



CITY OF NEWCASTLE

12835 Newcastle Way • Suite 200 • Newcastle, WA 98056-1316

DRAFT MINUTES

Community Activities Commission
Special Meeting
Thursday, August 11, 2022
Held via Video Conference

COMMISSIONERS PRESENT: Chair Patti Magers
Vice Chair Nathan Stix
Commissioner Debbie Polsin
Commissioner Amy George

COMMISSIONERS ABSENT: Commissioner Ed Flash
Commissioner Kim Van Atta

STAFF & OFFICIALS PRESENT: Communications Manager Kate Langsdorf
Records Specialist Kellie Robertson

1. CALL to ORDER and FLAG SALUTE

Chair Patti Magers called the meeting to order at 7 p.m. and led the flag salute.

2. ROLL CALL

Records Specialist Robertson called the roll. All commissioners were present except for Commissioners Flash and Van Atta. Without objection, Commissioners Flash and Van Atta were excused.

3. AGENDA APPROVAL

MOTION: Commissioner Polsin moved to amend the agenda to combine agenda items 7.1 (Communications Manager Report) and 8.1 (Concert Update) and to remove agenda item 8.2 (Volunteer Event Discussion).

VOTE: The motion *carried*, 4-0:

In favor: Stix, Polsin, George, Magers

Opposed: None

Absent: Flash, Van Atta

MOTION: Without objection, the final agenda for August 11, 2022, was approved as amended.

4. MINUTES APPROVAL

Without objection, the minutes of the meeting of [July 13, 2022](#), were approved as presented.

5. PUBLIC COMMENT – None offered

6. COMMISSIONER COMMENTS and CELEBRATIONS

The commissioners commented on how successful the summer concerts have been so far.

7. REPORTS

7.1 Communications Manager Report and Concert Update (*formerly agenda item 8.1*)

Communications Manager Langsdorf reported the attendance at the summer concerts have been very good and has ranged between approximately 350 to 700 people. The number and variety of food trucks and tents have been adequate, except for the first concert when demand outstripped supply. Next year, it should be emphasized to the bands that payment is made after the performance and not beforehand. There have been five applications submitted for the commission vacancy and applications will close on August 22, 2022. The new Events Coordinator, Alexa Lowry, starts on Tuesday, August 16, and the new city manager, Scott Pingel, starts on September 6, 2022. At next month's meeting, there is to be a presentation about the park planned in the Hiemstra subdivision on 116th Avenue Southeast.

7.2 Committees

Newcastle Days Committee (*see report*)

Commissioner Polsin reported that all the vendor booths are full, and the set-up details are being finalized now. Chair Magers reported the scouts are available to help with the set up and pack up. Activities are being finalized, a book sale is being planned by the Friends for Newcastle and the scouts will host carnival games for younger children. Commissioner Polsin provided the performance line-up on the main stage and Communications Manager Langsdorf provided an update on the food trucks and tents. Flyers and posters are in circulation promoting Newcastle Days and former city councilmember Tony Ventrella has finished a video thanking sponsors. An update of the week of celebrations was also outlined by Commissioner Polsin.

Chair Magers is still actively looking for more volunteers and expressed gratitude to the scouts who have offered their services. Chair Magers is planning a parade to start the day. A roster was discussed to keep activities adequately supervised and facilities stocked with necessities. The Master of Ceremonies' duties will be shared between Jim Quigg and Nathan Stix. There will be a walk-through with key personnel on August 18 at 3:00 p.m.

8. UNFINISHED BUSINESS – None

9. ADDITIONAL PUBLIC COMMENT – None

10. PLANNING CALENDAR

Commissioners reviewed upcoming meeting and event dates.

11. WORK SESSION – None

12. ADJOURNMENT

There was no further business, and the meeting adjourned at 7:38 p.m.

APPROVED by the Newcastle Community Activities Commission DATE.

ATTEST

Kellie Robertson, Records Specialist

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