

**LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)**  
**SURVEY COMMITTEE MEETING MINUTES**  
**May 22, 2019**

A meeting of the Ridge Parks and Recreation Association, Inc. Survey Committee was held at the Canterbury Woods Community Center on the 22nd day of May 2019.

**PRESENT: *Committee Members:*** Martha Nelson (Chair), Ruby Arthur (LRPRA board member), Kris Blanchette, Brodie Freer, and Sharon Richardson ***Board Members:*** Janet Foote (President), Christopher Berry, and Jason Devers ***Staff Members:*** Ike Mutlu (General Manager) and Marian Morrill

**I. OPEN MEETING:** Ms. Nelson opened the meeting at 7:00PM.

**II. INTRODUCTION OF COMMITTEE MEMBERS:** Since this is the committee's first meeting, Ms. Nelson introduced all committee members providing a brief bio on each person.

**III. OPEN FORUM:** Mr. Freer made a motion to go into open forum. Ms. Richardson seconded the motion, and it was unanimously approved. On behalf of the LRPRA Board, Ms. Foote thanked the committee members for agreeing to serve.

**IV. REVIEW OF THE CHARTER:** Ms. Nelson reviewed the charter noting that meetings are open to the public and are advertised on the LRPRA marquee and website as well as *Lake Ridge Today* magazine. Mr. Freer was named vice chair, and Ms. Blanchette was named secretary.

**V. COMMITTEE MEMBER COMMENTS:** A discussion was held concerning focus groups. Since focus groups will add additional time, and the committee would like the survey completed by November 2019, it was agreed that focus groups would be considered when the survey is completed.

The committee needs to decide how to send out the survey – either digitally as well as print or only through one medium. During discussion, it was mentioned that if using print medium, all data must be converted digitally. The committee will also need to decide if they would like an outside company to compile/analyze survey data. Ms. Nelson noted that she has already been in contact with a company that can assist with the survey. Ms. Morrill will ask LRPRA's current voting company if they can compile/analyze survey data. The committee also needs to decide if renters should be included in the survey.

Before the next meeting, committee members will informally talk to members of the community about the development of a survey and what issues/questions are important to them. Committee members will then bring a pool of questions to the next meeting.

Prior to the next meeting, Ms. Nelson will speak to each committee member regarding the timeline process. This information will be presented at the next meeting.

**VI. OPEN FORUM:** Ms. Foote noted that the 2020 President's report given at the Annual

Meeting of the Membership will include information from the survey noting LRPRA's commitment to making a better community. The committee would also like to see articles based on survey topics presented in the *Lake Ridge Today* magazine.

**VII. ADJOURNMENT:** Mr. Freer made a motion to adjourn the meeting. Ms. Blanchette seconded the motion, and Ms. Nelson adjourned the meeting at 8:04pm.