



Duck Race Transition Task Force
Monday, September 26, 2022 at 1:00 p.m.
Via Zoom
Special Meeting Minutes

1. Call to order

- a. Deputy Superintendent Sarah Larson called the meeting to order at 1:03 p.m.
- b. Attendance

Present: Andrea Adams, City Arts & Culture Commissioner
Dawn Nielsen, Advisory Member
Cheryl Thibeault, City Council Liaison

Amry Shelby, Recreation Supervisor
Sarah Larson, Deputy Superintendent

Absent: Dee Babkirk, Advisory Member
Katie D'Agostino, Advisory Member

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Advisory Member Nielsen to accept the June 9, 2022 Special Meeting Minutes.
Seconded by: City Council Liaison Thibeault, all in favor; motion carried

3. Public Participation: None.

4. Old Business

- a. Event Logistics Updates:
 - i. Permit Transfer has been completed.
 - ii. Duck Organization has been completed.
 - iii. Ticket Sales will be conducted up until the race begins.
- b. Recreation Supervisor Shelby provided update on event partners; discussion followed.
- c. Recreation Supervisor Shelby provided update on event prizes; discussion followed.
- d. By Commissioners: None.

5. New Business

- a. Deputy Superintendent Larson reviewed the marketing that has been done to promote the event.
- b. Recreation Supervisor Shelby listed the event vendors.
- c. Recreation Supervisor Shelby reviewed event staffing and staffing logistics, discussion followed.

d. By Commissioners: None.

6. Adjourn

- a. **MOTION:** Made by Commissioner Adams to adjourn the meeting at 1:37 p.m.
Seconded by: Advisory Member Nielsen, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
City Arts & Culture Commission

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