



Zebulon Parks & Recreation Department
Advisory Board
Special Called Meeting: Retreat Minutes
January 11th, 2020

The Zebulon Parks and Recreation Advisory Board met Saturday, January 11th following the Parks and Recreation Master Plan Steering Committee meeting at 9 AM at the Zebulon Town Hall Building located at 1003 N. Arendell Avenue.

Board Member Attendance: Rayford Fulghum, Erica Parsons, Michelle Glidewell, Allen Boyette, Garrett Underhill

Meeting Agenda

1. Call to Order

Erica Parsons called the meeting to order.

2. Approval of Agenda

Garrett Underhill made the motion to approve the agenda with the addition of an item to move the January regular meeting to Tuesday, January 17th due to the Holiday.

Michelle Glidewell second the motion.

All board members voted in favor

3. Advisory Board Check in & Goals

Sheila Long reviewed the progress of advisory reorganization since the last advisory board retreat. The following milestones occurred for the advisory board in 2019:

- Town ordinance for the Parks and Recreation Advisory Board was rewritten to provide similar structure and accountability as other town appointed boards.
- The Tree Board responsibilities were moved the Parks and Recreation Advisory Board
- The advisory board added public comment to its agenda
- The advisory board received training from the town clerk
- The advisory board appointed a Chairperson and Vice Chairperson
- Advisory board members were sworn in

The board was provided with a board assessment evaluation and individually evaluated the board. The advisory board recognized the difference from previous years to the current format and are excited for the new opportunities. Based on their current assessment, the board prioritized the following:

- Complete Master Plan
- Engage in outreach efforts (e.g. host tables at events, attend community meetings)
- Engage in programs



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4. Meeting Date Change

Sheila Long noted the next advisory board meeting is scheduled for the Holiday recognizing Dr. King. Staff recommends changing the date to Tuesday, January 17th.

Allen Boyette made the motion to move the January regular meeting to Tuesday, January 17th due to the Holiday.

Garrett Underhill second the motion.

All board members voted in favor

5. Adjournment

Erica Parsons asked for a motion to adjourn.

Rayford Fulghum, made the motion to adjourn.

Michelle Glidewell second the motion.

All board members voted in favor.