## Welcome & Introductions (5 minutes)

## Briefly welcome staff members

## Acknowledge any new staff or guests

## Review of Previous Meeting Minutes (3 minutes)

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

## Park Updates & Announcements (10 minutes)

## **Project Updates:** Briefly discuss the progress of ongoing park projects.

## **Upcoming Events:** Review any upcoming events in the park.

## **Maintenance Issues:** Address any immediate maintenance needs or concerns.

## Opening for the season preparation

## Cleaning and Maintenance concerns

## Procure Garbage Cans

## Contact for Yard Masters

## **Staffing Updates:** Mention any staffing changes.

## Arena Maintenance Crew

## Bathroom and Bowery Cleaning Crew

## Assign person to replenish cleaning supplies

## Departmental Reports (15-20 minutes)

## **Maintenance Report:** Have the maintenance supervisor provide an update on:

## Routine maintenance tasks

## Equipment repairs or needs

## **Administrative Report:** (If applicable) Have the administrative staff provide updates on:

## Budget updates

## Communication and outreach efforts

## Discussion Topics (20-30 minutes)

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

## Action Items & Next Steps (5 minutes)

## Clearly identify any action items resulting from the meeting.

## Assign responsibility for each action item.

## Set deadlines for completion.

## Adjournment