so Director Stanley will provide any updates at the Parks and Recreation Board Meeting and the Board of Commissioners Meeting. No information will be posted on GroupMe as it is not an official form of communication for the department. The board had no questions or comments.

VI. Comments

Mayor Justice asked that the patrons continue their patience as this money has been allocated to the pickleball courts. The project will take some time as there is still a lot that needs to be decided. A patron asked that Mayor directly if there was a specific timeline that could be set for the courts as other organizations/businesses have built courts within three months. Director Stanley commented that she is working on getting quotes but cannot force contractors to get back to her on quotes. Director Stanley stated that she is just one person that has the help of Sara E. but has other responsibilities in the department. Another patron commented that league members can ask another business for the costs, but as stated before, Director Stanley will still need to contact businesses and get specific quotes. A government entity is different from a private company and projects like this will take more time. Both options will be presented and then decided based on quotes or what the board wants. Another patron asked why the current tennis courts cannot be resurfaced since there are not as many tennis players as pickleball players. Director Stanley responded that there is still a need for tennis courts, the department needs to provide the service, and the Board of Commissioners have expressed that they want the tennis courts to stay. Mayor Justice commented on whether this section was for comments or discussions. Mayor Justice wanted to remind patrons not to attack Director Stanley and remember that she is working hard to get the dedicated pickleball courts. Patrons agreed that Director Stanley cannot control whether businesses respond to her request for quotes. Mayor Justice asked the patrons what they felt were a reasonable timeline for the pickleball courts and responded six months. Given that six months is not reasonable to even build the courts, steps were discussed. The first step is the storm water

**Town of Swansboro
Swansboro Parks & Recreation Advisory Board
Meeting Minutes April 16, 2025**

permit which is in motion with the consultant. Another patron asked if a pickleball court committee would be helpful, but Director Stanley stated that it would not be because she would still be the one solely responsible for the quotes and proposals. Mayor Justice commented that with the possibility of offering more tournaments, that it will help the project. A patron commented that she felt the pickleballs were being held hostage, but Director Stanley stated that the balls were tracked to better understand what the department needs to budget. Also, pickleballs have gone missing in the past.

A patron asked how Matthew P. received his information about the comprehensive master plan, and he responded that it is on the Parks and Recreation website. The comprehensive master plan was completed in 2023 and if it were repeated, it would cost thousands of dollars. Mayor Justice expressed that the Board of Commissioners are there to help and to reach out to them about any questions or concerns.

VII. Adjournment- Matthew P. made a motion to adjourn the meeting at 6:39 pm and Bets L. seconded the motion. All members were in favor.

Next Meeting May 21, 2025, 5:30 PM

May 2025

DIRECTOR'S REPORT**Festivals**

- Festival website updates-ongoing
- Sponsorships are being received. Many new sponsors this year, to date have raised \$40, 250
- Collaborating with graphic designer for 2025 marketing materials; rack card, sponsor graphic, Arts by the Sea (ABTS) and Independence Day Celebration.
- Held logistical meeting for ABTS
- Applications are still being accepted for all festivals, Arts by the Sea only has a few spaces remaining and Mullet is close to being full.

Events*PirateFest*

- Annual event is held on the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Added new feature: Pirate Cruise on May 9, 2025. Partnering with the Lady Swans and pirate entertainers to host a sunset cruise. The cruise was well received by participants and sold out.
- Attendance was high, many of the entertainers said, "this is the busiest we have been. We were talking with participants the entire day". One group, had 175 participants "fight a pirate".
- Held logistical meetings with Department heads.

Miscellaneous

- Received estimates for two options for dedicated pickleball courts. Contacted engineering firm inquiring about stormwater permit modifications. Compiling information to present to the Town Manager and Board of Commissioners.
- Managed several Onslow County Senior Games events-work with county departments to hold annual games this May.
- Prepared documents for the annual Splashpad inspection. The inspection is complete and splashpad is open. Held grand re-opening event May 17, approximately 200 participants, games on the lawn, provided free snow cones for the first 100 participants, and gave away swim shirts.
- Assisted with Memorial Day Remembrance event.
- 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.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Organization Activity

From 4/15/2025 to 6/14/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	404	187	7	0	385
Resident	60	19	3	0	25
Non-Resident	344	164	4	0	360
No Residency Set	0	0	0	0	0
Demographics					
< 18	87	9	0	0	47
18 - 65	226	134	6	0	287
65+	91	40	1	0	51
Male	155	120	4	0	181
Female	249	63	3	0	204
Other Genders	0	0	0	0	0
Online vs In-House					
Online	148	0	0	N/A	181
In-Person	256	183	7	N/A	204

Metrics-social media

May

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,798	71,693	6507	301,361	179
Facebook-Festivals	9183	6429	604	15.753	26

Revenue

May

Slip Fee - Town Dock	\$7,802
Rental Fees-Parks	\$1,125
Rentals Rooms	\$1,015
Rec Program Fees	\$5,017
Gym Memberships	\$155
Dog Park Memberships	\$0
Festival Vendor Fees	\$4,180
2025 Festival Sponsorships	\$22,50
Arts by the Sea Wine Tasting	\$1,395

PROGRAM/EVENT MANAGER MONTHLY REPORT**Program/Event Manager 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
- Submitted Health Department application for Arts by the Sea and Independence Day
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Event Manager for Senior Games
- Executed PirateFest event and Pirate Cruise
- Secured volunteers for upcoming events including PirateFest, Splash Pad Reopening, and Arts by the Sea
- Helped create Memorial Day pamphlet and secure singers for event
- Began planning Safety Town with Chief Randal
- Met with Officer Hipps about National Night Out
- Attended Arts by the Sea logistical meeting
- Confirmed all Wine and Food Tasting restaurants
- Met with Pickleball Committee about new programs
- Began planning Parks and Recreation Month
- Executed Splash Pad Reopening

Planned Programs**Tiny Trekkers – May 9th**

- 8 registered and 6 attended

Sprout Scouts- May 23rd

- 10 registered and 8 attended
- 1 waitlisted

POUND! – May 10th – June 7th

- 7 drop-ins
- 1 series

First Aid & CPR Training

- 4 registered and 4 attended

Tai Chi – May 8th – June 12th

- 11 registered

PirateFest- May 10th

- Estimated 6,000 in attendance
- 8 vendors

Pirate Cruise- May 9th

- 25 registered and 24 attended

Mother's Day Craft Night- May 6th

Item III - a.

- 7 families registered and 7 attended

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Held logistical meeting for ABTS and Independence Day Celebration
- Applications are still being accepted for the Mullet Festival and Christmas Flotilla. Mullet is close to being full.
- Submitted annual reports for Onslow County Tourism reimbursement.
- Swansboro Festivals was awarded the Tourism Assistance Grant in the amount of \$20,000 from Onslow County Tourism.
- Continue working with Front Row Communications for festival advertising. Festivals will now be included in Beach guide. Coordinating professional photo shoot
- Continue to work with the Tideland news on advertising.

Events

Miscellaneous

- Finalizing 2024-25 fiscal year receipts, financials, and begin preparing documents for the new fiscal year.
- Met with Task Contracting to discuss what would need to be done to skatepark if it was converted into pickleball courts. Vendor is sending estimate of concrete work.
- Working with youth organizations interested in using athletic fields throughout the year. Gathering information to create contract.
- Completed Marketing and Communication for Parks and Recreation Certificate offered by NCRPA.
- Coordinated annual contract with Onslow County Senior Services.
- Revising job descriptions for park and recreation staff positions.
- Completed annual staff performance reviews.
- 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.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Item III - a.

Time Period: Last 30 Days

Organization Activity

From 6/7/2025 to 7/7/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS
All	311	63	2	0	276	
Resident	41	11	2	0	26	
Non-Resident	270	51	0	0	250	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	93	6	0	0	78	
18 - 65	169	50	1	0	176	
65+	49	6	1	0	22	
Male	116	42	2	0	118	
Female	195	20	0	0	158	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	162	0	0	N/A	188	
In-Person	149	62	2	N/A	88	

Metrics-social media

June

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,937	66,144	7,216	284,000	155
Facebook-Festivals	9,214	7,908	1,144	30,460	33

Revenue

June

Slip Fee - Town Dock	\$5,399
Rental Fees-Parks	\$625
Rentals Rooms	\$1,905
Rec Program Fees	\$2,507.42
Gym Memberships	\$75
Dog Park Memberships	\$0
Festival Vendor Fees	\$7,20

PROGRAM/EVENT MANAGER MONTHLY REPORT**Program/Event Manager 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
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued planning Safety Town with Chief Randal
- Attended Arts by the Sea logistical meeting
- Secured sponsor for BarkFest
- Confirmed location and organizations for Safety Town
- Created and posted Parks & Recreation Month flyers
- Completed Parks & Recreation logo
- Wrote and sent Letters of Appreciation for Arts by the Sea volunteers
- Met with potential partner for athletics
- Attended Independence Day logistical meeting
- Assisted with employee evaluations
- Attended and spoke at Board of Commissioners meeting for Parks & Recreation Proclamation
- Continued planning Parks and Recreation Month
- Executed Arts by the Sea Festival
- Assisted Fire Department with creating Strategic Planning survey
- Organized staff appreciation tie dye party for Independence Day Celebration
- Created and scheduled all social media posts for Independence Day Celebration

Planned Programs**Tiny Trekkers – June 27th**

- 12 registered and 9 attended
- 2 waitlisted

Sprout Scouts- June 20th (2 sessions)

- 20 registered and 16 attended
- 4 waitlisted

POUND! – May 10th – June 7th

- 6 drop-ins
- 1 series

POUND! – June 21st- July 19th

- 7 drop-ins
- 1 series

Summer Shovel & Bloom – June 3rd

- 15 registered and 12 attended

Tai Chi – May 8th – June 12th

- 11 registered

Arts by the Sea

- Estimated 5,000 in attendance
- 96 vendors

Arts by the Sea Wine & Food Tasting

- 54 registered

Summer Art in the Afternoon – June 9th – June 13th

- 5 registered and 5 attended

Theatre Trip, Hairspray – June 29th

- 9 registered and 9 attended

STAYING BUSY

- August 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

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.

Programs

Theatre Trip - Oklahoma

August 24th 11:45 AM

Join us for a trip to the Theater! Swansboro Parks and Recreation will be providing transportation and tickets to Oklahoma at Thalian Hall! \$60/person. Experience a beloved American classic reimagined with fresh energy! Oklahoma! tells the timeless story of love, rivalry, and community on the Western frontier. With Rodgers and Hammerstein's unforgettable score, this groundbreaking musical explores both the beauty and complexity of pioneer life, bringing a powerful mix of joy and drama. Check in will be at 11:45am at the Recreation Center (830 Main St Ext)

We will be departing at 12:00 pm for a 2:00 pm showing.

Football Door Hanger

August 6th 6 PM

Get game-day ready with a custom football-themed door hanger! Choose your favorite team's colors and top it off with a fun football saying to show your team spirit all season long. This craft is perfect for fans of all ages looking to add a festive touch to their home. \$25 per person – all supplies included.

Register at swansboro.recdesk.com

Sprout Scouts & Tiny Trekkers

August 2025

Our Sprout Scouts and Tiny Trekkers programs are taking a short break for the month of August, but we'll be back in September with more crafts, games, and nature fun! Thanks for exploring with us—we'll see you soon!

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](https://www.instagram.com/swansboro_recre8)



Parks & Rec Board Meeting Agenda Item Submittal

Item To Be Considered: Special Event Application

Board Meeting Date: 7/16/25

Prepared By: Anna Stanley

Overview:: Little Pink Houses of Hope-Little Pink Houses of Hope offers free vacation retreats to breast cancer patients and their families. They are also partnering with Swansboro Paddle Boarding to host this event. Ocean Cure, from Wilmington, leads kayaking and paddleboarding for families. The event will be held on August 20, 2025, 9:00am-1:00pm at Bicentennial Park. The fee would be \$40 for an open space permit. Little Pink Houses of Hope is asking for a waiver of fees for the event. Non-profit letter and certificate of insurance will be received prior to the event.

Background Attachment(s): Little Pink Houses of Hope Special Event Application

Recommended Action: Recommendation to waive fees.

Action: _____



Emerald Isle, NC August 16 - August 23, 2025

BREAST CANCER FAMILY RETREAT

A free week-long retreat is just what the doctor ordered.

Join us as a volunteer, property donor, or financial supporter as we create a once-in-a-lifetime vacation experience for 10-12 breast cancer families. We believe a cancer diagnosis does not just affect the patient, but the entire family. Every retreat is designed to help families relax and reconnect during the cancer journey.

Share your gifts and talents to make the week memorable for families.

**Have questions or know you want to help in some way?
Contact our Emerald Isle Retreat Coordinator Dawn Walker
dawn@littlepink.org – (336) 260-1309**



www.littlepink.org

Little Pink is a 501 (c)3 non-profit organization.
Federal Tax ID# 27-3365488
2442 Tribek Court, Burlington, NC 27215 / 336-213-4733
All gifts are tax deductible as allowed by law.



Little Pink Houses of Hope is non-profit organization that provides FREE weeklong vacations for breast cancer patients and their families. We believe a cancer diagnosis does not just affect the patient, but the entire family. Every retreat is designed to help families relax, reconnect, and rejuvenate during the cancer journey. We are excited about our upcoming retreat **August 16-23, 2025, in Emerald Isle, NC**, a community that has generously surrounded families with donations of meals, activities, and support for many years. Since 2010 over 1,500 families have experienced a week they will forever remember. The financial burden of every aspect of a vacation is removed so that families can relax, reconnect, and rejuvenate in a world free of appointments, doctors, and daily demands.

We are asking for your support! Our retreats leverage the compassion of generous donors to provide for our families in need. Our model is successful because of wonderful individuals, local businesses and organizations that provide houses, meals, activities, and financial support for our retreats. Little Pink Houses of Hope is a 501(c)3 organization and all financial donations and donations of goods and services are tax deductible.

Your generosity will help us continue to provide retreat opportunities for breast cancer families. Please feel free to contact me if you have any questions.

Thank you for giving families hope!
Sincerely,

A handwritten signature in black ink that reads "Dawn Walker".

Dawn Walker
(336) 260-1309

Volunteer Retreat Coordinator, Emerald Isle, NC

Section 1: Event Introduction/On-Site Info.

1. Event Name _____
2. Organization Sponsor Little Pink Houses of Hope
3. Event Date 8-20-25
Time Start 9:00 am Time End 1:00 pm
Has your event been held previously? Yes/No
If so, where and when? August 2024
4. On-site Person Responsible:
Name Dawn Walker
Home Address 2218 Wiggins St. Burlington NC 27215
E-mail dawn@littlepink.org Phone 336-260-1309
5. Facility/Park Requested Bicentennial Park
6. Brief Event Description We provide ~~to~~ retreats to breast cancer patients and their families. We are going to Paddleboard and Kayak. We partner with Ocean Cure out of Wilmington and Swansboro Paddle Boarding and Kayaking.
7. Expected attendance 50
8. Describe any admission fees and/or items to be sold/distributed N/A

9.

Alcohol:

**** Alcohol sale and consumption is strictly limited to indoor facilities **ONLY!** ****

Will alcoholic beverages be sold at the event? Yes ___ No ☒

If yes, what facility are you planning to use? Recreation Center ___ Town Hall ___

Park (list park) _____

In order to serve alcohol an ABC permit is required. Whose name will be on the license?

Name _____ Home Phone _____

Address _____

Is the vendor a licensed liquor establishment? Yes ___ No ___

Contact person _____

Work Phone _____ Home Phone _____

Address _____

How will the liquor be dispensed? _____

How will admission to the beer/liquor area be controlled by age? _____

10.

Describe Security proposal for the event N/A

****If security arrangements are deemed inadequate by the Police Chief, the applicant shall be REQUIRED to employ law enforcement officers through the Swansboro Police Department.**

Section 2: Services Required/Outside Items

1. Describe plans for clean-up We will remove the tent and chairs and anything that needs to be removed.

2. Will extra trash receptacles be necessary? Yes ___ # ___ No ☒

Refuse Removal: Town Staff will work with applicant for extra trash removal based on event. An additional fee may be applied for this service.

3. Describe how you propose to control parking and traffic at the event. How many people do you plan to provide or hire to accomplish these functions? Will you need to incorporate road closures or use barriers? We have permission from il Cigno Italiano to park in their lot.

4. Will First Aid be provided? Yes ___ No ☒
If so, by whom? _____ Medical Certification Level _____

5. List any other required services you may need _____

6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. Pop up tent and folding chairs

Will a tent or overhead canopy larger than 400 sq. feet be erected at this event? Yes ___ No ☒

****A temporary tent or canopy larger than 400 sq. feet requires a permit and inspection from the Town of Swansboro in order to be used at the event.**

7. Do you plan to provide additional portable restrooms? Yes ___ No ☒

If yes, how many? _____ where? _____

8. Will there be vendors at your event? Yes ___ No ☒

What type of vendors will be at your event? (food vendors, craft vendors, etc.) _____

***All additional required vendor information can be found under the 'Events with Vendors' portion of this application.**



Parks & Rec Board Agenda Item Submittal

Item To Be Considered: Swansboro Aquatics Community Survey

Board Meeting Date: 7/16/2025

Prepared By: Anna Stanley

Overview: The intent of the Aquatics Community Survey is to determine programs of interest which will lead to requirements for design and be able to determine the level of interest by the community. Survey questions relate to programs, design, and level of interest. With these three outcomes the Town can determine if this type of project is feasible/sustainable.

Background Attachment(s): Draft- Swansboro Aquatics Community Survey

Recommended Action: Review survey, make recommendations for questions

Action: _____

Swansboro Aquatics Community Survey

In support of the Swansboro Comprehensive Master Plan, this survey seeks your input on potential aquatic facilities and programs. Your feedback is vital to help us understand community needs and shape sustainable aquatic opportunities.

astanley@ci.swansboro.nc.us [Switch account](#)



Not shared

1. Do you receive a stormwater bill from the Town of Swansboro?

☐ Yes

☐ No

2. Which age group(s) best describe your household? (select all that apply)

☐ Youth (under 18)

☐ Adults (18–64)

☐ Seniors (65+)

☐ Other:

3. Which of the following best describes your swimming ability?

- ☐ I can NOT Swim without some form of assistance (Personal Flotation Device, Surf Board, etc.)
- ☐ I could stay afloat for 5 minutes if I were in a life and death situation
- ☐ I can swim a short distance (across a 25 yard pool) with no assistance
- ☐ I used to swim competitive and could get back into swimming if I had access to a pool
- ☐ I am a long distance swimmer and can swim for long periods of time
- ☐ Other:

4. Would your family benefit from drowning prevention and aquatic programs?

- ☐ Yes
- ☐ No

5. How often would your household use a nearby pool?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Rarely
- ☐ Never
- ☐ Other:

6. Do you currently use a pool facility? (select all that apply)

- ☐ Yes
- ☐ No
- ☐ Other:

7. If yes, what programs do you utilize at the pool? (If you answered no, skip to the next question)

Your answer

8. If no, why do you not use a pool facility? (If you answered yes to using a pool, skip to the next question)

- ☐ Membership costs
- ☐ Distance to pool facility too far
- ☐ No suitable programs for my needs
- ☐ I can't swim
- ☐ I prefer to use my own pool
- ☐ Other:

9. Which activities would you use at a pool? (select all that apply)

- ☐ Lap swimming
- ☐ Recreational swimming
- ☐ Learn to swim lessons
- ☐ Dive lessons
- ☐ Water aerobics
- ☐ Scuba training
- ☐ Lifeguard training
- ☐ Rehabilitation/therapy
- ☐ Baby and parent water acclimation
- ☐ Home School Program
- ☐ Party Rental / venue opportunities
- ☐ Social Interaction
- ☐ Swim team / Clubs
- ☐ Other:

10. If a pool were to be developed, which features or amenities would be most important to you? (select all that apply)

- ☐ Indoor swimming pool
- ☐ Outdoor swimming pool
- ☐ Concession stand
- ☐ Diving boards/platforms
- ☐ Water slide
- ☐ Zero-entry access
- ☐ Warm water therapy pool
- ☐ Outdoor patio with tables and shade umbrellas
- ☐ Lifeguard staff
- ☐ ADA Amenities for safe access in and out of the water (hand rails, chair lift, ramps, etc.)
- ☐ Seperate toddler pool
- ☐ Fountain / sensory / interactive amenities
- ☐ Other:

11. If a pool were to be developed, would you support construction of a facility if it required a membership or user fee?

- ☐ Yes
- ☐ No
- ☐ Unsure

12. What concerns do you have, if any, about the development of a pool in the town of Swansboro?

- ☐ Increased traffic
- ☐ Cost burden
- ☐ Environmental impact
- ☐ Operational sustainability
- ☐ Increased taxes
- ☐ Privacy / Noise
- ☐ Safety of patrons and community members
- ☐ None, I think this would be great for the town and neighboring communities
- ☐ Other:

13. What else should the planning team consider when deciding on the development of an aquatic facility?

Your answer

14. Do you have any additional thoughts, comments, or ideas that were not addressed in this questionnaire?

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created outside of your domain. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#).

Does this form look suspicious? [Report](#)

