**I. Welcome & Introductions (5 minutes)**

* Briefly welcome staff members
  + Joe Giordano, Jemery Jacob, Jeff Davis, Amy Coleman and Riley Skinner in attendance Chris Clem was excused. Meeting called to order at 7:07 p.m.
* Acknowledge any new staff or guests
  + None were in attendance.

**II. Review of Previous Meeting Minutes (3 minutes)**

* Quickly review and approve the minutes from the last meeting.

**III. Park Updates & Announcements (10 minutes)**

* **Project Updates:** Briefly discuss the progress of ongoing park projects.
  + Easy grant was due March 21st. The mission statement needs to be changed. The park also needs do a budget amendment with a line item including cultural activities, so grant funds can go directly into that account and only be used for those purposes, according to grant rules/regulations.
  + Jeff recommended making changes to the grant in preparation for the larger ramp grant.
  + Jeff will make the changes to the grant and bring the document to the next meeting for board approval.
* **Upcoming Events:** Review any upcoming events in the park.
  + The board discussed the upcoming reservations and when each riding club will begin using the arena.
* **Maintenance Issues:** Address any immediate maintenance needs or concerns.
  + Opening for the season preparation
    - The weather is holding so the park can turn the water onto the building. Sometime in the next two weeks Joe will turn on the water. The water heater needs to be hooked up.
    - Joe will follow up with Tim Christinsen to help get the water heaters turned on.
    - Cardyn will continue to clean the bathrooms and will gather an inventory of supplies.
  + Cleaning and Maintenance concerns
    - Have the electricians look at the arena lights, they keep tripping. Chris Clem will contact the electricians.
  + Procure Garbage Cans
  + Contact for Yard Masters
    - Joe and Amy will be the new contacts.
* **Staffing Updates:** Mention any staffing changes.
  + Arena Maintenance Crew
    - The board will try to find someone willing to rake the arena, how often and for what price.
  + Bathroom and Bowery Cleaning Crew
    - Assign person to replenish cleaning supplies
      * Cardyn will make the list of cleaning supplies and text Amy the supplies that need to be reordered.
      * The board will do a walk through and set a standard to reorder for when supplies are low.

**IV. Departmental Reports (15-20 minutes)**

* **Maintenance Report:** Have the maintenance supervisor provide an update on:
  + Routine maintenance tasks
  + Equipment repairs or needs
    - Walk through April 14, 2025 at 5:30 p.m.
    - Joe and Amy will review the Spreadsheet before the walk through
    - The board will look to hire a responsible teenager or someone looking for work on the weekend.
    - Amy will post on Facebook that the park is looking for someone to do small tasks at the park. All interested people will send resumes to the park email. Amy will set up interview times.
* **Administrative Report:** (If applicable) Have the administrative staff provide updates on:
  + Budget updates
    - Review 2025 Budget for Clerical Services and Payroll Taxes
  + Communication and outreach efforts
  + Zoom Account
    - Zoom cost is around $15 per month.
    - The park already has a google account and has a free google meets service.
      * Google meets will be the provider.

**V. Discussion Topics (20-30 minutes)**

* **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members.

**VI. Action Items & Next Steps (5 minutes)**

* Clearly identify any action items resulting from the meeting.
  + Joe will meet with Tim and will have the water turned back on before the April meeting.
  + Chris will contact the electricians on the arena lights.
  + Amy will post the maintenance position on Facebook and follow up with the upcoming reservations to notify them the water is currently off.
* Set deadlines for completion.

**VII. Adjournment**

**Jeff motioned to Adjourn; Joe seconded all in favor voted aye. Meeting adjourned at 8:03 p.m**