

**FRIENDS OF PASSAIC COUNTY PARKS, INC.**  
**May 24, 2016 Meeting**

**MEETING MINUTES**

**Members present :**

1. County Administrator Designee: Matthew P. Jordan, Esq.
2. Director of Parks Designee Jan Northrop
3. Jamie Dykes
4. Kelly Pascrell
5. Freeholder Director Designee: John W. Bartlett, Esq.
6. Vice Chairwoman Alice Szepietowski
7. George Silva

**Members Absent :**

1. Chairwoman Meaghan Tuohey, Esq.
2. Robert Spiotti, Esq.
3. Jeffrey Buonforte

A roll call brought the meeting to order at 4:33 PM. Freeholder Bartlett participated in the meeting telephonically.

A motion was made by Secretary-Treasurer Jordan and seconded by Trustee Silva to approve the minutes of the April 18, 2016 meeting.

Motion passed unanimously.

Vice-Chairwoman Szepietowski discussed topics under Old Business, including the WPA poster design and canvass tents for the Passaic County Fair. Secretary-Treasurer Jordan reported that design of the posters is underway.

A motion was made by Trustee Dykes and seconded by Trustee Silva authorizing the Secretary-Treasurer to purchase canvass tents for an amount not to exceed fifteen hundred dollars (\$1,500.00).

Motion passed unanimously

Trustee Pascrell gave an update on the Fundraising Committee's progress. Quotes are still being solicited for a golf outing in October. The Committee will meet again and report back prior to the next Board of Trustees' Meeting.

Vice-Chairwoman Szepietowski gave an update from the Fair Committee meeting that might prior to the Board of Trustees' Meeting. Planning is progressing according to plan.

A new form was provided in the Meeting Agenda packet that can be downloaded on the Passaic County website if you are seeking to purchase a memorial bench or tree. A discussion ensued about the promotional materials for the Memorial Bench and Tree Program.

Secretary-Treasurer Jordan gave an update on the bank account, fundraising for the Fair, the 2015 Draft Audit, payments made to the Paterson Fire Department for the fireworks permit and to Party City for 50/50 tickets, and distributed an updated budget and sponsorship donations thus far for the Fair.

A discussion ensued about the sale of 50/50 tickets at the Fair, including whether to require a person to collect his/her winnings the day of the drawing, the amount tickets will be sold at, and the manner in which tickets will be sold. All issues will be discussed further at the next Board meeting before a decision is made.

Friends of Passaic County Parks, Inc. documents, meeting agendas and minutes, and other information is now on the Passaic County website. The link is being distributed.

A motion was made by Trustee Silva and seconded by Trustee Dykes to change the next meeting to June 13, 2016 at 4:00 PM, immediately after the Passaic County Fair Committee Meeting.

Motion passed unanimously.

A motion to adjourn was made by Trustee Northrop and seconded by Trustee Silva at 4:59 PM.

Motion passed unanimously.