

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
SURVEY COMMITTEE MEETING MINUTES
September 17, 2019

A meeting of the Lake Ridge Parks and Recreation Association, Inc. Survey Committee was held at the Lake Ridge Association Administration Office on the 17th day of September 2019.

PRESENT: *Committee Members:* Martha Nelson (Chair), Kris Blanchette, Brodie Freer, Sharon Richardson

ABSENT: Ruby Arthur

Board Members: Janet Foote (President)

Staff: Ike Mutlu

I. OPEN MEETING: Ms. Nelson opened the meeting at 7:00 p.m. Ms. Foote, Board President, expressed appreciation on behalf of the Lake Ridge Board to the members of the Survey Committee for their work on this important collaboration with Lake Ridge residents.

Ms. Nelson advised the committee that she and Ms. Foote met with the Ike Mutu, COO/GM, and Marian Morrill, Director of Administration, on September 16th to request the required contact information for Lake Ridge residents in order to send out the survey.

II. OPEN FORUM: Ms. Richardson made a motion to go into open forum. Mr. Freer seconded the motion, and it was unanimously approved.

Ms. Blanchette made a motion to approve the minutes from the September 4th meeting. Mr. Freer seconded the motion, and the minutes were unanimously approved.

III. DEVELOPMENT/DISCUSSION OF SURVEY QUESTIONS: A conference call was held with Lori Mader from Field Goals.US, the organization selected to formulate the survey questionnaire, tabulate/analyze the results, and provide a report to the Lake Ridge Board and community by January 2020. Ms. Nelson thanked Ms. Mader and Ms. Paradise for getting the draft survey to the committee members ahead of the September 13th deadline.

Each of the questions developed by the committee and formatted by Field Goals.US were reviewed and discussed. Following the edits to the survey, Mr. Freer asked that a question requesting email addresses for Lake Ridge residents be included in the survey.

Ms. Blanchette requested that the survey be limited to 8 pages and that the pages be 8" x 11" in order to be inserted in the Lake Ridge newsletter. Ms. Nelson will contact the Lake Ridge office to determine the preferred format for the newsletter and will provide this information to Field Goals. Ms. Mader stated that residents will also have the ability to respond the survey on their smart phones.

Ms. Nelson requested that next draft of the survey be sent prior to the September 25th

meeting and reiterated that the survey must be completed by October 1st in order to be included in the in the November/December newsletter. Ms. Foote noted that there is some cushion in the dates. Ms. Mader stated the final edits to the survey would be made by September 30th and the digital version and print versions would be completed by October 2nd.

IV. COMMITTEE MEMBER COMMENTS: Ms. Nelson asked Ms. Richardson to work with her in writing the notifications and press releases for the survey on Facebook, the website, and marquee. Ms. Richardson suggested including an article in the *Old Bridge Observer* announcing the survey to Lake Ridge residents.

Committee members agreed to have the next meeting on Wednesday, September 25th to review the second draft of the survey prepared by Field Goals.US. The draft survey will be sent to Ms. Nelson prior to the next meeting and will be forwarded to the members of the committee.

V. OPEN MEETING: Mr. Mutlu thanked the members of the committee for their service, noting how well the committee worked together in completing the survey.

VI. ADJOURNMENT: Ms. Richardson made a motion to adjourn the meeting. The motion was seconded by Mr. Freer, and Ms. Nelson adjourned the meeting at 8:20 p.m.