



THE CITY OF MIRAMAR PARKS & RECREATION ADVISORY BOARD WORKSHOP PLANNING MEETING MINUTES

MAY 18, 2026

6:30 P.M.

The City of Miramar's Parks & Recreation Advisory Board (PRAB) met for a workshop planning meeting on Monday, May 18, 2026, at 6:34 p.m. at **???**.
Youth Enrichment Center

- 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
Lair Hall, Vice Chairperson
Roland Cherasard (Late)
Nichola Officer
Joshua Rhodes
Kimberlee Williams (Late)

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

Abdool Gani
Carlister Gordon
Synthia Parchment-Green
Carlos Ramsay
Sherria Williams

A quorum was achieved.

Staff present:

Billy Neal, Director, Parks & Rec. Dept. (P&R)
Dr. Ann Marie McSwain, COO for Health & Education
Adara Adams, Director of Community Service, Memorial
Primary Care (MPC)
Tim Curtin, Memorial Health Care System (MHS)
Jacqueline Lovell-Santos, Dept. Coordinator, P&R
Christophe Humbert, Site Supervisory, P&R

Ms. Lovell-Santos stated the present meeting was a board workshop planning meeting for the upcoming health fair; it would replace the board's regular monthly meeting scheduled for May 25, 2026, as this was Memorial Day, a public holiday.

4. APPROVAL OF MINUTES: NONE

5. BOARD:

- Back-to-School Healthcare Fair
 - Mobile units (Pediatric, Adult, Colgate) locations
 - Outdoor activity (Food distribution)
 - Parking
 - Gym layout for vendors (MHS to confirm vendors)
 - Volunteers
 - Speaking opportunity
 - Check-in/Registration

General discussion the layout logistics: the location of the various mobile units, on which Mr. Hall suggested putting one in one of the handicap parking spaces, and another nearby it; the Colgate unit was usually placed in another area where it usually took up a considerable amount of space to give children enough space to lineup; it was illegal to block the handicap parking spaces; there could be no pass through traffic with event attendees milling around; the height of the units should be considered in relation to the nearby trees; the units providing children services should be placed close to one another, and the unit providing adult services would be on the other side of the area; shuttle parking would be provided; location of the food distribution system; location of the children's activities, such as the bounce houses, etc. would be placed on the court; most vendors would be located inside, with a few outside; the food distribution was usually located in area after attendees went past the vendors on their way out the event, since they would be carrying heavy bags; organization of the food distribution, including the receipt of the food items, their storage in an air conditioned room, not a refrigerator, since they would consist of produce and dry goods only, and volunteers would bring the bagged food out to the distribution location; there would be enough food for the first 150 families; the location of the

gaming truck; Parks staff would confirm the location of the concession stand that would provide free popcorn, hotdogs, water, etc. to attendees; the number of tables for the event was estimated at six rectangle tables of four feet by six feet in size, possibly some eight-foot tables, as the number depended on the layout, whether they were placed around the perimeter, zigzag, or a combination; chairs could be provided in the middle for attendees to sit and eat; Ms. Lovell-Santos would get the dimensions to determine the number and size of the tables needed; the possibility of fitting 30 tables inside for the vendors; invite vendors who were autism friendly; the event was a good opportunity for a drumming activity from the stage; Mr. Hall would look into that; nutrition demonstration(s) would be given; possibility of having a DJ; there should be a doctor table handing out health information; City of Miramar Marketing staff would be present; ask Marketing about photographs, videorecording, social media coverage, etc.; Ms. Lovell-Santos to find out what each entity planned to do, so efforts were not being duplicated; she would set up a Webex meeting, so the marketing teams for each sponsor could meet and discuss their plans, etc.; Dr. Revere suggested inviting a radio station to do a free live broadcast of the event, as they often promoted children's events that focused on healthcare, etc.; question as to whether vision screening would be provided; Memorial provided basic visual screening, but if additional screening was needed, they would be referred for further screening elsewhere; the Center of Hearing and Communication could provide hearing tests, but they needed a space that was very quiet to conduct testing, but they were usually willing to come; the event services could be promoted as including hearing, vision and dental screening; the City's podium would be placed on the stage; Commissioner Colbourne's tent cover the outside area for the food distribution; Ms. Lovell-Santos would check with all the elected officials to see who wished to attend, and if they wanted their tent at the event from which they would handout their desired giveaways, and whether their tent should be inside or outside; if inside, then there would be room for less vendors, so outside only was preferable; PRAB members would be present at the event; workout the logistics for the placement of any generators needed at the event, such as for the bounce house; an estimated 40 volunteers would be needed for the day, splitting them in half over two shifts; provide five designated parking for the elected officials, as well as about six spaces for attending physicians; vendor and volunteer parking would be designated as well; Ms. Adams would send Ms. Lovell-Santos any marketing information Memorial wished to be placed on the flyers sent out for the event; the social media promotion of the event would begin on June 2nd; the board would be sent details of the marketing teams Webex meeting; the next meeting on the event would be with internal city staff, such as police, fire, parks, etc. on those logistics for the event; as school ended on June 5th, it would be beneficial if the event flyer was ready, so they could be included in the children's backpacks to take home; Dr. Revere mentioned the flyer had to include the Broward County Public School statement they placed on all handouts

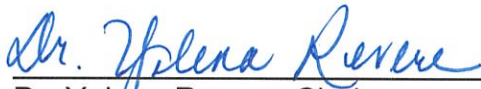
they sent to parents, so she would find out what the statement should say, and email it to Ms. Lovell-Santos to place on the event flyer; MCP usually did a raffle with prizes, so this information would be sent for inclusion on the flyer; there should be a check-in table for registration purposes to get an actual count of attendees; some people did not preregister but attended, while others registered and did not attend; there would be a list of those who preregistered, so their names could be checked off as they entered; the Eventbrite registration would ask only for a name, zip code, and number of family members attending; there would be one point of entry for the attendees; put on the flyer "first come, first served" for the food distribution; layout would be worked out with Parks staff, and the final draft sent to Memorial and the board members for input.

6. CITY UPDATES: PARKS & RECREATION: Director Billy Neal: NONE

7. ADJOURNMENT:

The next meeting would be Monday, June 27, 2026, at 6:30 p.m.

The meeting was adjourned at 7:10 p.m.



Dr. Yelena Revere, Chairperson
YR/cp