

GRAHAM RECREATION AND PARKS COMMISSION  
MONTHLY MEETING  
March 8, 2023 6:30 PM  
Graham Historical Museum

AGENDA

- I. Welcome
- II. Approval of Minutes
- III. Chairperson's Report
- IV. Director's Report
  1. GRPD staffing
- V. Old Business
  1. Graham-Mebane Lake - MOA for ramp project
  2. Shelter #1 renovations - Insurance claim
  3. Shelter #2 replacement - ARPA funds
  4. Landowners adjacent to Lake property
- VI. New Business
  1. CIP - new Rec. Center projects
  2. Operational Budget requests
- VII. Activity Reports
  1. Recreation Center
  2. Athletics
  3. Programs
  4. Parks
  5. Graham-Mebane Lake
  6. Marketing
  7. Hall of Fame
- VIII. Other Business
- IX. Adjournment

# GRAHAM RECREATION AND PARKS COMMISSION

January 11, 2023

## GRAHAM HISTORICAL MUSEUM

### MINUTES

**PRESENT: Chair Jay Cook, Laurie Pickard, Nicki Smith, Tim Beshel**

**STAFF: Brian Faucette**

Chair Cook called the meeting to order at 6:30 with a welcome.

### MINUTES

-Mrs. Smith made a motion to approve the minutes of the September 14, 2022 meeting. The motion was seconded by Mr. Beshel and unanimously approved.

### CHAIR'S REPORT

-Chair Cook reported the Friends Group donated \$35,000 to the City of Graham for the renovation of the gym floors at the Graham Recreation Center. The funds used for the project were received from the Bill and Sara Sizemore Family Foundation. To honor the Sizemore Family, the court in Gym #1 at the Recreation Center was named "Sizemore Court".

### DIRECTOR'S REPORT

-Mr. Faucette presented the Memorandum of Agreement (MOA) from the NC Wildlife Resources Commission for the renovation of the boat launch ramps and docks at Graham-Mebane Lake. After a few questions were answered, the Commission advised Mr. Faucette to present the MOA to City Council as presented.

### OLD BUSINESS

-Mr. Faucette informed the Commission the painting and flooring projects at the Graham Recreation Center and the roofing and flooring projects at the Graham Civic Center have been completed and both centers will return to normal operations.

-Mr. Faucette reported that quotes for new flooring at the Maple St. Center were under \$8,000. This project will be added to the CIP request.

-Mr. Faucette reported the quote to repair Shelter #1 was \$5,610. This will be given to the insurance company to begin processing a claim.

### NEW BUSINESS

-Mr. Faucette informed the Commission that he and City Manager Megan Garner had a discussion concerning future grants for the GRPD. Potential projects include:

- 1) Purchase of adjacent property to GRPD parks - Mr. Faucette will send a letter of interest to the owners of property adjacent to Cooke Park, Graham-Mebane Lake and Graham Regional Park indicating the City's interest in the property to expand recreational opportunities for our community.
- 2) Multipurpose Fields at Graham Regional Park - Mr. Faucette presented updated plans and cost estimates from the City's engineering firm, Alley, Williams, Carmen and King for to the multipurpose fields.
- 3) Trails - Mr. Faucette is beginning to explore a possible partnership with local trail advocates in order to begin design and construction of the perimeter hiking/biking trail at Graham Regional Park.

### ACTIVITY REPORTS

**Marketing:** N/A **Athletics:** N/A **Centers:** N/A **Programs:** N/A **Friends Group:** N/A

**Sports Hall of Fame:** The next meeting is set for April; Chair Cook asked for the FY '23-'24 budget request to include the Hall of Fame Induction Ceremony.

**Parks:** After learning of burst pipes at two park facilities, Commission members asked Mr. Faucette to report back at the next meeting on how the park facilities are monitored when temperatures drop below freezing.

### OTHER BUSINESS – N/A

With all business concluded, Mrs. Smith made a motion to adjourn at 7:16pm, seconded by Mrs. Pickard and unanimously approved.

Respectfully submitted,  
Brian Faucette

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Jay Cook, Chair

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Date

## Capital Improvement Projects City of Graham

### 6200-Recreation

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
<b>Subtotal</b>		135,100	8,083,500	350,000	111,000	225,000	19,900,000	28,804,600
<b>Request</b>								
GRP - Multipurpose Field Complex			7,000,000					7,000,000
GRP - Baseball/Softball Complex							5,000,000	5,000,000
GRP - Amphitheater							2,400,000	2,400,000
GRP - Recreation Center							12,000,000	12,000,000
GRP - Land Acquisition adjacent to GRP or Cooke			150,000					150,000
GRP - Perimeter Mtn. Bike/Hiking Trail			100,000					100,000
GRP - Waterline - 5,000 l.f. @ 12"			750,000					750,000
GRP - Splash Park				350,000				350,000
GRP - Shelter #2						225,000		225,000
GRP - Shelters #3 & #4							500,000	500,000
								-
HVAC system @ Rec. Center	#3	37,100						37,100
Family/ADA restroom @ Rec. Center	#1A							-
Interior Painting @ Rec. Center	#2	16,000						16,000
ADA Entry Doors @ Rec. Center	#1B							-
								-
Floor @ Maple St. Center	#4	8,500						8,500
								-
								-
Mini Bus w/ lift			76,000					76,000
Activity Bus					111,000			111,000
								-
Portable LED Bright Board	#5	28,000						28,000
								-
Fiber for Streaming Video @ Cooke Park Fields		20,000						20,000
								-
								-
Exterior Painting & Porch Repairs		25,500						25,500
Interior Painting			7,500					7,500
Wall Coverings in Galleries								-
								-
								-
<b>Subtotal</b>		135,100	8,083,500	350,000	111,000	225,000	19,900,000	28,804,600



# Capital Improvement Projects City of Graham

## 6210-Graham Mebane Lake

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
<b>Subtotal</b>		310,500	85,000	0	62,000	0	716,000	1,173,500
<b>Request</b>								
Sliding Entry Gate								-
(waiting for completion of Master Plan)								-
								-
Single Boat Dock Addition			25,000					25,000
Complete Boat Dock Replacement							110,000	110,000
								-
Retaining Wall @ Bank Fishing Area							600,000	600,000
Lake Overlook					62,000			62,000
Vault Restroom System in Bank Fishing Area								-
(waiting for completion of Master Plan)								-
								-
Boat Slip Docks for Jon Boats	#2	90,000						90,000
Jon Boats								-
Boathouse Renovations								-
(waiting for completion of Master Plan)								-
								-
Continue renovation of Pontoon Boat	#1B	8,000						8,000
Pontoon Boat trailer	#1A	7,500						7,500
								-
Marina Renovations	#3	50,000						50,000
								-
Security Cameras			10,000				6,000	16,000
Wi-Fi								-
								-
Passive Recreation Amenities			30,000					30,000
Remove Pine trees			20,000					20,000
								-
Land Acquisition - east of old spillway		155,000						155,000
<b>Subtotal</b>		310,500	85,000	0	62,000	0	716,000	1,173,500

# Capital Improvement Projects City of Graham

## 6220-Athletic Facilities

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
<b>Subtotal</b>		92,000	116,500	310,000	88,000	5,000	522,000	1,133,500
<b>Request</b>								
								0
Interior Directional signs - Cooke Park	#2	8,000						8,000
								0
S. Graham Park - Track renovation					18,000			18,000
								0
Cooke Park - Parking Lot & Track Repaving				235,000				235,000
Cooke Park - Tennis Courts Replacements							500,000	500,000
Cooke Park - Basketball Court replace/reno					40,000			40,000
Cooke Park - Scoreboards			6,000					6,000
Cooke Park - Audio Equipemnt @ Athletic Fields			18,000					18,000
								0
Bleachers			6,000					6,000
Picnic tables	#3	12,000		5,000				17,000
Trashcans	#4	17,000						17,000
								0
F250 Truck	#1	50,000						50,000
Kubota - Zero Turn Mower			16,500		20,000		22,000	58,500
								0
Tree removal at Cooke Park	#5	5,000		10,000		5,000		20,000
								0
Playground - Marshall St.			60,000					60,000
Playground - Greenway Park				60,000				60,000
								0
Public Art			10,000		10,000			20,000
								0
<b>Subtotal</b>		92,000	116,500	310,000	88,000	5,000	522,000	1,133,500

Graham Recreation and Parks Commission  
Director's Report for February '23

**I. Present Projects**

- a. **Shelter #1 @ Cooke Park** - All insurance claims were processed. Work to repair the shelter began on February 28<sup>th</sup> and is expected to be complete by the end of March.
- b. **Shelter #2 @ Cooke Park** - All necessary quotes have been received and an insurance claim has been submitted. It is expected to be signed in early March with work to begin in late spring.

**II. Future Projects**

- a. **200 North pocket park** - Quotes for site amenities were requested. Several potential sponsors have expressed interest in the project.
- b. **Trail to Graham Regional Park** - GRPD staff continues to wait on NC DOT to complete work on the crosswalk ramps
- c. **Maple St. floor** - A synthetic floor option is included in the 2023 Capital Improvement request.
- d. **Historical Museum** - Work was completed on Feb. 28<sup>th</sup>. GRPD staff will repaint the doors and trim later in the spring.

**III. Policies/Manuals/Plans**

- a. **Graham-Mebane Lake Master Plan** - The plan should be completed by June.
- b. **Sponsorship Policy**- Work on the development of a departmental sponsorship policy is progressing.
- c. **GRPD Personnel/Orientation Manuals** - Work on a Personnel Manual and an Orientation Manual continues.

**IV. Historical Museum Attendance** - 15-February

**V. Outside Committees**

- a. **Friends of GRPD** - No updates.
- b. **Wellness Collaborative** - No updates.

**VI. Staffing**

- a. **Hiring Process** - The tentative timeline (dependent on approval by the City Manager) for hiring a new athletic supervisor is:
  - early March: begin advertising the position
  - late March: review the applications and narrow the candidate field
  - early April: interview final candidates
  - mid April: extend offer and complete background checks, reference checks, etc.
  - early May: new hire begins
- b. **Training**
  - i. **Lake** - All PT lake staff completed training prior to the beginning of the new season.
  - ii. **Parks** - All PT parks staff have been enrolled in several online training videos to be completed in the next month.
  - iii. **Camp** - Training videos and post tests are being explored and developed for PT camp staff.

**VII. Financial Summary**

Recreation Division

Open Gym/Weight Room	\$32.00
Maple St. Center rentals	\$165.00
Civic Center rentals	\$630.00
Rec. Center rentals	\$210.00
Park Shelter	\$1,000.00
Passive Area Facility Rental	\$100.00
Baseball	\$875.00
Softball	\$65.00
Spring Soccer	\$736.25
Lacrosse	\$90.00
T-Ball	\$482.50
Summer Day Camp	\$15,602.00
Donations	\$30.00
Total	\$20,017.75

Lake Division

Fishing Boat launches	\$399.00
Non-Motor Boat launches (Kayak/Canoe)	\$66.00
Ski Boat launches	\$9.00
Jon Boat rentals	\$86.00
Kayak/Canoe rentals	N/A
Bank Fishing	\$125.00
Bait/Supplies	\$66.00
Shelter Rentals	N/A
Big Bass Tournament	\$425.00
Single Day Bass Tournament	\$0.00
Annual Permit (motorized boats)	\$1,540.00
Annual Permit (non-motorized boats)	\$150.00
Annual Permit (bank fishing)	\$15.00
Event Rentals	\$0.00
Lake Cruises	N/A
Misc.	\$0.00
Total	\$2,881.00



*"If you don't like something, change it. If you can't change it, change your attitude."*  
- Maya Angelou

*"Success has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others"*  
- Danny Thomas

## Athletics Report

GRAHAM RECREATION & PARKS COMMISSION  
February 2023 Report

Marquis Graves  
Athletics Supervisor  
p. (336)570-6718  
e. [mgraves@cityofgraham.com](mailto:mgraves@cityofgraham.com)



### Programming:

- Winter Youth Athletics Programs:
  - Winter 2022-23 Youth Basketball:
    - Playoff games for basketball have begun.
    - Games will take place on Mondays – Thursdays for age groups 6U – 13U. 5U and 14U leagues will play games on Fridays & Saturdays.
    - We will work with an outside official's assignor to secure referees for games. All age groups excluding 5U, will utilize officials.
    - 6U, 8U Girls, 10U Girls, 12U Boys, 13U Girls & 14U Boys will all partner with other municipalities to play games during the season.
    - 8U boys and 10U boys will both be coordinated and run completely in house and will consist of only Graham teams.
    - Each night 2 or 3 staff members will man the scorers table. 1 staff member or supervisor will monitor the facility while games occur.
    - Some nights the small gym (auxiliary gym) will be used for practice while the large gym hosts games.

### 🚦 Upcoming Programs:

- Spring Youth Athletic Programs:
  - Youth Soccer practice will begin in February.
  - All soccer practice will both take place at Bill Cooke Park.
  - The breakdown of the soccer teams;
    - 5U – 5 Teams; 48 players
    - 6U – 2 Teams; 19 players
    - 8U – 4 Teams; 49 players
    - 12U – 5 Teams; 78 players
  - As of now we currently have 194 participants registered for soccer.



- Youth Baseball, Softball & T-Ball registration has also begun.
- Senior Softball for the Why Nots will also begin uses Goley St. field for their practices beginning in late February. They will only practice on Wednesdays.

**Safety Measures:**

- Parents must also read and sign off on the Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 upon registering their child for any athletic program. The waiver can be found here [https://register.capturepoint.com/reg\\_adm/view\\_policy.cfm?s=le9MCvvRzcw%3D&t=21227281&policy\\_version\\_id=4227](https://register.capturepoint.com/reg_adm/view_policy.cfm?s=le9MCvvRzcw%3D&t=21227281&policy_version_id=4227)
- Parents must also read and sign a parent code of conduct agreement in order to have their child participate in youth sports.
- This year we have implemented a zero-tolerance policy to parents walking on the court for any reason other than injury to a child. Parents that walk on the court to engage with officials, opposing coaches or staff will be immediately asked to leave the premises.
- All coaches have been asked to complete a background check before being able to coach in any sport with the City of Graham.

# Programs & Events Report

GRAHAM RECREATION & PARKS COMMISSION  
February 2023 Report



Emma Griffin  
Program Supervisor  
(336) 513-5510  
egriffin@CityofGraham.com

## Completed Programs

## Current Programs

- First Responder Friday
  - General Information
    - Collaborative program with the Fire and Police Department
    - Goal: to connect and engage with the community to foster good relationships and market programs
  - Next Event: 3:00 – 5:00pm
    - March 31: Bill Cooke Park
    - April 28: South Graham Park
    - May 26: Graham Regional Park
    - June 30: TBD
    - July 28: South Graham Park
    - August 25: TBD
    - September 29: TBD
    - October 20: TBD

## Upcoming Programs

- Cottontail Crawl
  - Date: Saturday, April 1, 2023
  - Time: 12:00pm – 4:00pm
  - I will be reaching out to downtown businesses to be a stop along the "Crawl."
  - Stops will utilize QR codes and code words as we did last year.
  - Park & Play will be set up

"Do what you Can, with what you have, where you are."

-Theodore Roosevelt

- Graham Walks – Spring 2023
  - Program Dates: April 12 – May 17
  - Registration: March 22 – April 19
  - Kick-off Event: April 12
    - Lighthouse Nutrition: Hours TBD
    - Shamrock Nutrition: 11:00am – 1:00pm
    - Graham Recreation Center: 4:00pm – 6:00pm
  - Wrap-up Event: May 17
    - Lighthouse Nutrition: Hours TBD
    - Shamrock Nutrition: 11:00am – 1:00pm
    - Graham Recreation Center: 4:00pm – 6:00pm
  - Sponsors:
    - Shamrock Nutrition
    - Lighthouse Nutrition
    - Calming Hands Massage & Wellness
    - Beshel Chiropractic
    - Truliant
    - Watercourse Apartments
  - Weekly Group Hikes to Celebrate “Year of the Trail – 10:00am
    - April 19: Bill Cooke Park
    - April 26: Longmeadow Trail
    - May 3: South Graham Park
    - May 10: Swepsonville River Trail: Upper Access
- Summer Day Camp
  - Program Dates: May 30 – August 25
    - End date will be set once the ABSS school calendar is finalized
  - Registration:
    - February 6 (previously registered families)
      - 93 individual campers registered as of 3/3
    - March 6 (general public)
  - Staffing
    - Madison (Assistant Director), and Connor (Assistant Director) have plans to return to camp. We will be meeting in the coming weeks to go over staff handbook and parent handbooks, and planning trips.
- Slice of Summer
  - Date: Saturday, June 10, 2023 (4:00pm – 8:00pm)
  - Inflatables, music, arts and crafts vendors, and food trucks

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-Theodore Roosevelt

## Professional Development

- NRPA
  - Cancelled due to COVID-19: NRPA Event Management School January 16-21, 2022
  - Planning to attend Supervisor's Management School in 2023
  
- Leadership Alamance
  - Selected as part of the Class of 2023 for Leadership Alamance. Leadership Alamance, a nine-month program, educates current and emerging leaders about Alamance County – its infrastructure, resources and challenges. During monthly field days, students become familiar with local history, government, educational institutions, criminal justice and public safety systems, health & human services, recreation and cultural arts programs, and our economic base.
    - February 16: Education
      - We visited CTEC with ABSS. Southern High School, Elon University, and ACC.
      - Most notable takeaways:
        - I was surprised at the internship and student work services Elon University supports. There are a lot of ways to get Elon students involved in our community.
        - The multitude of programs available for students at CTEC is amazing. Many students can leave with certifications to begin work or further their education when they graduate high school.
    - Service Learning Project:
      - Met with the Dream Center on February 21 to discuss projects
      - We decided to build them transportable planter boxes to use for educational purposes and/or a community garden. We will also be hosting a Diaper drive to help with their distribution needs. The Graham Recreation Center will be a drop-off location.
      - Date: TBD, waiting Doodle Poll results
    - Upcoming Date:
      - March 16: Public Safety
  
- Harwood Institute:
  - Attended the "Getting Started Lab" on February 8 and 9
    - This lab gave participants the opportunity to identify areas that our county can grow together to become a stronger community. Members from various organizations all across the county were in attendance.
    - Joined the "Schools" group that will focus on Graham Middle School, the students, environment, and community around it.

"Do what you Can, with what you have, where you are."

-Theodore Roosevelt



## Committees

- Safe Kids
  - Meeting on February 21:
    - I was able to connect our PD and FD to this committee and had members from both departments attend.
    - Hot Car displays:
      - First Responder Friday
      - Slice of Summer
    - Attended a Car Seat diversion event at Burlington Fire Department Headquarters on February 22. This is part of my certification requirements to maintain my Child Passenger Safety Technician certification.
  - Next Meeting: March 21
- Executive Safety Committee
  - Next Meeting: March 1
  - Completed all training modules on NeoGov as of Friday, January 27
- Alamance County Programming Collaborative
  - We were able to meet with programmers from other Recreation Departments across the county to discuss current and future programming, identify areas that we are struggling in, share ideas of areas we have succeeded in, and brainstorm ideas for future countywide programs.
  - Monthly Meeting: 1<sup>st</sup> Tuesday of each month at 1:00pm
  - Next Meeting:
    - March 7<sup>th</sup> at 1:00pm at the Graham Historical Museum
  - Focus discussions on upcoming Spring events and programs

## Miscellaneous

- Salvation Army Boys and Girls Club After School Program
  - We are partnering with SABGC to host an After School program at the Graham Recreation Center
  - Pick up from North Graham Elementary, South Graham Elementary, and River Mill Academy
  - Provides Snack and Supper as supported by the YMCA
  - Began August 29
- Potential Programming
  - Street Events on West Elm, concerts, etc.
  - Downtown Music/Arts Festival
    - Beginning a program plan to develop a budget request for an event of this type
  - Fall Festival Style Event
  - Outreach programs in our communities

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-Theodore Roosevelt



# Graham-Mebane Lake Report, February 2023

## Graham Recreation and Parks Department



Graham-Mebane Lake opened our 2023 season on Friday, February 3<sup>rd</sup>. We kicked off the year with a very good February. We had warm weather on almost every day we were open, and in February, warm = anglers. Bass fishing improved each weekend, culminating with some very happy anglers on the last Friday of the month.

The Lake returns to its open six days a week schedule on Wednesday, March 1<sup>st</sup>.

### February Lake Highlights

- Steve held one-on-one meetings with all Lake Staff and discussed their performance evaluations.
- New HVAC ducts and vents were installed in the marina building.
- Lake fire extinguishers were inspected and passed.
- Mr. Ralph Spivey, of Spivey's Wholesale Bait and Tackle, passed away this winter. Mr. Spivey supplied fishing tackle and bait to us and other Piedmont lakes and retailers for over 30 years. He will be missed.
- Lake staff began the search for a new bait and fishing supplies vendor. We may have found a bait vendor in the Good Bait Company from north of Yanceyville, but are still looking for cricket and fishing tackle vendors.
- Steve completed the continuing education unit requirements and renewed his Certified Parks and Recreation Professional certification.
- Tel and his crew installed the kayak ramp. Thanks guys!
- Brian, Brandy, and Steve met with the NC Wildlife regional fisheries biologist on the upcoming habitat restoration project. We are scheduled to begin planting in June of this year.



Rodney Truitt with an 8.74 lb. bass.

### By the Numbers (2022 in parentheses)

Boat Launches:	151 (124)	Customers:	381 (367)
Motorized Boats:	130 (117)	All Boaters:	212 (174)
Ski Area Launches:	1 (0)	Motorized:	190 (167)
Non-motorized Boats:	20 (7)	Non-Motor. Boaters:	21 (7)
Seniors/Disability:	4 (11)	Bank Anglers:	61 (50)
Using Annual Permit:	92 (56)	Vessel Renters:	12 (1)
Vessels Rented:	8 (1)	Passive Visitors:	96 (142)

Steve Hadden, CPRP  
Lake Warden, Graham-Mebane Lake  
Marina: (919) 563-6544, [shadden@cityofgraham.com](mailto:shadden@cityofgraham.com)



# Graham-Mebane Lake Monthly Financial Report

Graham Recreation and Parks Department



February 2023

# Days Open: 12

Daily Activity from Staff Reports:

Date	Boats	Visitors	Daily User Fees:				Fishing		Vessel Rental	Fishing Tourn.	Lake Cruise	Over		Total \$	
			Motor.	Ski Area	Non-Motor.	Bank	Bait	Supplies				Misc.	Under		
1															
2															
3	3	9	59.00		12.00									\$71.00	
4	1	8	340.00			3.00								\$343.00	
5	12	27	115.00		30.00					35.00				\$180.00	
6															
7															
8															
9															
10	18	50	241.00		96.00	18.00	1.75	20.00	25.00					\$401.75	
11	18	33	408.00		6.00	15.00			70.00					\$499.00	
12									35.00					\$35.00	
13															
14															
15															
16															
17	4	16	18.00						35.00					\$53.00	
18	16	46	176.00		12.00	9.00		10.00	35.00					\$242.00	
19	16	50	111.00		6.00	36.00		20.00	35.00					\$208.00	
20															
21															
22															
23															
24	28	62	142.00		48.00	39.00	20.50	6.25	10.00	70.00				\$335.75	
25	7	16	77.00		6.00		4.25							\$87.25	
26	28	64	252.00	9.00		20.00	29.75	3.50	26.00	105.00			-10.00	\$435.25	
27															
28															
<b>Totals:</b>	151	381	\$1,939.00	\$9.00	\$216.00	\$140.00	\$54.50	\$11.50	\$86.00	\$445.00				-\$10.00	\$2,891.00

Total Daily User Fees: \$2,304.00

**Deposit Receipts:**

Lake Deposits: Cash/Checks	\$2,056.25
Community Pass: Credit Cards	\$834.75
Other	
<b>RECEIPT TOTAL:</b>	\$2,891.00



# Marketing Report

GRAHAM RECREATION & PARKS COMMISSION  
February 2023 Report



Contact: Brandy McCandless  
Title: Marketing Supervisor  
Phone: (336) 513-5510  
Email: [bmccandless@CityofGraham.com](mailto:bmccandless@CityofGraham.com)

*"Change almost never fails because it's too early. It almost always fails because it's too late."*  
— Seth Godin, entrepreneur, best-selling author, and speaker

## Project Updates

- 2023 Park Shelter Reservations opened for reservations (02/01)
- Attended the countywide planning meeting for the Musical Chairs Concert Series (02/01)
- Met with the Leadership Alamance Recreation, Arts, and Leisure Day Steering Committee to begin planning (02/02)
- The monthly Hikes with Hounds program explored Bill Cooke Park with three shelter dogs (Coco, Oreo, & Turkey) and 5 volunteers (02/03)
- Thursdays at Seven Concert Series Engagement & Hold Harmless Agreements went out to bands to review, sign, and return (02/03)
- Musical Chairs Concert Series Engagement & Hold Harmless Agreements went out to bands to review, sign, and return (02/06)
- Attended the City of Graham Appearance Commission / Tree Board Meeting to begin Arbor Day in Graham planning (02/06)
- Attended the Alamance Creek Week 2023 Partner Planning Zoom Meeting (02/07)
- Cleaned out all Bluebird Nest Boxes for the upcoming nesting season, 18 total across Graham's parks (02/07)
- Met with Titania Productions and Marquis to brainstorm an Athletics Promotional Video (02/08)
- Met with Alamance Community College Graphic Design instructor to discuss upcoming collaboration project (02/08)
- Attended the Zoom Workshop presented by International Festivals & Events Association (IFEA): "Customers, Creators, and Influencers: Social Content from Outside" (02/09)
- Attended the Regional Municipal Special Event Teams Meeting, discussing EDS and Food Vendors (02/09)
- Attended the ecoEXPLORE Summit at Haw River State Park. ecoEXPLORE partners from across the state met to collaborate, share information about current programming, and shared ideas for future opportunities. (02/10)
- Arbor Day in Graham information was compiled and sent to the City of Graham Appearance Commission / Tree Board for review



- Thursdays at Seven Concert Series 2023 sponsorship information was sent out to the previous year's sponsors
- Flyers were restocked at community centers/lake and bulletin boards were updated at the Graham Recreation Center & Maple Street Center
- CITYgram information was updated and submitted to City Hall
- An online "Volunteer: Waiver & Release" was created and posted on the GRPD website
- Athletics Promotional Video footage is now underway with Titania Productions and will be ongoing throughout 2023 to capture all sports
- A tentative schedule has been completed for continuing the Sunflower Project and partnership at Graham Regional Park this summer
- Sent a listing of "GRPD Perks of the Job for Hiring" to COG Human Resources to add to NeoGov job listings (02/20)
- Graham-Mebane Lake Promotional Items were confirmed and ordered (02/23)
- Graham Historical Museum Collector Cards were completed and ordered (02/23)
- Compiled information from Museum Collector Cards and past Exhibits to help the Graham Historical Museum Board create a resource guide for docents and volunteers (02/23)
- Attended the Zoom Workshop presented by International Festivals & Events Association (IFEA): "The Basics of Crisis Management and Contingency Planning" (02/23)
- Completed the Alamance-Burlington Bus Driver Training (driving portion) and obtained my CDL License (02/23)
- Attended the Graham-Mebane Lake Habitat Enhancement Cooperators Meeting (02/27)
- Recruited an instructor, Bud Catoe, to teach Beginner Shag Lessons at Maple Street Center during the month of March and possibly continue if there is enough interest throughout the Thursdays at Seven Concert Series season (02/28)
- Brian and I sat in on the Alamance Community College Graphic Design class Client Presentations for the Graham Recreation Center Vinyl Door Wraps (02/28)



## Ongoing Projects

- Programs & events being promoted during February: Youth Athletics Registration & Coaching Needs, Volunteer Recruitment, Graham Historical Museum & Exhibits, Hiring, Center Updates & Programs, Hikes with Hounds, ecoEXPLORE HotSpots, Parks & Shelter Reservations, Mobile Parklet, Graham Walks, Afterschool Activities, Alamance/Burlington Senior Games, and more!
- Talking with WBAG about opportunities to promote GRPD & Museum happenings on the air
- Athletics Promotional Video footage is now underway with Titania Productions and will be ongoing throughout 2023 to capture all sports
- Coordinating new Park Signage with Syntech for Bill Cooke Park & South Graham Park: rules/hours, wayfinding signage, trail distance, tennis/pickleball court rules

- 200 North Main Street Pocket Park Project - exploring seating & lighting options to purchase/lease
- Updating Sponsorship Opportunities & Information
- Pursuing the NC Environmental Education (NCEE) Certification. The goals of the NCEE Certification Program are to increase environmental literacy, provide practice in environmental education teaching methods, and foster community leadership.
- Attending the NRPA & IFEA Event Management School at Oglebay for the Certified Festival & Event Associate (CFEA) Certification on January 14-19, 2024 for Year 2

## Current & Upcoming Programming

- **Sunflower/Crimson Clover Project**
  - Spring 2023 & Summer 2023 (Crimson Clover flower April, Sunflowers planted in May)
  - A GRPD Parks & Athletic Facilities Team, City of Graham Public Works, and the Alamance County Soil and Water Conservation District Project
  - Location: Graham Regional Park
- **Graham Historical Museum**
  - 2023 Exhibits
    - January – March: Graham Architectural Artifacts: One Hundred Years of Homes in Graham – The exhibit features homes from Graham from each decade 1850-1950, with owners listed, structural descriptions, and architectural pieces connected to each home.
    - April – June: Quilts
    - July – September: Jeannie Robertson Swanner in honor of her 80th birthday which would have been in September 2023
    - October – December: 100 years of the Graham Courthouse (cornerstone laid in November 1923)
  - Lunch-and-Learn - April/May/June/September/October Dates & Speakers: TBD
  - Downtown Graham Architectural Tours - July/August Dates: TBD
  - Cemetery Tour - October Date: TBD
- **Hikes with Hounds**
  - Year-Round, one Friday each month
  - Partnership with the City of Burlington Animal Services and Recreation & Parks
    - January Burlington - Burlington City Park (2 miles)
    - February Graham - Bill Cooke Park (2 miles)
    - March Burlington – Springwood Park (2 miles)
    - April Haw River Trail - Shallow Ford Natural Area (2-3 miles)
    - May Haw River Trail - SAX Island (2-3 miles)
    - June Haw River Trail - Longmeadow Trailhead (3 miles)
    - July Haw River Trail – Glencoe Paddle Access (2 miles)
    - August Haw River Trail – Swepsonville River Park (2 miles)
    - September Alamance Parks - Cedarrock Park (2-3 miles)
    - October Burlington - Guilford Mack Park & Marina (2 miles)

- November      Burlington – Willowbrook Park (2 miles)
  - December      Graham – Graham Regional Park (1-2 miles)
  
- **Arbor Day in Graham Activities**
  - During the month of April
  - Activities & details are being finalized to begin promoting in March
  - Collaboration with the City of Graham Appearance Commission & Tree Board
  
- **Musical Chairs Countywide Outdoor Concert Series in Graham**
  - 2023 Band Lineup (will be announced in March)
    - May 5 – TBD
    - June 2 – TBD
    - July 7 – TBD
    - August 4 – TBD
  - Time: 7:00pm – 9:00pm
  - Location: Bill Cooke Park • 1010 Townbranch Road, Graham, NC 27253
  
- **Alamance Creek Week**
  - 2023 Dates: May 13 – 21
  - Collaborating with Graham-Mebane Lake and StormwaterSMART for activities
  
- **Thursdays at Seven Concert Series**
  - 2023 Band Lineup (will be announced in March)
    - May 25 – TBD
    - June 22 – TBD
    - July 27 – TBD
    - August 24 – TBD
    - September 14 – TBD
    - September 28 – TBD
  - Time: 7:00pm – 9:00pm
  - Location: Downtown Graham • West Elm Street, Graham, NC 27253
  
- **Movies in the Park**
  - Every Saturday in September
    - September 2 – Soul
    - September 9 – TBD
    - September 16 – TBD
    - September 23 – TBD
    - September 30 – TBD
  - Time: the movie begins around 7:30pm (pending sunset time)
  - Location: Bill Cooke Park • 1010 Townbranch Road, Graham, NC 27253



- **Parks for Pollinators BioBlitz**
  - September 2023
  - The Parks for Pollinators BioBlitz is an online event where community members work with park staff to create a snapshot of the variety of wildlife that can be found in Alamance County.
  
- **Downtown Graham’s Ice Skating Rink on Synthetic Ice**
  - 2023 Dates: November 24 - December 17 (3 weeks) *(tentative dates)*
  - Times: (see website for details)
  - Location: Downtown at Alamance Arts
  
- **City of Graham’s Christmas Tree Lighting Celebration**
  - 2023 Date: Sunday, December 3 (rain date: December 10)
  - Time: 5:00pm – 7:30pm
    - Tree Lighting Ceremony: 6:30pm, fireworks will follow the lighting of the tree
  - Location: Front Lawn of the City of Graham Municipal Building (City Hall)

## Volunteering

- NC State Extension Master Gardener Volunteer

## Social Media

Facebook Followers: 8,417 (increased 22)

Instagram Followers: 2,190 (increased 17)

Twitter Followers: 239 (increased 4)

## Website

Top 10 Most Viewed City of Graham Website Pages for January 30 – February 28, 2023:

Top Posts/Pages	
1. City of Graham, NC	3,604
2. Recreation & Parks – City of Graham, NC	1,485
3. Water & Sewer Billing – City of Graham, NC	1,250
4. A Special Meeting scheduled for February 3rd at 12 Noon – City of Graham, NC	770
5. Trash and Recycling – City of Graham, NC	680
6. GRPD Athletics – City of Graham, NC	659
7. Police – City of Graham, NC	650
8. GRPD Parks & Facilities – City of Graham, NC	644
9. GRPD Lake – City of Graham, NC	568
10. GRPD Summer Day Camps – City of Graham, NC	448