

**Minutes
Mayor's Council on Physical Fitness
June 10, 2009
4:00 PM
Abilene City Hall
Basement Conference Room**

The Mayor's Council on Physical Fitness met on June 10,, 2009 in the Basement Conference Room of City Hall, 555 Walnut, Abilene, Texas 79601. Pug Parris, Chairperson, was present and presiding. Mayor's Council on Physical Fitness members present were: Liz Rotenberry, Tanya Brice, Joy Hedges, Bill Horn, Dan Munton, and Deonna Shake. Also present were Marisa Harrison, and Lindsey McGill – InFocus Digital; Lenka Wright, Kelley Messer, Tony Neitzler, and Audria Hammond – City of Abilene Staff.

1. Call to Order

The meeting was called to order at 4:02 pm by Pug Parris, Chairperson.

2. Minutes: Approval of Minutes of February 25, 2009, April 25, 2009, and May 13, 2009

Approval of the Minutes of the February 25, 2009, April 25, 2009 and May 13, 2009 Mayors Council on Physical Fitness Meetings were tabled until the July 8, 2009 Meeting.

3. Status Reports

a) Budget

Lenka Wright updated the Council as to the funds available per category:

• 4200 Office Supplies:	\$ 4,615.00**
• 4440 Advertising and Promotions:	8,201.47
• 4441 Professional Fees/Contract:	13,890.00
• 4447 Printing	1,800.00***
• 4470 Travel	442.17
• 4485 General Services	6,610.00

TOTAL: \$35,558.64*

*** Once the outstanding invoices clear, there will be a balance of \$34,708.64. The balance after General Services is \$28,098.64.**

**** The Office Supplies/Event Supplies amount does not include recent Purchases for the magnets (\$125 reduced price). The Event Supplies balance will be \$3,550.**

***** The Other Direct and Indirect Costs/Printing does not include the purchase of the bus pass flyers (435 for initial 1500 flyers and \$290 for an additional 1,000 flyers/non-glossy) which total \$725. The Printing balance will be \$1, 0785**

b) Event evaluation report for West Central Texas Area Agency on Aging's National Senior Health & Fitness Day

Liz Rotenberry and Mrs. Wright jointly presented the Evaluation Report for the West Central Texas Area Agency on Aging's National Senior Health & Fitness Day event held on May 27, 2009 at the Abilene Civic Center Exhibit Hall. Participants in the event total 257. The Mayor's Council on Physical Fitness had a booth.

Joy Hedges suggested that an event title be added to the Evaluation Form. Mrs. Wright will revise the form to include an event title.

4. Discussion and possible action on upcoming events

a) Tour De Gap Bicycle Ride

Jim MacDonald presented a request for sponsorship in the amount of \$300.00 for the Tour De Gap Bicycle Ride slated for July 25, 2009. He stated that there are 250 riders on average who participate in the event each year. This is the 25th year for the event.

Funding in the amount of \$300.00 was approved by the Council.

b) City of Abilene Pools

Mrs. Rotenberry spoke to the Council about having a free admission to the City of Abilene Pools event. Tony Neitzler stated that Saturday July 4, 2009 and Saturday, July 17, 2009 from 1:00 pm to 5:00 pm are the best dates and times for the event. The pools can accommodate a maximum of 250 people.

Funding the event was approved by the Council.

c) Mayor's Hike length

The 2nd Annual Mayor's hike is scheduled for Saturday, June 27, 2009, at Abilene State Park.

The suggestion of incorporating different hiking lengths/routes into the upcoming Mayor's Hike by Mrs. Parris was approved by the Council.

d) Random Acts of Fitness

The Marketing/Advertising subcommittee is continuing to research incentives to reward Random Acts of Fitness.

5. Discussion and possible action regarding the adoption of Rules of Order and Procedure

a) Rules or Order and Procedure Documents

Members of the Council reviewed the Rules of Order and Procedure presented by Ms. Wright and Kelley Messer.

The following recommendations were made:

Introduction

On the suggestion of Joy Hedges, the wording “developing and overseeing” was changed to “developing and promoting”.

Article III – Meeting Schedules

C. MCPF Meeting Agenda

On the suggestion of Mrs. Rotenberry the timeframe for turning in items to be placed on the agenda was changed from ten (10) days prior to the regular meeting date of the MCPF to seven (7) days prior to the regular meeting date of the MCPF.

On a motion by Tanya Brice and seconded by Bill the Horn, the Council approved the Rules of Order and Procedure with the recommended changes.

b) Accountability Assignments

Accountability Assignments were tabled until the July 8, 2009 meeting.

6. Update and possible action of Marketing/Advertising

a) Summer Fun Pass with CityLink

The Summer Fun Pass with CityLink allows for Students (ages 6-18) participating in a qualified Summer Activity get a \$10 unlimited CityLink pass. Qualified Summer Activities include: Boys & Girls Club, City of Abilene Recreation, Day Camps, Stevenson and Rose Park Pools, Summer School, YMCA/YWCA. The Passes are good June 1, 2009 thru August 31, 2009. Students must be present at the time of purchase and must bring proof of participation in their Summer Activity.

Marisa Harrison reported that distribution of flyers for the Summer Fun Pass with CityLink began on Monday, July 8, 2009. As of today, Wednesday, June 10, 2009, twelve (12) participants have signed up.

b) Mayor’s Hike

A public service announcement for the Mayor’s Hike featuring Mayor Archibald a public service is running.

Participant parking has been finalized.

Fifteen (15) volunteers are needed for the Hike. Council members were asked to let give names to Mrs. Wright.

c) Event Supplies

On a motion by Deonna Shake and seconded by Joy Hedges, the Council approved the purchase of the following supplies for the Mayor's Hike:

Printing of glossy flyers for event
Printing of glossy maps of the Course for the Hike
Purchase of tape for marking hiking trails/parking
Signage from Fast Signs

Kelley Messer informed the Council that the Event Release Form has been reviewed and approved by the Legal Department.

The subcommittee is working to finalize costs for bottled water with the Mayor's Council on Fitness logo.

The Council discussed providing t-shirts for the Mayor's Hike.

On a motion by Mrs. Rotenberry and seconded by Dan Munton, the council approved the recommendation that T-shirts not be given at the event but that a certificate be given. Mrs. Wright will speak with Mayor Archibald about the recommendation not to have t-shirts for the event. Mrs. Messer reminded the Council that they are an advisory board and that the City makes the final decision.

The Council discussed the purchase of exercise stretch bands.

On a motion by Bill Horn and seconded by Tanya Brice, the Council approved InFocus Digital to work to acquire a sponsor for the purchase exercise stretch bands.

d) Speakers Bureau

Mrs. Parris spoke to the Council to think about speaking to organizations as a means to get the word out about the work of the Mayor's Council on Physical Fitness.

7. Update of MyFitness Abilene Website

Ms. Harrison reported that work on the Website is on target with the projected timelines.

8. Adjournment

Pug Parris, incoming Chairperson, thanked Liz Rotenberry, outgoing Chairperson for her tenacity and dedication to getting the Council off to a great start. Audria Hammond, Assistant to the Mayor and City Manager, presented her with a Certificate of Appreciation from Mayor Norm Archibald.

The meeting was adjourned at 5:25 pm.