

Youth Advisory Board

Agenda

November 7, 2019
Louisville Recreation & Senior Center
900 W Via Appia
6:30-8 PM

I. Call to Order

II. Roll call

<input type="checkbox"/> Bruce Armstrong	<input type="checkbox"/> Sebi Medina	<input type="checkbox"/> Jocelyn Rapp	<input type="checkbox"/> Sena Williams
<input type="checkbox"/> Megan Beasley	<input type="checkbox"/> Riley Miller	<input type="checkbox"/> Lincoln Roch	<input type="checkbox"/> Jay Keany
<input type="checkbox"/> Teddy Hart	<input type="checkbox"/> Kaelan Norgard	<input type="checkbox"/> Sophie Russ	<input type="checkbox"/> Mandy Perera
<input type="checkbox"/> Nate Hart	<input type="checkbox"/> Logan Pius	<input type="checkbox"/> Conner Smith	<input type="checkbox"/> Avery Clements

III. Approval of Agenda

IV. Approval of Minutes

V. Public Comments on Items Not on the Agenda

VI. Volunteer Projects

- i. October Recap – Broomfield Trails Marathon
- ii. November – Community Food Share-M, Nov 25, 9am-12pm
- iii. December – Pancakes with Santa- Th, Dec.12, 5-8pm
- iv. January – suggestions?

VII. Goal/Project

- Break into small groups to develop action items, marketing plan ideas, and discuss steps for implementation.
 - i. Consider different marketing strategies for different audiences.
 - ii. What resources are needed? What are next steps?

VIII. Discussion Items for Next Meeting

- 12/5 meeting, Jason Hogstad with Louisville Historical Museum to discuss volunteer opportunities

IX. Comments from Liaisons

X. Adjourn

Youth Advisory Board

Meeting Minutes

October 3, 2019

**LOUISVILLE RECREATION & SENIOR CENTER
900 W Via Appia
6:00 pm**

Call to Order – Mandy Perera called the meeting to order at 6:05 pm.

Roll Call was taken and the following members were present:

Board Members Present: Bruce Armstrong, Megan Beasley, Teddy Hart, Nate Hart, Riley Miller, Kaelan Norgard, Jocelyn Rapp, Lincoln Roch, Sophie Russ, Conner Smith, Sena Williams

Board Members Absent: Logan Pius

Staff Members Present: Jay Keany, Mandy Perera, Avery Clements

Approval of Agenda – The agenda was approved by all members.

Meet and Greet – Introductions – Each board member introduced themselves, their grade, how long they have been on the YAB, and what their dream vacation spot is.

Public Comments - None

What is the YAB? What can you expect? – YAB serves as a link between the youth of Louisville, City Council, and the community to identify issues pertaining to youth and communicate the concerns of the youth in Louisville. Mandy and board members described past volunteer projects such as the Valentines Daughter Dance, Community Food Share, Recreation & Senior Center Grand Opening, and others. YAB meets monthly during the school year. Mandy encouraged board members to log their volunteer hours and to read over the YAB info sheet. She also suggested following YAB on Facebook. Jay will be leaving after the November meeting and Jessica will be returning for the December meeting.

City of Louisville

Recreation Center 900 West Via Appia Louisville CO 80027
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Expectations of Board members and Professional Conduct – Mandy went over the YAB meeting rules and expectations from the board members and elected officials. Mandy explained the open government rule – YAB business cannot be discussed by 3 or more members outside of a YAB meeting.

Discuss Chair, Vice-Chair and Secretary Officer positions – Mandy discussed the Chairperson, Vice-Chair, and Secretary positions and their functions on the board.

Volunteer projects for the upcoming year – Sun, Oct 13 is the A Precious Child marathon in Broomfield. YAB will be operating the water station from 8:30-12:00 pm. The van will be leaving at 8 am.

Teambuilding – Icebreaker activities with board members

Goals for the upcoming year – There was discussion of past projects and brainstorming of ideas for projects for this year. Jay suggested a project to commemorate John Breaux such as days dedicated to servicing the neighborhood. Board members honed on encouraging community service/acts of kindness and the environment. Some other suggestions were: trash pickup day, recycling old materials (such as books to little libraries), supporting local business both on and off of Main Street, and art events. Mandy reiterated that the goals should be attainable within a year and should be relevant to our strengths.

Nominations, speeches and officer elections – Kaelan Norgard ran for Chairperson unopposed. Lincoln Roch, Teddy Hart, Bruce Armstrong, and Riley Miller ran for Vice-Chair with Riley winning. Megan Beasley and Sophie Russ ran for Secretary with Sophie winning.

Discussion Items for Next Meeting – The board was broken into 3 groups to brainstorm goals for the next meeting. Group 1 suggested a field day event, possibly for all ages, to promote an active lifestyle. Group 2 suggested a John Breaux day to remember his legacy and promote helping the community. Group 3 also suggested a John Breaux day and to help support the community garden. Mandy gave the board the task of talking to their friends and families to continue brainstorming ideas for the next meeting. We will also be discussing goal setting at the next meeting and what our first steps will be to reach our goals.

Comments from Liasons – Jay encouraged the board to become more involved in city council and to be more of a presence in the community. He suggested that one YAB member can attend a City Council meeting each month to help promote our projects to City Council. Mandy also encouraged the board to learn about and take advantage of the resources available to them in the community.

Adjourn – The meeting was adjourned at 8:00 pm

Youth Advisory Board

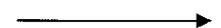
Meeting Minutes

DATE

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Community Food Share's Volunteer Safety Standards & Confidentiality Waiver

1. **No persons with boils, sores, infected wounds, or any other infections or communicable diseases are permitted to contact food as defined by regulations.**
2. **No outside food, beverages, or gum chewing allowed in the warehouse.** Water bottles are permitted if the container is a clear, re-sealable, non-glass bottle only.
3. **Do not take or eat any food from the warehouse.** Only authorized shoppers are allowed to take food— NO volunteers, NO staff.
4. **Always wear sturdy, closed toe shoes**— absolutely no sandals, heels, crocs, etc. allowed in the warehouse. **Always wear a shirt with sleeves** (i.e. no tank tops) and no torn clothing. Hairnets and gloves will be provided and must be worn when repacking food in the “clean room”.
5. **Always place food and food containers on a pallet, shelf, cart or other working surface** to prevent slips, trips, and falls. Keep the floor clear of spills, cardboard, wood chips, and other debris.
6. **No cell phones or headphone use in the warehouse.** Texts, calls, and emails can be answered in the office area only.
7. **Wash hands** before handling food products or food containers, after removing gloves, before/after dealing with produce, after emptying trash, and after using the bathroom or smoking.
8. **Report any injuries, accidents, (falls, cuts, etc.) or spills** to a staff person immediately. Use yellow “wet floor” signs available in the mop/utility room.
9. Never lean a pallet upright against anything — pallets can fall easily. Always stack extra pallets on top of each other and **use proper lifting techniques**. Bend knees and lift with legs, never your back!
10. **Electrical equipment is for STAFF USE ONLY** (electric pallet jacks, forklifts, scissor lifts, dock plates, etc.). **If you are 16 years or older**, a staff member can train you to use a manual pallet jack and the electric compacter. **Never ride on pallet jacks or carts.**
11. **Clean up!** Allow ~20 minutes for cleanup before you leave. It's more important to clean up the area you worked in than to completely finish the project. Ask staff member for clean-up procedures.
12. **We are a non-smoking facility.** Smokers must be at least 20 feet from any door.
13. **IN CASE OF FIRE** — Immediately leave the building using the closest safe exit and gather in the front parking lot.



It is understood and agreed that the signee of this Agreement will be privy to certain information that may be considered confidential. To ensure the protection of such information, the signee agrees as follows:

1. The signee shall limit disclosure of confidential information to Community Food Share employees, volunteers, and board of directors who have a need to know. Those persons shall not disclose Confidential Information to any third party (whether an individual, organization, or other entity) without prior written consent.
2. Confidential Information shall include, and the signee shall have a duty to protect, any confidential, personally identifiable and/or sensitive information which is provided by clients, staff or volunteers, and/or which is accessible through electronic or paper files.
3. The signee shall use the Confidential Information only for Community Food Share business purposes.

I grant permission to Community Food Share that its representatives and employees have the right to take photographs and/or videos of me for the purpose of publication, promotion, illustration or advertising in any manner or any medium.

I have read and understand the above listed safety standards. I verify that while at Community Food Share or while doing any Community Food Share related activity, I am not under the influence of any illegal drug or alcohol and have not misused any prescription drug.

Minor's Name *(printed; if applicable)*

Volunteer/Parent or Guardian's Name *(printed)*

Volunteer/Parent or Guardian's Signature

Date of Signature



City of Louisville

Youth Advisory Board

Youth Advisory Board Attendance Policy/Photo Release

Attendance

YAB members are expected to attend all regularly schedule meetings, subcommittee meetings and volunteer projects. The YAB meets during the school year. Your attendance and participation in meetings and volunteer events is critical to the success of the board.

Each member is allowed two excused absences each school year from meetings/volunteer events. An absence is considered excused if the board member notifies a staff liaison in advance* of the meeting/project.

*Advanced notice= one day in advance

Photo Release

I give permission for the City of Louisville to photograph and/or videotape my youth during Youth Advisory Board activities. I understand that there is no compensation paid by the City of Louisville or any other party to my youth, myself and/or any person on behalf of my child with the respect of the usage of my child's images. I understand that the photographs may be used as promotional materials including, but not limited to advertising purposes.

YAB Board Member Name Printed

YAB Board Member Signature

Date

YAB Parent Name Printed

YAB Parent Signature

Date

Please return at the October Meeting