

**Town of Swansboro**  
**Swansboro Parks & Recreation Advisory Board**  
**June 21, 2023**

**I. Call to Order & Roll Call**

The Swansboro Parks and Recreation Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, June 21, 2023. Jennifer Steele called the meeting to order at 5:41 p.m. Members present were Jenifer Steele, Nancee Allen, Debra Pylypiw, and Elena Messenger. Members Absent were Debbie Harnatkiewicz and Lawrence Abalos. Anna Stanley was present on behalf of the Town.

**II. Adoption of Minutes**

a. April 19, 2023, meeting minutes- The board reviewed the meeting minutes. Nancee A. made a motion to approve, Jenn S. seconded the motion, and the meeting minutes were unanimously passed.

**III. Reports**

a. **Monthly Report**-The April manager's report was provided to the advisory board. There were no questions from the board.

b. **Upcoming Programs/Events**-Director Stanley informed the board that no new programs would be implemented until a new Recreation Program and Event Manager was hired. Current programs will continue: Summer Day Camp, Pound, Half Day Adventure Camp and Kids Fishing Night with Pogies Fishing Center, Summer Art in the Afternoon Camps, theatre trips, Fellowship Nights, and a few fitness programs.

c. **Updates**

**Festivals-Arts by the Sea Festival** overall went well. The wine tasting sold out with 100 presold tickets. 20 tickets will be available to purchase at the gate. There is discussion about getting a larger tent next year so patrons can spread out more. Another thought to add for next year is to host a "Taste of Swansboro". Any Swansboro restaurant would be able to attend. Ticket holders will vote on food categories. Winners could receive a plaque, run an article in the newspaper, other options for recognition. Staff will start earlier to develop a more robust event.

The overall attendance for the event was down. Even though the attendance was down, vendors were very pleased with their sales. We collected \$6500 for the 2024 festival, which is half of the spots available. Vendors were happy that there were not a lot of duplicates of sales offerings.

The shuttle did break down for about an hour, but we were able to get the Town Van to fill in during that time. We will now leave the Town Van at Public Works in case of any emergencies, or if the van is needed. All the Town Departments worked at the event, which was very noticeable. Many logistical items ran much

smoother and want to continue this for all the festivals. Discussion about how to obtain volunteers from base and the new process that is in place.

**July 4 Celebration**-We are changing the name to Independence Day Celebration since the town has not had the event on the actual 4<sup>th</sup> of July in many years. The Tams will be playing, fireworks are confirmed, and all logistics are confirmed. Velvet Rodeo will sing the National Anthem. Jenn S. asked if we were having the fireworks as Cape Carteret, and yes they are the same day.

**Mullet**-Vendor spots are almost sold out for the festival.

#### **IV. New Business**

##### **a. Staffing-Vacant Positions**

Recreation Program and Event Manager-this position was re-classified from Program Supervisor to Program and Event Manager. This position will handle a majority of the festival planning so the Director can focus on the direct needs of the department, i.e. project planning, grants, etc. The position is now Grade 15. A couple of applications have been received.

Dock Attendant-this position is posted as well. Public Works will assist with the interviews.

- b. 2023-24 Approved Budget-Copies of the approved budget was provided to the board. The Church Street Dock and Visitors Center has been combined into one department. Some of the staffing funds were moved into the correct department, ex, the Visitors Center and dock staff. Director Stanley asked the board if they had questions about the budget. No specific questions were asked.

New staff positions-The Dockmaster/Downtown Facility Supervisor was approved.

Approved projects-Renovating the basketball courts was approved. This entails new asphalt, lining, and new basketball goals.

#### **V. Old Business**

- a. Approval of Comprehensive Master Plan-The Comprehensive Plan was approved on June 12, 2023.

#### **VI. Comments**

**VII. Adjournment**-Deb P made a motion to adjourn the meeting and was seconded by Nance A. and was unanimously passed and adjourned at 6:31 pm

**Next Meeting September 20, 2023, 5:30 PM**