



COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING
Tuesday, November 1, 2022
5:00 pm
Leeper Center Board Room (3800 Wilson Avenue)

A. CALL TO ORDER

- a. Roll Call
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

- a. September 19, 2022, Meeting Minutes
- b. October 4, 2022, Meeting Minutes

D. FINANCIALS

E. AGENDA ITEMS

- a. Veterans Day
 - a. Program
 - b. Speakers
- b. Tree Lighting
 - a. Hot Cocoa
- c. Parade of Lights
 - a. Recruit volunteers
 - b. Announcer
 - c. Traffic Control
 - d. Registration
- d. Board of Trustees Meeting on November 15
 - a. Discussion of Responsibility Assignment (RACI) Matrix

F. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
- c. Town Staff

G. ADJOURNMENT

Next meeting: December 6, 2022 at 5:00 pm – 7:00 pm, Leeper Center

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance. Please take notice that members of the Wellington Board of Trustees will be attending this meeting. At least three members of the Board of Trustees expressed interest in attending this event.



COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING
Monday, September 19th, 2022
5:00 p.m. – 7:00 p.m.
Leeper Center Board Room (3800 Wilson Avenue)
MINUTES

A. CALL TO ORDER 5:08 pm

a. Roll Call

Present: Triplett, Sinatra, Peterson, McGuinnis, Altig, Tietz

Absent: Quinonez

Amendments to Agenda

None

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

Karen Eifert: stated her son enjoyed volunteering at clean-up day.

C. CONSIDERATION OF MINUTES

a. July 18, 2022 Special Meeting Minutes

b. August 2, 2022 Regular Meeting Minutes

Motion by Sintra and 2nd by Peterson.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain: Tietz

D. FINANCIALS

Nothing to report.

E. AGENDA ITEMS

Welcome Hannah Altig – new CAC member

a. Roles & Responsibilities

Natalie: Requested the roles of each board member be included in the Bylaws.

Trustee Tietz: She stated she is meeting with the Town Attorney to discuss the CAC roles and responsibilities.

Natalie: Stated this item will be delayed until Trustee Tietz can report back.

b. Clarification of CAC emails

Staff gave an update on what is allowed in emails.

c. Clean-up & Appreciation Day Event

a. Debrief

CAC Members who volunteered at the event: Mario, Blair, Natalie, Trustee Tietz

Trustee Tietz: Noted that we should bring walkie-talkies in the future.

CAC requested the Town post a “thank you” on social media thank Dumpster Diverz for helping with the event.

Motion by Sinatra and 2nd by Peterson.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain: Tietz

d. Open Position

a. Secretary position open

Motion by Altig to appoint Board Member Altig to Secretary, 2nd by Sinatra.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain : Tietz

e. Trick-or-Treat Down Main Street

a. Discussion and confirm involvement

Blair: Stated Main Street submitted the special event permit and she gave an update on activities planned. She also let the CAC know the event is on Halloween between 4 – 6 pm.

Altig: Suggested the CAC should volunteer.

The group discussed shifts: Trustee Tietz, Natalie, Ali (maybe)

Staff said the tent can be put in front of Old Town Hall and the bathroom will be open inside.

Motion by Sinatra to put a booth at the Halloween event in front of Town Hall, 2nd Peterson.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain: Tietz

f. Veterans Day

- a. Plan event and confirm details

Motion by Sinatra to host the Veterans Day event at the T Bar (if they cannot meet the requirements) the CAC will reach out to Eyestone, 2nd by Peterson.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain: Tietz

Motion by Sinatra to reach out Blair's grandfather, Sgt. Cherry, Jim Stoddard, 2nd by Peterson.

Yes: Triplett, Sinatra, Peterson, McGuinnis, Altig

Abstain: Tietz

Follow-up discussed by group: Ali will reach out to Sgt. Cherry. Blair will reach out to her grandfather. Natalie will reach out the Wellington Community Band.

4th of July

- b. Next steps?

CAC would like the pre-registration link available in December 2022. Staff needs to update the website.

Natalie: Stated she is Still working on finding a location for 4th of July and talking to other agencies.

F. ANNOUNCEMENTS

- a. CAC Board Members

Trustee Tietz mentioned she spoke to the Town Attorney regarding the number of members on the CAC.

- b. Town Trustee

Nothing

- c. Town Staff

G. ADJOURNMENT 6:55 pm

Next meeting: October 4, 2022 at 5:00 pm – 6:30 pm, Senior Center Community Room

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COMMUNITY ACTIVITIES COMMISSION

BOARD MEETING

Tuesday, October 4, 2022

5:00 p.m. – 6:30 p.m.

Leeper Center (3800 Wilson Avenue)

A. CALL TO ORDER 5:32 pm

a. Roll Call

Present: Triplett, Peterson, McGuinnis, Tietz, Altig

Absent: Quinonez, Sinatra

b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

a. Monday, September 19th, 2022 Meeting Minutes

This was not voted on by the CAC Board.

D. FINANCIALS

a. Town has not received an invoice from Dumpster Diverz

E. AGENDA ITEMS

a) Bylaws update

Trustee Tietz will send an email to the CAC on ideas she's discussed with the Town Attorney.

b) Trick or Treat Down Main Street: October 31st

a. Ideas for a CAC themed scarecrow

Motion by Peterson and seconded by Altig to approve Natalie's idea of a scarecrow of CAC themes throughout the year.

Present: Triplett, Peterson, Altig, Tietz, McGuinnis

Abstain: Tietz

b. Budget how much candy to purchase to hand out

- c) Veterans Day
 - a. Update from the TBar location
 - b. Speakers Update

Blair's grandfather will be present to speak

Jim Stoddard is a maybe.

Sgt. Cherry – hasn't responded ... Ali will follow-up.

- c. Flyer

Flyer changes: American flag on the logo, date change to November 5, "Music by Wellington Community Band", add "Speakers", Military Recognition

Motion to approve the flyer with edits by Triplett and second by Altig.

Yay: Peterson, Altig, McGuinnis, Triplett

Abstain: Tietz

Motion to cancel the event by Peterson and second by Altig.

Yay: Peterson, Altig, McGuinnis

Nay: Triplett

Abstain: Tietz

Motion to reconsider previous vote and not cancel the event by Triplett and second Altig.

Yay: Altig, McGuinnis, Triplett

Nay: Peterson

Abstain: Tietz

- d. Grills

Staff needs to get the two grills for event... drop off the night before in the side patio at T-Bar
Tom from Papa's Table is cooking.

CAC volunteers need to be there at 6 am day of event

Blair – will reach out to Nancy Remington to have the students to the color guard...

- e. Purchasing items

- f. Food

Trustee Tietz will purchase the food and get reimbursed from the Town.

TBar will purchase the beverages.

Natalie and Trustee Tietz will go to the storage unit on Friday and determine what else is needed.

- g. Decorative Pins and Thank you cards

Natalie is going to the storage unit to check the number of pins.

- d) Tree Lighting

- a. Library Director will be present for an update

Library Director asked CAC for help with hot cocoa. The CAC can use the kitchen in the Municipal Services Building for hot cocoa prep.

e) Parade of Lights

a. Registration link

Request for Staff need to post link on website and social media.

b. Event Permit

Request for Staff to submit a special event permit and follow-up with traffic control company for road closure.

Announcer

c. Line Up

f) Board members and volunteers

F. ANNOUNCEMENTS

a. CAC Board Members

b. Town Trustee

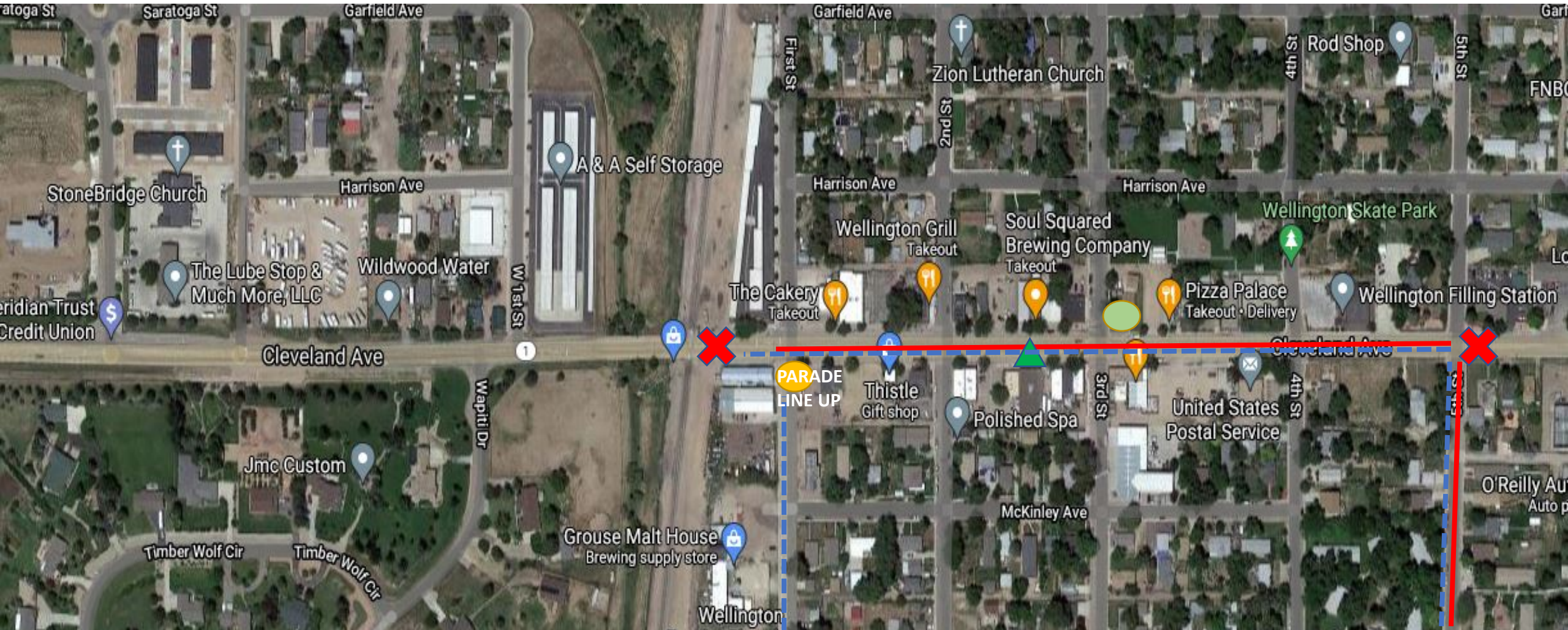
c. Town Staff

G. ADJOURNMENT 6:16 PM

Next meeting: November 1, 2022 at 5:00 pm – 7:00 pm, Senior Center Community Room

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Holiday Parade of Lights Site Map



✘ Road Closure Signs
▲ Announcers

● 10x10 Check in Tents
— Parade Route

--- Closed Roads
● First aid tent