

**MINUTES
REGULAR MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
BARTH ROOM AT THE CROWELL PUBLIC LIBRARY
March 25, 2019 - 7:00 P.M.**

CALL TO ORDER Chairperson Woo called the meeting to order at 7:07 p.m.

PLEDGE OF ALLEGIANCE Chairperson Woo led the Pledge of Allegiance.

ROLL CALL **PRESENT:** Chairperson Raymond Woo, Vice Chairperson Hal Suetsugu, Commissioner Melissa Boozell, Commissioner Chun-Yen Chen, and Commissioner Louise Cook

ABSENT: Commissioner Stephanie Perry and Commissioner Timothy Yoo

POSTING OF AGENDA

Chairperson Woo explained the posting of the agenda.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Minutes of the Regular Meeting of January 28, 2019

Vice Chairperson Suetsugu moved to approve the minutes of January 28, 2019; seconded by Commissioner Boozell. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

NEW BUSINESS

1. Track Meet Debrief

Chairperson Woo provided a review of the Track Meet.

Commissioner Suetsugu directed staff to provide information regarding number of participants, cost of event, number of volunteers and which organizations involved at the next Commission Meeting.

2. Designation of Commissioner to participate in the Community Services Director Interview

Director of Parks and Public Works/City Engineer Throne provided an update to the recruitment process of the Community Services Director, and requested the Commissioners to designate a Commissioner to participate in the recruitment process.

Chairperson Woo moved to designate Commissioner Cook to participate in the Community Services Director recruitment process; seconded by Commissioner Boozell. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

3. Report from Focus Group Committee

Chairperson Woo provided the report on behalf of the Focus Group Committee.

The following person(s) spoke:

Jennifer Chuang, Blue Ribbon Committee Member

Commissioners discussed how to move forward in crafting a recreation programming survey and conducting focus groups.

Chairperson Woo moved to appropriate the amount not-to-exceed \$30,000 to secure an expert consultant to develop and implement a recreation programming survey; seconded by Vice Chairperson Suetsugu. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

PUBLIC WRITINGS DISTRIBUTED

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 7:50 p.m. to the next regular meeting at to be held on **MONDAY, April 22, 2019 at 7:00 p.m.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

CHRISTOPHER YOO
ADMINISTRATIVE ANALYST