

**LEWISVILLE PARKS, RECREATION & CULTURAL DEVELOPMENT BOARD MEETING
MINUTES
AUGUST 8, 2022**

Lewisville Town Hall – 6510 Shallowford Road – Conference Room 201

- I. **Call to Order** – Vice Chair Ryan Walker opened the meeting at 6:30 PM. In attendance were Susan Frey, Aaron Hutmacher, Robert Ogden, Debbie Stokes, Ryan Walker, Interim Town Manager Stacy Tolbert and Office Manager Stacy Howard. Aaron Crum and Julie Rutledge were absent.
- II. **Agenda Approval** – Susan Frey moved to approve the agenda. The motion was seconded by Aaron Hutmacher and motion was approved unanimously.
- III. **Minutes Approval** – Robert Ogden moved to approve the July 11, 2022 minutes. The motion was seconded by Debbie Stokes and motion was approved unanimously.
- IV. **Membership** – It was reported that Julie Rutledge has submitted her resignation and it will be considered by Council on August 11.
- V. **Old Business**
 - a. Shalloween – Board members have handed out flyers to many businesses and Ms. Stokes will develop a consolidated list of those businesses. Mr. Hutmacher noted the Public Safety Committee may be interested in participating in Shalloween.
 - b. Plan of Work – A lengthy discussion was held related to the plan of work. Mrs. Tolbert shared a detailed spreadsheet of the priority list from the Comprehensive Plan. The Board was requested to review the information and share their ideas and be ready to set priority levels at the September meeting. The Board discussed community event strategies particularly Shalloween and July 4th. The Board would also like to develop a procedure of how to relay information related to available land to Town staff. The Board discussed contacting HOAs about pocket parks and the members were referred to chapters 6 and 7 of the Comprehensive Plan.
- VI. **New Business** – None
- VII. **Administrative Report**
 - a. Play in 2023 or 2024 – Mrs. Howard inquired if the Board was interested in recommending a play being held in 2023 or 2024 at Shallowford Square. Mrs. Howard shared with the Board the time element and expenses related to a play. Consensus of the Board was to forego a play in 2023.
- VIII. **Clerk Report**
 - a. Social Media Policy – A Social Media Policy was adopted by Town Council in May 2022. The policy pertains to elected and appointed officials. All board and committee members are requested to sign the policy. The policy is included with the August 8 agenda material.
 - b. Plan of Work – Plan of works need to incorporate items from the Council’s Comprehensive Plan priority list, included with the August 8 agenda material. Plan of Work is to be submitted to Town Clerk no later than September 30, if not already submitted.
 - c. BAC Orientation Video – The BAC orientation video should be viewed by all committee members. The video can be found on the Town’s website.
- IX. **For the Good of the Order**
 - a. Election of Chair (and Vice Chair, if needed) will be September 12.
 - b. Next meeting – **September 12, 2022**

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- X. **Adjournment** – The meeting was adjourned at 7:48 PM.

ATTEST:

Ryan Walker, Vice Chair

Dora K. Moore, Town Clerk