



## **THE CITY OF MIRAMAR PARKS & RECREATION ADVISORY BOARD RETREAT MINUTES**

**July 22, 2024**

**6:30 P.M.**

The City of Miramar's Parks & Recreation Advisory Board (PRAB) met for a Retreat on Monday, July 22, 2024, at 6:39 p.m. at the Community Service Building, 2<sup>nd</sup> floor conference room, 2200 Civic Center Place, Miramar, Florida 33025.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ATTENDANCE - BOARD MEMBERS**

The following members of the Parks & Recreation Advisory Board were present:

Dr. Yelena Revere, Chairperson  
Abdool Gani  
Carlister Gordon  
Nichola Officer  
Synthia Parchment-Green  
Carlos Ramsay  
Joshua Rhodes  
Sherria Williams

The following members of the Parks & Recreation Advisory Board were absent:

Lair Hall, Vice Chairperson (Excused)  
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A quorum was achieved.

Staff present:

Billy Neal, Director, Parks & Recreation (P&R)  
Jacqueline Lovell-Santos, Dept. Coordinator, P&R

#### 4. APPROVAL OF MINUTES

- June 24, 2024 1:08

**Ms. Williams made a motion to approve the minutes of June 24, 2024, as presented, seconded by Ms. Parchment-Green. The motioned passed unanimously.**

#### 5. JULY 4<sup>TH</sup> WRAP UP - Parks & Recreation Director Billy Neal

Parks & Recreation Director Billy Neal presented the subject item, as detailed in the backup, highlighting the following:

- Some 15,000 persons were in attendance; there were another few thousand people trying to get into the venue
- Staff ended up closing the park to further entries, per city fire code regarding the number of persons the park could hold
- Over 60 police officers covered the event; only one child got lost, then found before the fireworks display
- The vendor did well
- The PRAB made close to \$500.00.

Chairperson Revere commented if PRAB members stated they would attend such events, they should attend; Ms. Williams, Ms. Parchment-Green, Mr. Rhodes, Mr. Hall, and she covered the event. Ms. Parchment-Green and Mr. Rhodes had to leave at a certain time, so the remaining members remained for the entire event, and it was very hot. Members who promised to attend should notify staff if they were unable to attend, and not be absent without explanation; she hoped this did not happen again. She thanked Ms. Williams's mother for coming out, and helping, as well as Ms. Lovell-Santos for providing the credit card machine, as it facilitated an increase the amount of sales.

Ms. Officer stated she emailed Ms. Lovell-Santos prior to the event about her not being able to attend; she was unsure if this was shared with PRAB members.

Ms. Lovell-Santos acknowledged she received Ms. Officer's email.

Mr. Ramsay stated he notified Ms. Lovell-Santos he would be out of town.

Ms. Lovell-Santos affirmed she received this communication.



Mr. Gani indicated his niece's 21-year-old son was killed, and he sent the information to Dr. Revere; his family was still in a state of shock.

Mr. Neal stated on Saturday, August 3, 2024, Mayor Messam would be hosting the Jamaican Emancipence event; there would be some six artists performing at the Miramar Amphitheater from 3:00 p.m. to 11:00 p.m.; there would be a kid zone, a farmers market; thousands of attendees were expected. The concert would start in the evening. Mayor Messam was hosting a kickoff reception on Friday, August 2, 2024, at the Miramar Cultural Center (MCC) from 6:00 p.m. to 9:00 p.m. He noted on Sunday, August 4, 2024, Mayor Messam would hold a Jamaican Independence event at the new H.D. Perry Park. Vice Mayor Davis would host her Jamaica 62<sup>nd</sup> Pre-Independence Fest on August 2, 2024, featuring the Clash of the DJs at the Vernon E. Hargray Youth Enrichment Center in the gym. Mr. Neal said his department covered up to 80 to 90 events, a number that would likely go over 100 by the end of the fiscal year.

Ms. Parchment-Green noticed a \$10.00 charge for parking, asking if this was done even with EventBrite, and which entity received those funds.

Mr. Neal replied the City; it was a part of the revenue going into the City's General Fund.

Chairperson Parchment-Green wished to know the number of vendors expected at the August 3 event.

Mr. Neal stated the Mayor expected a very large attendance.

Chairperson Revere mentioned the PRAB's selling "suck sucks" at the event.

Ms. Lovell-Santos explained City staff already acquired the flavored syrups, and water, so they had to get the bags, so they could place the mixtures in the bags, and freeze them; they would be sold for \$2.00 each. Slushies would be sold as well, noting many people were using cups, so staff would look into getting the \$2.00 cups. The PRAB could sell the items from 3:00 p.m. to 8:00 p.m., as they would be bought mostly by children; the event activities catered more to adults. She mentioned volunteers were still needed for the August 3<sup>rd</sup> event, noting the shifts would be 2:00 p.m. to 5:00 p.m., and 5:00 p.m. to 8:00 p.m.; the members indicated to her which shift they would cover, or email her after they checked their availability. She said she would follow up with the members accordingly. In response to her question as to the number of suck sucks staff should make, it was agreed between they would make 200.

## 6. UPCOMING EVENTS

- Uniform Giveaway - August 1, 2024

Ms. Lovell-Santos informed the board she received the final forms earlier in the day; she just needed to go through them to add the information to the spreadsheet, so they could be sent to **(no name mentioned 18:22)**. For the Colgate mobile van on July 30, 2024, on her last check, the City was about 20 students short of the 100 students that was needed. July 31, 2024, for the **(unintelligible 19:02)**; no one from Social Services responded, so there was enough to do three locations; this was for the vision, which were to be determined.

Ms. Williams asked if Ms. Lovell-Santos could email the PRAB members the times for the vision event.

Ms. Lovell-Santos answered yes.

Chairperson Revere wondered if staff could ask Commissioner Colbourne if she could help contact the needed 20 children for the July 30 event.

Ms. Williams asked whether the PRAB was still doing the Uniform Giveaway on August 1, 2024.

Ms. Lovell-Santos responded that was the **(unintelligible 20:42)** date. It would be similar to that done previously at a time that coincided with when students were picked up; the event would be from 3:00 p.m. to 6:00 p.m.

- Advisory Board Retreat Agenda - August 24, 2024

Chairperson Revere said Ms. Williams would have two people attending to speak to the board, and she had one person who would speak on college scholarships.

Ms. Williams said she would invite Jessica Williams, the head of a marketing agency, who did a lot of things in Broward County; the hope was to get her to help with the marketing aspect. A community liaison with the popular clothing store DTLR; they did a lot of community outreach, so the goal was to pitch them an idea that could partner with the PRAB in some manner.

Chairperson Revere mentioned another retreat agenda item would be the City's calendar, so the PRAB would set its calendar of events for the next fiscal year; she believed the last fiscal year's events ran smoother with the board members being better aware of event dates.



Ms. Williams wondered if it were possible to get dates for the PRAB to do a presentation the Commission; it was almost a full year since the last presentation.

Ms. Lovell-Santos remarked staff would draft the PowerPoint presentation for the board to review at the September meeting, so the board could make a presentation at the October Commission meeting.

Chairperson Revere said the goal was to get other members of the Commission to partner with the PRAB on its events.

Ms. Officer wondered if there was any board participation in the August 1, 2024, event.

Ms. Lovell-Santos answered yes; at the 2023 event, PRAB members were present, and helped with handouts. She would send the board members the dates, etc. She sought and received verbal confirmation from board members who would be attending the retreat on August 24, 2024.

**8. OTHER BUSINESS: NONE**

**9. PUBLIC INPUT: NONE**

**10. ADJOURNMENT:**

The next meeting would be Saturday, August 24, 2024, at 6:30 p.m.

The meeting was adjourned at 7:07 p.m.

  
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Dr. Yelena Revere, Chairperson  
YR/cp