



# PORTLAND MAINE

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Recreation & Facilities Management Department

*Sally L. DeLuca, CPRP, Recreation Division Manager*

TO: Skatepark Planning Committee  
FROM: Vicki L. Allen, Recreation Administrative Assistant  
SUBJECT: Meeting Minutes ~ Wednesday, May 7, 2008

Attendees:

Councilor David Marshall, Tobias English, Pam Richards, Jaye Gorham, Eli Cayer  
City Staff; Sally DeLuca, Tom Civiello, Vicki L. Allen

Old Business:

1.0 Meeting minutes from April 9, 2008 were approved and accepted.

New Business:

- 2.0 Ollie Grant - Joanna Crisp was unable to attend, but did provide more information regarding the Ollie Fund Grant.
- The gift is a match of all new dollars raised, including other grants, corporate supporters and individual donations.
  - The Committee voted to match the grant dollar for dollar.
- 2.1 Press Release & Conference for "Momentum"
- Date – Sally will work with Nicole Clegg, the City's Communication Director, to issue a press release next week. She will also work on booking Ocean Gate for June 14<sup>th</sup>
  - Location – Skate Park Site or have blown-up pictures of the site
  - Announce Momentum Winner, Meaghan Maurice
  - See if Committee can get donation from Skate and/or Bike Shop for \$50 gift certificate
- 2.2 Fundraising – In order to expedite fund raising, the Committee considered the following;
- Have a design concept for potential grantors. Tom Civiello will contact City's Architects to get quotes on potential designs
  - Pam Richards brought sample bricks to the meeting; per committee vote, each brick will be sold for \$50.
  - The Committee voted for the straight edge, no mortar, red bricks. *(See attached order form.)*
  - Order forms will be placed on Skatepark website for convenience. Recreation will gladly accept and hold all brick orders.



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## 3.0 Next Steps

- Check to see if Ocean Gate is available on Saturday, June 14, 2008 for Momentum Big Event.
- Invite Teens, Skaters, Bikers, Skate Shops, Bike Shops, Invite Skatepark Design Group and other interested parties
- Invite 2 architectural firms to next meeting to each give 15-minute Power Point presentation for their design concept. After they leave, breakout in teams to discuss presentations, give feedback on elements and then re-group to make recommendations to the Skatepark Committee.
- Bottle Drive (for every bottle collected \$0.10 is raised)