

**Westside Community Center Working Committee Meeting
Meeting Minutes
Thursday, December 21, 2023**

Members Present: Justin Trudeau, Liz Lopez Vaughan, Tena Jelinek, Kathy Perry, Judy McKay-Harbert, Nancy Bernard, Ann Petit

Members Absent: Mary Taurus, Susan Baldwin

Alternates Present: Sarah Grant

Parks Board Liaisons Present: Greg Thornton

Staff Present: Jamie Bequette, Felicia Barnhart, Young Shin

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Committee Vice Chair Liz Lopez Vaughan brought the meeting to order at 2:05 p.m.

Agenda Preview

Committee Vice Chair Liz Lopez Vaughan provided a preview of the agenda for the meeting.

Announcements

There were no announcements at this time.

Citizen Discussion

There was no citizen discussion at this time.

Approval of Minutes

November 2023 meeting minutes.

Motion – To approve the November 16, 2023 meeting minutes.

1st – Nancy Bernard, 2nd – Liz Lopez Vaughan, Approved, Unanimously.

Committee Announcements

There were no Committee announcements at this time.

Action Items

Election of Committee Chair and Vice Chair

Election of Committee Chair

Current Committee Chair Justin Trudeau nominated himself for election of Chair.

Motion: To elect Justin Trudeau as Chair of the Westside Community Center Working Committee.

Approved, Unanimously.

Election of Committee Vice Chair

Current Committee Vice Chair Liz Lopez Vaughan nominated herself for election of Vice Chair.

Motion: To elect Liz Lopez Vaughan as Vice Chair of the Westside Community Center Working Committee.

Approved, Unanimously.

Proposals for Leased Space

There were no Proposals for Leased Space on this agenda.

Proposals for Programs/Services

Kids on Bikes – Emily Shields

Emily Shields, Program Manager for Kids on Bikes, provided a brief background on the proposed program and why it would be a suitable fit for implementation at the Center.

Motion: To recommend the Kids on Bikes proposal for potential implementation at the Westside Community Center.

1st – Greg Thornton, 2nd – Nancy Bernard, Approved, Unanimously.

Living History Association at Rock Ledge Ranch – Derek Lowstuter

Derek Lowstuter, on behalf of the Living History Association, provided a brief background on the proposed program and why it would be a suitable fit for implementation at the Center.

Motion: To recommend the Living History Association at Rock Ledge Ranch proposal for potential implementation at the Westside Community Center.

1st – Justin Trudeau, 2nd – Tena Jelinek, Approved, Unanimously.

Committee Business

Communications Subcommittee

Committee member Tena Jelinek and Jamie Bequette, Program Administrator, provided the following updates about the Communications Subcommittee:

- A draft email/partnership letter has been created to send out to potential partners. Committee member Tena Jelinek thanked staff and other Committee members for their contributions to the letter.
- Committee member Tena Jelinek also stated that Jamie Bequette had put together a spreadsheet with the potential partner organizations/associations for Committee members for assigning who will send emails to each organization. Jamie has already noted which organizations had been contacted so far. Jamie can send the list out of who has been contacted so far, though many of those on that original list are already partnered with the Center.
- A strength of the Committee members with different backgrounds, is that they may be associated with different potential partners to target in a more personalized email, rather than a blanket email.
- The goal would be for each member to have five associations to reach out to, then build off that number.
- Committee Chair Justin Trudeau encouraged Committee members to contact organizations they might know ahead of time to let them know they will be sending an email.
- Committee member Tena Jelinek asked if everyone could come to the next meeting with three to five potential organizations. Jamie asked the Committee to keep the mission and vision statement of the Center in mind, so a diverse but suitable audience is reached.
- Marjorie Vallen has volunteered to help support the subcommittee. Marjorie's background is both in communications and marketing, as well as non-profits. Jamie thought it would be helpful for Marjorie to review the letter, as she is new to the community and eager to help.
- Committee member Kathy Perry asked if a timeline could be established, though the process will be ongoing.
- Committee members are asked to bring five potential organizations or partners to the next meeting.
- Jamie would like to see the Committee host an event in 2024 that would be successful in bringing in more members of the community. Jamie is open to hearing potential options for events. Jamie would like Committee members to bring their ideas to the January meeting.

Non-Profit Presentations

Jamie Bequette, Program Administrator, mentioned that Mark Snow, Community Program Manager, was planning to ask someone from the Rock Ledge Ranch Living History Association to present on their organization in January.

Staff Updates

**Westside Community Center Facility Operations – Seasonal Staff; Programming/Lease Space; Holiday/Maintenance Closure (12/25 through 1/5); weather closure policy
Facility Enhancements – Doors, lighting, tenant/campus signage; Meetup.com/New participants**

Jamie Bequette, Program Administrator, and Felicia Barnhart, Park Operations Administrator, provided the following updates to the Committee:

- Another seasonal staff member began this week. Bill O'Donnell has helped with the Department in the past, but he will be supporting the Center on some weekend and evening operations.
- RunMental, LLC. is now in his leased space. All leasable space is leased with the exception of the loft and west room of the middle building and the small basement room. The loft and west room are being held now for training locations for City staff, though members of the public can still rent the rooms.
- Jamie provided an update on current programs, schedules and attendance.
- Jamie created a Meetup.com account to continue to try to bring more participation to programs.
- Jamie reminded the Committee of the upcoming holiday and maintenance closures, as well as reminder that the Center follows District 11's weather policies.
- New doors continue to be installed throughout the facility. The renovated entrance should be finished in January.
- New signage has been placed in front of the middle building to distinguish tenants.
- Staff is working on the lighting surrounding the playground. There is also new lighting in the parking lot.
- A commercial run by KRDO highlighted the ability to rent community center space.

Presentation Items

There were no presentation items on this agenda.

Motion to Adjourn

Motion – Move to adjourn the Westside Community Center Working Committee meeting at 3:25 p.m.

1st – Justin Trudeau, 2nd – Liz Lopez Vaughan, Approved, Unanimously.