

**Westside Community Center Working Committee Meeting  
Meeting Minutes  
Thursday, July 18, 2024**

**Members Present:** Justin Trudeau, Tena Jelinek, Kathy Perry, Susan Baldwin, Nancy Bernard, Liz Lopez Vaughan

**Members Absent:** Judy McKay-Harbert, Ann Petit

**Alternates Present:** Margie Valin, Sarah Grant

**Parks Board Liaisons Present:** Greg Thornton

**Staff Present:** Jamie Bequette, Felicia Barnhart, Anna Bingman, Mark Snow, Young Shin

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Committee Chair Justin Trudeau brought the meeting to order at 2:01 p.m.

**Agenda Preview**

Committee Chair Justin Trudeau provided a preview of the agenda for the meeting.

**Announcements**

**Take New Working Committee Member Photo**

Committee Chair Justin Trudeau announced that, due to the absence of two members, the Committee will hold off on taking the new Committee photo until next month.

**Other Announcements**

Committee Chair Justin Trudeau welcomed Councilmember Michelle Talarico to the meeting and covered some of the accomplishments of the Committee since its inception, including increased programming, fully leased space, and the Saleabration event last month. Councilmember Talarico thanked the Committee for their diligent effort in making the Center so successful and robust, and said she would continue to advocate for more funding for the Center at the City Council level.

**Citizen Discussion**

There was no citizen discussion at this time.

**Approval of Minutes – June 20 2024 Meeting Minutes**

**Motion – To approve the June 20, 2024 meeting minutes.**

1<sup>st</sup> – Nancy Bernard, 2<sup>nd</sup> – Kathy Perry, Approved, Unanimously.

## **Action Items**

### **Proposals for Leased Space**

There were no proposals for leased space on this agenda.

### **Proposals for Programs/Services**

#### *Raebird Creations – Saraiya Kanning*

Saraiya Kanning, owner of Raebird Creations, 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 Raebird Creations proposal for potential implementation at the Westside Community Center.**

1<sup>st</sup> – Nancy Bernard, 2<sup>nd</sup> – Susan Baldwin, Approved, Unanimously.

## **Presentation Items**

There were no presentations on this agenda.

## **Committee Business**

### **Self-Evaluation Discussion**

Committee Chair Justin Trudeau sent a survey to Committee members for their anonymous self-evaluation of the Committee and its mission, goals and objectives. Feedback from this discussion included:

- The month long waiting period between meetings for programs, rentals or leases to be evaluated by the Committee can tie up the process of implementing programs and leases at the Center.
  - Jamie Bequette, Program Administrator, reminded the Committee that presentations to the Committee are only required for programs or rentals that would occur over three or more time slots per quarter. So, while not every program requires Committee evaluations, those who would like to host their program or rent a space three or more times in a quarter, do need to be evaluated.
  - Jamie agreed that the month-long waiting period has affected the ability for the Center to make revenue off of short notice needs for space.

- Staff work hard to balance community needs versus private rental space.
- Committee members suggested that they could help staff to develop a matrix of requirements or desires for programming that would allow staff to make decisions on programming or rentals without having to wait for a Committee meeting to occur, if timing does not allow for the rental or program to wait for a meeting. Then, staff could report back to the Committee on what had been approved, using the guidelines of the matrix.
- The time of the meeting can make it difficult for an average citizen to attend. However, staff reminded the Committee that there are multiple ways to attend the meeting, including virtually. Citizens are also able to send communications to the Committee via email any time through the email listed on the agendas.
- The Committee and staff agree that they have heard very many positive comments from citizens about the Center since the City resumed operations.
- Committee members would like to have a more formal orientation, with opportunities to get to know their fellow Committee members better. Open Meetings Law can make it difficult to achieve interpersonal relationships between members.
- Committee members would like to see more subcommittees, or involvement in subcommittees, even if it's just on individual projects. Committee members noted that working on the Saleabration event was a great opportunity for teambuilding as a group.
- Both staff and the Committee agree on brainstorming additional ways to grow a volunteer base for the Center.
- Committee members discussed creating a strategic plan for the Center. Additionally, there was discussion about distributing another survey to the public, similar to the surveys distributed during the visioning phase for the Center, to understand the needs of the community and feedback on current Center operations. The strategic plan could then help define ongoing goals for the Center, and the mission of the Committee for the future.
- Staff stated that they feel supported by the Committee.

### **Staff Updates**

#### **Westside Community Center – Facility Operations: ADA Raised Beds; Seasonal Staff; Bijou Street Flower Beds; Second Wooden Sculpture; Huges Hall Blinds; Campus ADA/Roof and Gutter/HVAC Improvements; Programs and Leases Update**

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

- The four ADA garden beds will be built tomorrow between 8:00 a.m. and 12:00 p.m. and will be the first City owned accessible beds in a community garden. These beds will have flowers planted in them this year and be up for adoption next year.

- New seasonal staff either have begun already or will begin next week.
- The new wooden sculpture that was donated by a neighbor of the Center has been installed.
- Blinds have been installed in Hughes Hall.
- There is a Request for Proposals for the various construction projects and improvements. Earlier in the week, twenty or so contractors toured the facility to understand project needs. Proposals are due on August 2, 2024.
- The garden beds on Bijou look great. The City Horticulture division donated nearly 300 plants to be installed in these beds.
- Mulch has been refreshed next to the playground.
- Jamie provided an update on programs and leases.

**Motion to Adjourn**

**Motion – Move to adjourn the Westside Community Center Working Committee meeting at 4:10 p.m.**

1<sup>st</sup> – Justin Trudeau, 2<sup>nd</sup> – Kathy Perry, Approved, Unanimously.