



COMMUNITY ACTIVITIES COMMISSION
May 5, 2020
LEEPER CENTER – 3800 WILSON AVE.

AGENDA

1. Call to Order
 - a. Join Zoom Meeting
<https://zoom.us/j/98095762075>

Meeting ID: 980 9576 2075

Dial by your location
+1 669 900 9128 US
Meeting ID: 980 9576 2075
2. Public to be Heard on Non-Agenda Items
3. Approval of Minutes
 - a. Draft April Minutes
4. Treasurer's Report
 - a. Draft Financial Report
5. Action Items / Discussion Items
 - a. Bylaws Update
 - b. Board of Trustee Liaison
 - c. Purchases
6. Events Updates
 - a. Fishing Derby Update
 - a. Rescheduled for late Sept 2020
 - b. 4th of July

- a. Discussion: Parade, Festival, Fireworks
 - c. Veteran's Event
 - a. Items to Order: Small flags, Pins, Pancake batter dispenser
- 7. Volunteer Coordinator
 - a. Update: Natalie Triplett
- 8. Yearly Events
 - a. July 4 Parade, Car show, Fishing Derby - TBD, Halloween Costume Contest 31 October 2020, Veteran's Event 7 November 2020, Parade of Lights 5 December 2020
- 9. Adjourn

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Join Zoom Meeting

<https://zoom.us/j/98095762075>

Meeting ID: 980 9576 2075

Subject:

Dial by your location

+1 669 900 9128 US

Meeting ID: 980 9576 2075

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Subject: Draft April Minutes

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. April Minutes



1. Call to Order 6:03

- a. a. Town of Wellington is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/868153317>

Meeting ID: 868 153 317

Or by Phone:

+1 669 900 9128 US (San Jose)

Meeting ID: 868 153 317

2. Public to be Heard on Non-Agenda Items

3. Approval of Minutes

- a. Draft Minutes [Approved](#)

4. Treasurer's Report

- a. March Financial Report

[Rental for Bunny costume was \\$55; 50% will be refunded; the suit purchased was the wrong size; it will be returned for a refund](#)

5. Action Items / Discussion Items

- a. Town of Wellington Communication to Community Activities Commission.

[Discussion included:](#)

[*a request that Community Activities Commission \(CAC\) Board of Directors be included in town decisions regarding activities and events for which the CAC Board of Directors is responsible \(i.e., cancelation of Easter Egg Hunt\)](#)

[*better direction from Town for role of CAC Board of Directors and Town liaison](#)

[*guidelines/restrictions for CAC Board of Directors and the role of liaison \(level of involvement in CAC Board of Directors' decisions\)](#)

[*It was suggested that the CAC develop \(revise?\) its current mission/vision/values](#)

- b. Community Activities Commission event management.

[CAC questioned whether the Town wants the CAC Board of Directors to function as it has historically, or if the Town liaison would be better served without the CAC Board and with event volunteers instead](#)

[CAC Board of Directors members were quite surprised to learn that a Town Trustee had told the former Town Administrator that the CAC was "burned out" and "needed help with event planning". No one remembers making such comments to anyone. Michelle was tasked with assisting the CAC Board of Directors as a point of contact with WFD, all governmental forms, etc. Based on the Trustee's comments and an agenda item on a previous CAC Board meeting agenda \("Event Planner?"\) Michelle assumed her role would include that of event planner for CAC events.](#)

- c. Community Activities Commission Event Spending

To date, all spending is approved by the CAC as a team

- d. Continue Weekly Work Session-Better Communication.
- 6. Events Updates
 - a. Easter Egg Hunt Cancelled. Richard will contact all involved parties. Candy will be donated to the Wellington Food Bank
 - i. Event Notification
 - ii. Logistics Plan
 - b. Fishing Derby
 - i. Cancellation/Postpone Postponed until late September. Richard will communicate with the Hatchery and Pepper. Jax is not funding future events at this time.
 - ii. Logistics Plan
 - c. 4th of July
 - i. Cancellation/Postpone At this time Kelly and Everitt suggested that the celebration be only the parade (State mandates pending) and fireworks. Car show was cancelled, Tony will contact involved parties. A decision as to whether to have vendors in the park will be delayed until the May meeting. If it is not possible to have a parade, the option of a Veteran's Day parade was mentioned.
 - ii. Logistics Plan
- 7. Adjourn 7:06
- 8. Yearly Events
 - a. Easter Egg Hunt - April 11, 2020, Fishing Derby - May 16, 2020, 4th of July Parade, Festival & Car Show, Halloween Costume Contest - October 31, 2020, Veteran's Event - November 7, 2020, Parade of Lights - December 5, 2020



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Subject: Draft Financial Report

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. May Financial Report

2020 CAC Financial Report

5/5/2020

	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Valentine's Day Dance-Cancelled				
Decorations	\$100.00	\$18.49	\$0.00	
Food	\$200.00	\$146.63	\$0.00	
Caller	\$300.00	\$156.50	\$0.00	
Thank you Fire Dept.		\$180.00	\$0.00	
	\$600.00	\$501.62	\$0.00	\$0.00

Easter Expenses				
Advertise with a Follow-up	\$150.00	\$360.00	\$400.00	
Banner & Signs	\$50.00	\$68.78	\$100.00	
Face Paint & tools	\$150.00	\$314.70	\$350.00	
Napkins, Cups & Punch	\$100.00	\$64.96	\$100.00	
Cookies & Punch	\$200.00	\$80.46	\$150.00	
Plastic eggs & candy/prizes- 8000	\$1,190.00	\$1,581.13	\$1,500.00	
Port-A-Potties	\$500.00	\$375.00	\$1,125.00	
Bunny Costume	\$60.00	\$59.07	\$60.00	\$55.00
Thank you Harvest Farm	\$75.00	\$35.51	\$75.00	
4-H Volunteers		\$100.00	Tx on Costume	(\$25.36)
	\$2,475.00	\$3,039.61	\$3,860.00	\$29.64

-27.5

Fishing Derby				
Fish	\$1,000.00	\$1,000.00	\$1,100.00	
Advertising			\$200.00	
	\$1,000.00	\$1,000.00	\$1,300.00	\$0.00

Neighborhood Pride/Cleanup Day - Spring - Cancelled				
Electronic Recycle/Shredding	\$250.00	\$52.05	\$0.00	
Centralized Trash removal (Dumpster Di	\$900.00	\$0.00	\$0.00	
Advertising	\$250.00	\$140.00	\$0.00	
	\$1,400.00	\$192.05	\$0.00	

4th of July				
Banner & Signs	\$250.00	\$140.00	\$250.00	
Rent of 5 Inflatables & 5 employees	\$4,000.00	\$2,350.50	\$4,000.00	
ASCAP License Fee	\$50.00	\$50.00	\$50.00	
Bands	\$500.00	\$450.00	\$500.00	
Announcer & Judges	\$300.00	\$120.00	\$300.00	
Food vouchers/T-shirts	\$500.00		\$500.00	

4th of July - Continued	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Decorations, prizes, day of event stuff	\$400.00	\$29.88	\$400.00	
Generator / Water Truck (vendor provided)	\$700.00		\$700.00	
Trash & Port-A-Potties	\$3,050.00	\$2,440.75	\$3,050.00	
Traffic Control	\$4,000.00	\$2,260.00	\$4,500.00	
Beer Garden Insurance (1/2 of total)	\$500.00	\$4,200.00	\$500.00	
Trophies for parade - 9	\$350.00		\$350.00	
Ice Cream, etc	\$700.00	\$270.00	\$0.00	
To Fishing Derby for Fish 4/2/19	-\$500.00	\$538.20		
Golf Cart (2)			\$200.00	
Car Show		\$100.00	\$4,000.00	
	\$14,800.00	\$12,949.33	\$19,300.00	\$0.00

Summer Months (3) - Cancelled				
Movies/Music	\$1,500.00	\$870.00	\$0.00	
Food & Drink supplies	\$200.00	\$40.68	\$0.00	
Advertising	\$200.00		\$0.00	
	\$1,900.00	\$910.68	\$0.00	\$0.00

Neighborhood Pride/Cleanup Day - Fall - cancelled				
Electronic Recycle/Shredding	\$250.00		\$0.00	
Centralized Trash removal (Dumpster Drop)	\$900.00		\$0.00	
Advertising	\$250.00		\$0.00	
	\$1,400.00	\$0.00	\$0.00	\$0.00

Veterans Events- New				
Food	\$400.00	\$551.06	\$400.00	
Advertising	\$400.00	\$320.00	\$400.00	
Flags	\$100.00	\$41.64	\$100.00	
Soldier plaques/appreciation gifts	\$500.00	\$175.00	\$500.00	
Misc. items,, decorating	\$700.00	\$14.99	\$700.00	
Fishing Derby for fish 4/2/19	-\$500.00			
	\$1,600.00	\$1,102.69	\$2,100.00	\$0.00

Halloween Costume Contest				
Prizes purchased	\$250.00	\$157.04	\$250.00	
Advertising	\$200.00	\$395.16	\$200.00	
	\$450.00	\$552.20	\$450.00	\$0.00

Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
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Christmas Parade			
Thank You Gift - Dee and judges	\$300.00	\$125.00	\$300.00
Parade Winners	\$300.00	\$225.00	\$300.00
Advertising	\$300.00	\$140.00	\$360.00
Traffic control	\$4,000.00	\$0.00	\$4,200.00
	\$4,900.00	\$490.00	\$5,160.00
		\$5,160.00	\$0.00

MISC			
Lincense Fee	\$0.00		\$0.00
Banner Replacement	\$500.00		\$500.00
Newspaper Ad for Open Position	\$200.00		\$200.00
Social Media Maintenance	\$240.00		\$240.00
CAC Volunteers			\$100.00
Folding Tables/Canopies		\$1,113.91	\$500.00
Event Fee			\$300.00
	\$940.00	\$1,113.91	\$1,740.00
		\$1,740.00	\$100.00

Grand Total			
	\$31,465.00	\$21,852.09	\$33,910.00
			\$129.64

Town Break down on their books

Car Show - #5190	\$4,000.00
CAC Programs - #5192	\$25,410.00
Traffic & Crowd Control - #5193	<u>\$4,500.00</u>
for the Christmas parade	
	\$33,910.00

Community Activities Commission Meeting

Date: May 5, 2020
Submitted By:
Subject: Bylaws Update

EXECUTIVE SUMMARY

Report From Richard Bacon: In January I checked with the town to make sure that the change to the number of board members was updated to the same as the Parks advises Board. At that time I was informed that it had been done. But Michelle sent out Bylaws for the CAC does not have the change which means that we are not compliant. Old bylaws was 5 board member and the change was to 7 board members.

BACKGROUND / DISCUSSION

Appoint Bylaw Committee

STAFF RECOMMENDATION

UPDATE: Per Board of Trustees meeting agenda page 33 of 82 (Community Activities Commission, Town code at Sec. 2-7-20 provides that the Community Activities Commission shall consist of five to seven members, serving three year terms, appointed by the Mayor and approved by the Board of Trustees. The following have been or are appointed to the Community Activities Commission:

Richard Bacon term 2021

Diana Freeman term 2021

Steve Sarno term 2022

ATTACHMENTS

1. CAC Bylaws Approved March 24, 2009

BY LAWS

COMMUNITY ACTIVITIES COMMISSION

ARTICLE I

Title

The name of this commission is "Community Activities Commission" as entitle by Ordinance 6-2006 of the Town of Wellington, Colorado.

ARTICLE II

Purpose

The purpose of the Town Community Activities Commission shall be, but is not limited to, the following:

- a. Wellington Community Activities Commission is comprised of volunteers who want to "give back" to Wellington by giving their time and energy to coordinate Community-wide events. These Big Events help keep our Small Town Feel! This commission is driven by volunteers from the entire Wellington area.
- b. Conduct relevant feasibility studies and citizen surveys as needed in regard to the general purposes defined herein, future facilities and other related capital investments.

ARTICLE III

Membership

Section 1-Board of Directors.

The Community Activities Commission Board of Directors shall serve as the Commission's Executive Board and shall consist of five (5) members appointed by the Mayor and approved by the Wellington Town Board. One or more members of the Town Board may serve as members. Members of the Board of Directors must be 18 years of age and must meet one or more of the following criteria:

- 1) Residency within a 7 mile radius of the Town; or
- 2) Ownership of a business which operates in the Town and holds a valid business license issued by the Town; or

- 3) Employment within the Town of Wellington by a business holding a valid business license issued by the Town; or
- 4) Employment or enrollment by a school operated by the Poudre R-1 School District and situate within the boundaries of the Town.

The Terms of and members of the Board of Trustees shall be coterminous with their term on the Board of Trustees unless reappointed by the Mayor and re-approved by the Town Board. The Terms of other members of the Board of Directors shall be three (3) years and shall be staggered as set forth in the Town Board's ordinance creating the CAC or as otherwise defined by the Board of Trustees. Members of the Board of Directors may be removed by the Board of Trustees upon neglect of duty or malfeasance. Board of Directors members who wish to resign from this Commission must provide written notification of his/her resignation to the Commission, which shall be forwarded to the Board of Trustees. No member of the CAC Board of Directors shall be compensated for services provided to the CAC as a member of the Board of Directors, although Board Members may be reimbursed for services or may be paid for work performed, services or products supplied by a member as part of the member's normal business activities offered generally within the Town of Wellington community so long as that Board Member abstains from any vote authorizing such compensated services.

Section 2-Volunteer Members.

The Community Activities Commission Board of Directors may appoint as many volunteer members as necessary. These are individuals who desire to assist in the purpose of the Community Activities Commission. Volunteer members need not be residents of the Town. Volunteer members must make application to the Community Activities Commission Board of Directors. Volunteer members may be removed by the Community Activities Commission Board of Directors upon neglect of duty or malfeasance. Volunteer members may participate in all discussions before the Board of Directors and serve on committees as appointed by the Board of Directors, but shall not have a vote on motions before the Board of Directors.

Section 3-Responsibilities of the Members.

Attendance is expected by the members. Attendance records shall be subject to review by the Commission. Poor attendance is grounds for dismissal from the Commission. A member shall abstain from discussion and voting if a potential conflict of interest exists from such time such conflict is discovered and so notify other members of the Commission. If a Commission member is unable to attend a meeting, the member shall notify the Chairperson of such fact as soon as possible. A member who misses two (2) consecutive meetings without due cause and does not notify the Chairperson of their absence can be removed from the Commission at the discretion of the Board of Directors. Members who wish to resign from this

Commission must provide written notification of his/her resignation to the Commission.

Section 4 – Compensation.

No member of the CAC shall be compensated for services provided to the CAC, although Members may be reimbursed for services or may be paid for work performed, services or products supplied by a member as part of the member's normal business activities offered generally within the Town of Wellington community.

ARTICLE IV

Officers

Section 1-Titles.

The Board of Directors shall elect a Chairperson, Vice Chairperson, Treasurer and Secretary from among its members.

Section 2-Election and Appointment of Officers.

The term of each office shall be one (1) year with eligibility of reelection. All officers shall be elected at the regular January meeting. New officers shall assume their duties at the close of the January meeting. The Board of Directors shall fill an office vacancy by holding a special election at the next regular monthly meeting. Any Board member may hold two or more officer positions.

Section 3-Duties of the Officers.

The Chairperson shall:

- a. Preside at all Commission meetings.
- b. Perform such other duties as may be prescribed by the By-Laws assigned by the Commission.
- c. Coordinate the work of the Officers and committees, in order that the objectives be promoted.
- d. Prepare an agenda for each meeting.

The Vice Chairperson shall:

- a. Attend all Commission meetings regularly.
- b. Act as an aide to the Chairperson.
- c. Perform the duties of the Chairperson in the absence or inability of that officer.
- d. Do such other duties as may be delegated.

The Secretary shall:

- a. Attend all Commission meetings regularly.
- b. Prepare the minutes of all meetings of the Commission.
- c. Notify all members at least one (1) day prior to Special or Regular Commission meetings.
- d. Keep attendance records.
- e. Make available minutes of the previous regular Commission meetings to members one (1) week in advance.
- f. Make minutes available to the Wellington Board of Trustees within sixty (60) days of approval
- g. Do such other duties as may be delegated.

The Treasurer shall:

- a. Receive incoming monies of the Commission as maybe presented.
- b. Keep accurate records of receipts and expenditures paying out funds only authorized by the Commission.
- c. Present a written statement of account at every Commission meeting and other times when requested.
- d. Do other such duties as may be delegated.

Section 4 – Removal or Resignation.

Members of the Board members maybe removed by a vote of the Board of Trustees upon neglect of duty or malfeasance or upon a vote of the Town Board without cause. To resign, a member of the Board of Directors shall provide written notification of resignation to the Commission which shall be forwarded to the Board of Trustees.

ARTICLE V

Committees

Committees will be appointed on an as-needed basis and will disband as soon as their purpose(s) have been achieved.

ARTICLE VI

Meetings

Section 1-Regular Meetings.

Regular meetings of the Commission's Board of Directors shall be held on the dates and

at times set in advance by the Board of Directors and properly posted in accordance with Colorado Law. (Must be posted 24 hours prior to meeting)

Section 2-Special Meetings.

Special meetings may be requested by any member of the Board of Directors. (Must be posted 24 hours prior to meeting)

Section 3-Quorum.

A simple majority of the members of the Commission's Board of Directors shall represent a quorum. A majority of the Member's present and forming a quorum shall be necessary for passage of all items brought before the Commission.

Section 4-Agenda.

The regular meeting agenda shall include:

- a. Call to order and roll call.
- b. Minutes of previous meeting.
- c. Financial report.
- d. Reports of committees.
- e. Old business.
- f. New business.
- g. Other business.
- h. Adjournment.

Agendas for any meetings shall be posted prior to the meeting as required by Colorado law.

Section 5-Minutes.

There shall be a record kept regarding the minutes of every meeting of the Commission and said minutes shall be submitted to the Wellington Board of Trustees within sixty (60) days of the approval of said minutes. Minutes shall be kept in accordance with Colorado law.

ARTICLE VII

Consultants and Finances

- a. The Commission may contact planners, engineers, architects and other consultants

for such services as it may require.

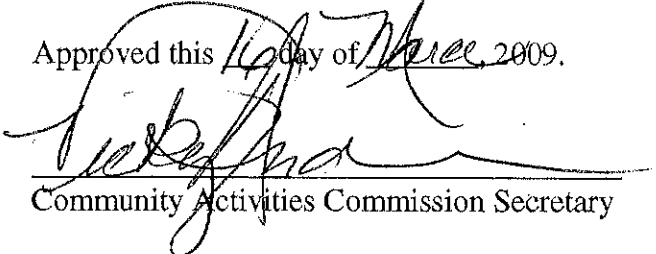
- b. All revenues and expenditures of the Commission shall be reported in the minutes of the Commission meeting.
- c. The Commission shall prepare a recommended budget to be forwarded to the Board of Trustees for all expenses relating to the purposes defined herein. Said budget shall be delivered to the Town Administrator by October 1 of each year.

ARTICLE VIII

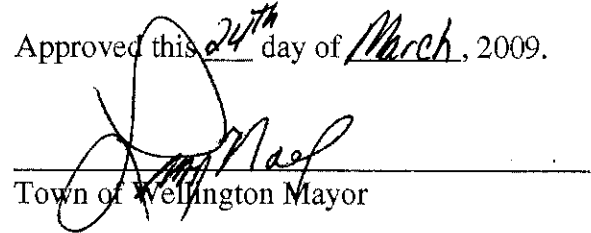
Parliamentary Authority and Amendment to Rules

- a. Matter not covered by these rules shall be governed by "Roberts Rules of Order, newly revised, 2000, 10th Edition" wherever applicable and not in conflict with state or local law.
- b. An amendment to a rule, or the creation of additional rules, shall be proposed at a regular meeting, but shall not be voted on until the next month's meeting. This procedure shall insure adequate review by the Commission and the public.

Approved this 16th day of March, 2009.


Community Activities Commission Secretary

Approved this 24th day of March, 2009.


Town of Wellington Mayor



Community Activities Commission Meeting

Date: May 5, 2020
Submitted By:
Subject: Board of Trustee Liaison

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Subject: Purchases

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020
Submitted By:
Subject: Fishing Derby Update

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020
Submitted By:
Subject: Rescheduled for late Sept 2020

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Subject: 4th of July

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Subject: Discussion: Parade, Festival, Fireworks

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020
Submitted By:
Subject: Veteran's Event

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: May 5, 2020

Submitted By:

Items to Order: Small flags, Pins, Pancake batter dispenser

Subject:

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None