



# CLEAN COMMUNITY COMMISSION

## Meeting Minutes

**Date of Meeting:** Thursday, November 10, 2011

**Minutes Prepared By:** Quwania Jefferson

### 1. Attendance at Meeting

<i>Name</i>	<i>Department / Division</i>	<i>Email</i>	<i>Phone</i>
1. Dan Baxter	Virginia Beach Clean Community Commission Chair	dbaxter@nngov.com	269-2873
2. Nancy Degges	Virginia Beach Clean Community Commission Treasurer	gndegges@cox.net	422-4445
3. George Denice	Virginia Beach Clean Community Commission Member	gdenice@cox.net	490-1758
4. Beth Bailey	Virginia Beach Clean Community Commission Member	bethbailey@cox.net	816-8360
5. Tammiee Rice	Clean Community Commission Member	tmrice@obicihfc.org	630-7097
6. Christina Trapani	Clean Community Commission Member	ecomaniacco@mac.com	613-5683
7. John C. Barnes	Public Works Waste Management Division Administrator	jcbarnes@vbgov.com	385-4628
8. Quwania Jefferson	Public Works Waste Management Division & Clean Community Commission Recorder	qjeffers@vbgov.com	385-3855

### 2. Agenda

Meeting agenda is attached.

### 3. Meeting Notes, Decisions, Issues

#### Updates

#### Volunteer Appreciation Event

The event was well received by the public. John Barnes expressed that he felt the following should be considered for future opportunities:

- Focus more on the accomplishments
- What were some of the projects that were done
- Use videos or stills of before and after



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Nancy Degges expressed that they tried to do that; however, they did not have enough pictures. John shared that VBCCC could start now working to obtain more pictures of future events. George Denice stated that the organization could use the City photographer to take pictures of the big events, i.e., Earth Day, Clean the Bay Day, and also have VBTv to come out and garner video footage. Dan Baxter shared the concern that it would be difficult to get it on VBTv's schedule. The option may be better to use the City photographer and VBTv when we are sharing the event with other City agencies. Dan Baxter said John's points were well-taken.

Beth Bailey expressed that she enjoyed the dessert event better than the breakfast event because people did not seem to be rushing to get out of the event, as in times past during the breakfast event.

Dan and Nancy noted that the length of the event was perfect. Tim Cole's presentation was noted to be of perfect length and great quality. Dan noted that for future events the committee will keep in mind the need to have photos taken. John noted that we should consider having a photographer as a volunteer position for the various events. Beth agreed to take pictures when she is on site at various VBCCC events. Dan stated that Beth would be the VBCCC's Pro-tem Public Affairs representative.

### **America Recycles Day(ARD)**

A brief recap of the Waste Management ARD event was provided. Dan shared that in the future, with enough heads up, he will participate, if possible, and invite the commissioners to participate as well.

Dan also shared that he has expressed to the Keep America Beautiful that holding America Recycles Day on a specific day is difficult because during the weekdays people are working and it makes it difficult for interested parties to participate. Dan would like to set something up where Waste Management and VBCCC partners for the ARD event in the future.



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#### **Budget**

Nancy shared the second draft of the attached budget and stated that the first draft only had costs in it. After receiving more detailed information from Dan, Linda Minner and a spreadsheet from Parks and Recreation regarding Earth Day, Nancy determined that a total of \$16,700 needs to be gained through fundraising for the year.

The VBCCC volunteer fundraising is unknown. The contribution from Waste Management and Parks and Rec are unknown at this time.

Prior to this meeting, Linda and Nancy spoke about the amount needed for salaries. It was stated that because VBCCC is becoming more self-sufficient, the figure will be lower than the previous year.

John expressed that the commission may want to look at not including the figures associated with the salaries. Dan Baxter stated that the commission wanted to include the figures so that they can be intellectually honest about the actual costs of the program. John reiterated that VBCCC should be sure that it has money to cover the things that it wants to do and track their own funding. John said Waste Management is tracking the salaries and personnel costs.

The goal is to ensure that sufficient funds are budgeted so that Waste Management is able to provide the support that is needed and that VBCCC is able to do the things that it has set out to do.

John shared with Nancy that she should continue to work with Linda to obtain additional information pertaining to Waste Management.

Dan shared the importance of VBCCC tracking their volunteer hours. This is paramount to the annual DEQ report. John shared that the DEQ grant money is only a fraction of the monies spent annually by Waste Management to support VBCCC. John also reiterated the importance of VBCCC turning in their volunteer hours monthly.

The complete budget overview is attached.



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#### **Helping Hands**

There have been two very successful projects. One resident, Mrs. Sharon McNeil, wrote the attached letter to the VBCCC expressing her sincere appreciation. George Denice requested that the final information of each Helping Hands project be sent out to the entire VBCCC so they can come out to assist, should they so desire.

Nancy asked about the PR notice. Quwania shared that news releases have been going out; however, due to privacy issues, the resident's homes cannot be shared with the general public.

Dan mentioned that in the future we may be able to get a staff photographer to come out and take before and after photos of each resident's home. Beth volunteered to take pictures of the before and after for Helping Hands.

Quwania is going to ask Bishop Derrick Udy to inquire about any photos that were taken during the cleanup.

For the month of October, there were 312 hours of volunteer work for Waste Management. Majority of the hours served came from Helping Hands. This equates to \$6,405.36 worth of volunteer hours for one month. To encourage VBCCC members to turn in their hours no later than the third of the month, we are implementing a reward-based system whereby the commissioner who turns his or her hours in first will receive a prize. A prize will be given out monthly, quarterly, and then at the annual Volunteer Appreciation Event.

Nancy requested that the reminder be sent on the first of the month. All commissioners are asked to put their time into the spreadsheet provided, and e-mail it to Quwania by the third of each month.

Quwania shared that there are two more Helping Hands projects that are outstanding, Mrs. Blanche Reicha and Mr. Haslip. Dan asked that each resident receive a formal letter stating that due to scheduling difficulties, we will have to reschedule their cleanups until spring 2012.



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#### **Earth Day**

Synergy is on board for the electronics recycling. There is a confirmation that the rain barrel and composter sale will take place at Earth Day 2012. AAA, the car insurance company, wants to partner with Earth Day to take back car seats. The seats will be recycled. It is against federal law to re-sell a used car seat, per Dan. Prior to the VBCCC meeting Shannon Moore asked Dan if it would be an issue to have the AAA area on the same side as the e-cycling. In addition, AAA will be accepting car batteries.

Beth shared that she has contacted a company called Flash Mob USA to have them do a flashmob during Earth Day. Nancy shared that she has heard some "not so good" things about flashmobs. Dan shared that the fourth precinct must be notified to avoid issues.

Quwania asked Beth to inform Waste Management if they are moving forward with the flashmob because the division has already reached out to volunteers and a choreographer for an Earth Day flashmob.

Tammie asked if Earth Day is still looking for talent. She shared that she will contact a young man who attends her church, and sings with the group 4Shore, that was on XFactor.

#### **Santa's Stocking**

Nancy reported that VBCCC made a little over \$1,200 during the 2-day event. There were additional handouts for people to come out and purchase more ornaments. There is a need for volunteers on Saturday from 10:30 a.m. to 2:30 p.m. or Sunday 9:30 a.m. to 1 p.m. Beth Bailey volunteered to assist on Sunday. Tammie is not available for either day due to a prior obligation.

#### **Treasurer's Report**

Nancy reported that the commission took in \$1,550 since the September 2011 meeting. Please see the breakdown on the attached treasurer's report. Disbursements include the purchase of a tool for Helping Hands and mail outs for invitations to the Volunteer Appreciation Event. For the year, from January 1 through November 10, the VBCCC has raised \$4,800 in funds.



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#### **New Business**

Tim Cole's Gift – Christina Trapani presented the idea to give Tim Cole a gift of recycled glass made into great drinking glasses out of wine bottles. She showed a few examples. The decision was made to provide Tim with the frosted glasses 4-piece set.

#### **Motion:**

- Beth Bailey made a motion that VBCCC provide Tim Cole with a 4-piece recycled frosted glass set with a card made from recycled junk mail, as a token of appreciation for his speaking at the Volunteer Appreciation Event. Beth Bailey stated that she will provide the gift to Tim.

#### **Grant**

Nancy shared that she is working with Anne Mannarino to complete the youth grant application, and it will be available by the January 2012 meeting. The girl scout is ready to receive the funds for the project.

#### **Miscellaneous**

Nancy shared that VBCCC needs to get new name tags. She asked Quwania to look the name tags up and provide a price quote to VBCCC. Nancy also asked that Quwania e-mail a reminder to VBCCC to remind them to provide about 20 questions per category for the wheel to be used at various events.

Nancy shared that Jane from Parks and Recreation asked if VBCCC would like to participate in an outdoor event for the community. Nancy stated that she declined on behalf of VBCCC.

Quwania mentioned that there are two parades coming up, the Light up the Town Center Parade on November 19 and the Holiday Lights Parade December 3. The invitation to participate was extended to VBCCC.

Christina Trapani asked if there was a Facebook page for VBCCC. Dan shared that their previous page disappeared. Quwania shared that she's been posting any VBCCC info on the Waste Management page. Tammie and Christina will facilitate VBCCC's Facebook page.



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### **Adjourn**

Dan Baxter made a motion to adjourn at 7:43 p.m.

<b>4. Next Meeting</b>			
<b><i>DATE</i></b>	<b><i>TIME</i></b>	<b><i>LOCATION</i></b>	<b><i>RECORDER</i></b>
January 12, 2012	6:30 p.m.	Parks & Rec. Landscape Services	Quwania Jefferson
<b><i>Agenda: TBA</i></b>			

**Clean Community Commission Meeting**

**November 10, 2011**

**6:30 to 7:30 p.m.**

**Landscape Services, Large Conference Room**

**AGENDA**

- |   |              |                                  |
|---|--------------|----------------------------------|
| <b>1. Updates</b>   | <b>Dan</b>   | <b><u>(40 minutes total)</u></b> |
| A. Volunteer Appreciation Event                                       | Dan          | (10 minutes)                     |
| B. America Recycles Day   | Dan          | (5 minutes)                      |
| C. Budget Committee Results<br>Planning committee – Kathleen, others? | Nancy        | (10 minutes)                     |
| D. Helping Hands Update   | Dan & Larry  | (5 minutes)                      |
| E. Earth Day  | Nancy        | (5 minutes)                      |
| F. Santa's Stocking Fundraiser  | Nancy        | (5 minutes)                      |
| <b>2. Treasurer's Report</b>  | <b>Nancy</b> | <b><u>(5 minutes total)</u></b>  |
| <b>3. New Business</b>  | <b>Dan</b>   | <b><u>(15 minutes total)</u></b> |
| <b>4. Adjourn</b>   | <b>Dan</b>   |                                  |

**NOTE: To add an item to the agenda, please share that item with the Chair prior to the start of the meeting so it can be added to the agenda.**

Draft #2

Virginia Beach Clean Community Budget 2011-2012 DRAFT

Main Category Events / Programs	Activity	Specific Item[s]	Cost	Total Costs		Total Funding							
				Total Cost per Activity	Main Category	Waste Mgmt	Parks & Rec	Cash & In-Kind	In-Volunteers	VB Clean Fundraising			
	Earth Day	Tents	1,500	10,650	34,740								
		Crafts, supplies	500										500
		Volunteer hats/shirts	3,000					3,000					
		Sound system	500										
		Tables / chairs	200										
		Storage container	350										
		Port-a-potties	500										
		Golf carts	600										
		Advertising	3,500										
	Helping Hands	Materials	500	7,900									500
		Equipment purchases	500					500					500
		Equip. repairs & maint.	500										500
		Supplies	500										500
		Used truck	3,500										3,500
		Truck exp: gas, tags, insur. etc.	2,400							1,000			1,400
	Clean the Bay Day, Adopt-A-Program & Other Cleanups	Trash bags 120 cs x 35	4,200	9,990									
		Gloves 5 cs x 50	250										
		Pickup sticks 100 x 4	400										
		Crab nets 35 x 4	140										
		Safety vests 4 cs x 150	600										
		Signage	900										
		Advertising / printing	3,500										
	Storm Drain Markers	Markers & adhesive	4,000	4,000									2,000
	Educational Outreach	Display maintenance	200	2,200									200
		Promotional items	1,000										500
		Youth environmental grants	1,000										1,000
<b>Volunteer Support</b>	Earth Day Hospitality	Tent	500	1,700	12,300								500
		Food & beverages	1000										1,000
		Supplies	200										200
	CTBD Picnic	Prizes	1,400	8,000									1,400
		Supplies	100										100
		Equipment rental	2,000										1,500
		Food & beverages	4,500										4,500

Virginia Beach Clean Community Budget 2011-2012

DRAFT

Main Category	Activity	Specific Item[s]	Cost	Total Costs		Total Funding			
				Total Cost per Activity	Main Category	Waste Mgmt	Parks & Rec	Cash & Kind	In-Kind
	Awards Ceremony	Awards	500	2,300					500
		Supplies	300						300
		Food & beverages	1,500				1,000		500
	Commission meetings	Food & beverages	300	300					
<hr/>									
<b>Fundraising Support</b>	Rain barrels/composters, ornament sales, etc.	Advertising Supplies	500 700	1,200	1,200				500 700
<hr/>									
<b>Admin. Support</b>	Support staff	Salaries & benefits [100+10] x 10hrs x 52wks	57,200	59,800	66,130				
		Travel reimb 25 x 52wks	1,300						
		Phone reimb 25 x 52wks	1,300						
	Media awareness	Website creation 800	0	1200					
		Website maintenance 600	0						
		Marketing	1200						
	Professional development	Dues & memberships	250	1,750					250
		Seminars & conferences	1,500						500
	Other administrative items	Office supplies	720	3,380					
		Print shop	2,100						
		Postage	360						
		Miscellaneous	200						200
<hr/>									
<b>TOTALS</b>				<b>114,370</b>	<b>114,370</b>	<b>114,370</b>	<b>-</b>	<b>16,700</b>	<b>12,550</b>
									<u>29,250</u>

VIRGINIA BEACH CLEAN COMMUNITY VOLUNTEERS  
 TREASURER'S REPORT  
 FROM 9/9/11 THROUGH 11/10/11

**Beginning cash balance - checking** \$ 21,676.84

**Receipts:**

Interest		1.81
Ornament sales	eBay	298.23
	Santa's Stocking - 2 days	1,228.95
Speaking engagement fee		25.00

Total receipts 1,553.99

**Disbursements:**

Home Depot	HH tools purchase	106.91
USPS	Postage for invitations	49.28

Total disbursements 156.19

**Ending cash balance - checking** 23,074.64

**Ending balance CD 1925** 5,011.34

**Ending balance CD 1917** 5,011.34

**Total ending cash balance** \$ 33,097.32

Submitted by:



Nancy Degges, Treasurer

Date: 11/10/11

November 5, 2011

To whom it may concern!

My name is Sharon McNeill, I reside at 5397 Steell Rd in the section of Lakesmith. On Oct 15 2011 members of the Helping Hands program were here working in my yard. The crew were a wonderful group of people. They were neat, orderly and respectful. After they finished I did a walk thru - I am amazed and extremely please. I can walk freely in my yard and enjoy the scenery. It is like night and day. Again - I wish to thank all the members of the committee for this wonderful program and its staff.

Thank You  
Sharon McNeill



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**Date of Meeting:** Thursday, September 8, 2011

**Minutes Prepared By:** Quwania Jefferson

### 1. Attendance at Meeting

<i>Name</i>	<i>Department / Division</i>	<i>Email</i>	<i>Phone</i>
1. Dan Baxter	Virginia Beach Clean Community Commission Chair	dbaxter@nngov.com	269-2873
2. Larry Banks	Virginia Beach Clean Community Commission Vice Chair	larry.banks@navy.mil	492-0407
3. Nancy Degges	Virginia Beach Clean Community Commission Treasurer	gndegges@cox.net	422-4445
4. George Denice	Virginia Beach Clean Community Commission Member	gdenice@cox.net	490-1758
5. Tammie Rice	Clean Community Commission Member	tmrice@obicifc.org	630-7097
6. Christina Trapani	Clean Community Commission Member	ecomaniacco@mac.com	613-5683
7. Linda Minner	Virginia Beach Public Works Waste Management Division & VBCCC Liaison	lminner@vbgov.com	385-8595
8. Quwania Jefferson	Public Works Waste Management Division & Clean Community Commission Recorder	qjeffers@vbgov.com	385-3855
9. Shawn Hopson	Parks and Recreation Department	shopson@vbgov.com	385-2080
10. Jennifer Powell	Non-Clean Community Commissioner	n/a	n/a
11. Hannah Mack	Princess Anne High School Student	<a href="mailto:Caribbeangirl4ev@aol.com">Caribbeangirl4ev@aol.com</a>	439-3407
12. Lydia DeAnglis	Girl Scout	n/a	n/a
13. Mrs. DeAnglis	Mother of Girl Scout	n/a	n/a
14. Orlando Goodhope	Father of Princess Anne High School	n/a	n/a
15. Galaisha Goodhope	Princess Anne High School Student	n/a	470-0238

### 2. Agenda

Meeting agenda is attached.



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### **3. Meeting Notes, Decisions, Issues**

#### **Updates**

##### **Grant Request:**

The meeting was called to order at 6:40 p.m. by Dan Baxter, Chairman of the Virginia Beach Clean Community Commission. Dan opened by acknowledging students from Princess Anne High School and a local Girl Scout who were observing the meeting in order to learn about how government operates. Commission members introduced themselves. Lydia DeAnglis, a local Girl Scout, made a presentation to the commission.

Ms. DeAnglis provided a detailed presentation for a “growing strong” garden area in the Green Run section of Virginia Beach. The presentation included an overview of what the garden would entail and a potential time frame in which she is endeavoring to launch the Growing Strong project. Ms. Angelis lives in the Green Run section of the city that has over 16,000 residents, businesses, shops and a fire station along with over 200 acres of open green space. Ms. DeAnglis found there was no place in the Green Run section for residents to go, relax and have picnics with their families. Once she found this out, she reached out to the Board of Directors in her area. The board expressed that they would love to have the garden in their area. Ms. DeAnglis presented a board displayed with a layout of what she proposes for the garden.

George Denice inquired about whether or not Ms. DeAnglis is requesting funding for the Growing Strong project from VBCCC.

Nancy Degges shared that VBCCC has already decided to provide various grants and scholarships and the grant for the Growing Strong Project could be one such grant. A form for grant applications is being developed by Anne Mannarino.

Dan Baxter shared that the issuing of funds must be voted on. Ms. DeAnglis received conditional approval from the Girl Scouts Gold Ward Council on August 4, 2011, due to the lack of fundraising plans. The council felt Ms. DeAnglis’ plans were not enough to support the project. Ms. DeAnglis will continue working with various Girl Scout and Boy Scout organizations to meet the goals of this project.



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Ms. DeAnglis' goals include:

1. Create a positive community image
2. Educate others about gardening
3. Inspire awareness and appreciation for the outdoors
4. Create community pride
5. Build a relaxing garden for everyone in the garden to enjoy

Various questions were asked in regard to the Ms. DeAnglis' presentation. The commission offered a plethora of suggestions for the success of Ms. DeAnglis' project. A photo was taken of Ms. DeAnglis and the commissioners to end the presentation.

#### **Budget Committee Results:**

Nancy shared the Virginia Beach Clean Community Budget for 2011-2012 (attached). The form presented was taken from previous years line items; however, the amounts would need to be adjusted based on actual costs. Nancy suggested that after the commission determines its operating budget, there should be additional budgeting for VBCCC training and a VBCCC website. Larry Banks suggested that VBCCC gets some of the information from Parks and Rec. to ensure proper documentation. Shawn Hopson suggested that some of the financial assets come from the grant money that Parks and Rec. receives. Larry suggested that by the next meeting the VBCCC should have a better record of what amount should be allocated to each line item.

Linda Minner mentioned that although the draft shows a \$4,000 cost for Storm Drain marker supplies, the money is actually coming from Public Works, not VBCCC. Dan Baxter shared that because it is a part of the budget, it must be listed on the Profit and Loss statement to better understand and know where the money is coming from. The consensus is that there will be a comprehensive report that includes a column for Parks & Recreation and Public Works.

#### **Governor's Day of Service:**

Dan Baxter stated that the commission has been approached by the Church of Latter Day Saints to provide project support for the Governor's Day of Service on Saturday,



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September 24. They were invited to attend the meeting but no representative was present.

#### **VBCCC Volunteer Appreciation Event:**

Linda provided updates on the VBCCC Volunteer Appreciation Event that will take place in November at the Westminster Canterbury from 7:00 p.m. – 9:00 p.m. Beth Bailey was unable to attend the meeting and asked that Linda make the presentation to the commission. Tammi Rice shared with the commission that Nov. 8 is Election Day. Linda mentioned that the event could be done an alternate date. It was decided that Linda would look into the alternate dates of availability. The venue will provide center pieces for guest tables at no extra cost. They also have a built-in projector and screen for PowerPoint Presentations. We can also bring a laptop or bring a zip drive.

Linda suggested that they use the same number of hours for recognition as in last year. The hours will be from fiscal year July 1, 2010 through June 30, 2011. Parks and Recreation is working to prepare numbers from their events, and Vicky Smith is preparing the information about Public Works' volunteers with the correlating hours for the recognition event.

Westminster does not provide music, but they do have a CD player built into the system and will play a CD for us at no additional charge. All menu items are available and prices have not changed. A reserved parking area will be reserved for VBCCC guests.

It was shared that the event last year cost almost \$1,500, so a suggestion of where the money would come from was presented. Nancy Degges stated that she believes the money came from Volunteer Resources last year. Linda confirmed that she would check with the Office of Volunteer Resources. It was also shared by Shawn Hopson that RSVPs need to be obtained earlier and the commission should consider sending invitations earlier and taking a look at how much food was left over post last year's event, in order to prevent food overages. He shared that for last year's event, Parks and Recreation had to make a guess as to how many attendees there would be. Nancy shared that there may have been a glitch in the invitation process last year. She stated that the commission would like to do electronic invitations via e-mail. Tammi Rice pointed out that E-vites can be received via e-mail if the invitation is an attachment.

Linda pointed out that Beth needs a committee for the event. She asked that others tell her what role they are going to play so that she can pass the information on to Beth.



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Nancy shared that the commission is willing to help Beth if they know exactly what her needs are. Dan Baxter shared that Beth needs to provide the commission with a task

list and a needs list. Dan Baxter expressed that once Beth gives them the task and needs list that the commission would definitely assist her.

Nancy asked if the commission was going to give away ornaments at this year's event. The general consensus was yes, the ornaments will be given away to volunteers. George Denice mentioned that the commission needs to make sure the certificates are signed prior to the event to avoid being rushed at the last minute. Linda shared that there are a lot of things that need to be done. Dan shared that depending on the day, he would be available to assist as well. Christina Trapani volunteered to develop a PowerPoint Presentation or the invitations for the event. The commission decided to consider keynote speakers for the event. Linda expressed that she would seek out potential speakers for the event.

#### **Helping Hands:**

Dan Baxter shared that there are two more nominees for the Helping Hands Program. All lawnmowers are working with the exception of one. There are a total of four nominees currently awaiting cleanups. Photographs were provided of residents, Mr. Curry and Mrs. McNeil's, homes for a Helping Hands cleanup. The idea of executing two cleanups simultaneously was provided.

The commission concurred on this idea. The commission determined that the next cleanups will be on September 24 and October 15. Mr. Banks shared that he can execute cleanups at Mr. Haslip's home and Mrs. Reicha's home on September 24. Tammie Rice shared that if she has enough notice she can provide volunteers from her church. Quwania Jefferson shared that over the last few months the Helping Hands project has received hundreds of interested volunteers for the program. In addition, VBTV is interested in obtaining b-roll of a cleanup. The commission approved the upcoming cleanups to take place simultaneously.

#### **Posting Minutes:**

Dan Baxter reiterated a request made at a previous meeting by George to have the minutes posted on the VBgov.com website. It was shared by Linda that she would get the minutes to Mary Richmond for posting.



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#### **Treasurer's Report (attached)**

Nancy reported on Artisans in the Park. The commission made \$373.00 for the two days. It was determined that the location of the commission on the two days played a role in their ability to make more money during the fundraising event. The rain barrel and composter sales from Earth Day were \$2,475.00. Dan Baxter shared that he has the regional contact for the rain barrel and composter sales for fundraising for any organization interested.

#### **New Business**

##### **Earth Day:**

Nancy shared that she received an e-mail from Katie Whanger stating that the Earth Day Meetings would be starting up. Nancy also stated that the commission should talk about what they want their role to be. She felt as if the previous Earth Day event was a success. Larry Banks shared that Parks and Recreation should let the commission know what they would like for the commission to do. Shawn Hopson stated that Parks and Recreation is taking a different approach for the upcoming Earth Day event. He stated that Parks and Recreation is giving the commission an opportunity to do "as much or as little" as they want to do.

Dan stressed that in the event that more than two commissioners plan to go to any events or meetings, then they must notify Linda Minner or Quwania Jefferson so that a news release would be developed and sent out at least four days in advance. Dan Baxter stated that the commission would serve in the same capacity as last year.

Tammie Rice suggested that an e-mail be sent out regarding the roles of the commissioners for Earth Day. Tammie also suggested that Kathleen Reid and Sheri Kattan attend the Earth Day meetings and share the areas where they had concerns.

##### **Girl Scouts Jubilee Celebration:**

Since Beth could not be present at the VBCCC meeting, Linda Minner asked what areas near the Convention Center need to be cleaned up. The date of the Girl Scouts



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cleanup is May 19, 2012. Tammi Rice suggested the path behind the Contemporary Arts Center is feasible for the Girl Scouts to clean up. Tammie also suggested that

going up and down 19th street and Norfolk Avenue for the cleanup would be beneficial. Christina Trapani suggested utilizing the Norfolk Avenue Bike Trail. It was determined that the Girl Scouts will execute a clean up in the following areas:

- 19th Street
- 17th Street
- Contemporary Arts Trail
- Norfolk Avenue Bike Trail

#### **Santa Stocking Fundraiser:**

George asked that we participate in the Santa Stocking Fundraiser. Nancy shared that the commission is confirmed to participate. The dates are November 5-6 and November 19-20. Nancy shared that once she obtains the information, she will forward it to the commission. Tammi Rice asked if it was okay to offer this indoor volunteer opportunity to her group of volunteers.

#### **New Liaison:**

Shawn Hopson shared that this will be his last meeting as the VBCCC liaison for Parks and Recreation. He shared that Amy Woodson will be the new liaison, and Shawn will be more than happy to assist the commission.

#### **Adjourn**

Dan Baxter made a motion to adjourn at 7:45 p.m.

<b>4. Next Meeting</b>			
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>RECORDER</b>
November 10, 2011	6:30 p.m.	Parks & Rec. Landscape Services	Quwania Jefferson
<b>Agenda: TBA</b>			

**Clean Community Commission Meeting**

**September 8, 2011**

**6:30 to 7:30 p.m.**

**Landscape Services, Large Conference Room**

AGENDA

- |  |              |                                  |
|--|--------------|----------------------------------|
| <b>1. Updates</b>  | <b>Dan</b>   | <b><u>(40 minutes total)</u></b> |
| A. Guest: Lydia DeAnglis, Grant Request for Garden Cleanup in Green Run area | Nancy        | (5 minutes)                      |
| B. Budget Committee Results  | Nancy        | (10 minutes)                     |
| C. Governor's Day of Service on Sept. 24                                     | Dan          | (5 minutes)                      |
| D. Volunteer Appreciation Event  | Beth         | (10 minutes)                     |
| a. Planning committee – Kathleen, others?                                    |              |                                  |
| E. Helping Hands   | Dan          | (5 minutes)                      |
| a. Move of equipment and supplies  |              |                                  |
| b. Status of current projects  |              |                                  |
| c. Forthcoming Helping Hands cleanups  |              |                                  |
| F. Other Commission Updates  | All          | (5 minutes)                      |
| a. Posting approved minutes to website                                       | George       |                                  |
| <b>2. Treasurer's Report</b>   | <b>Nancy</b> | <b><u>(5 minutes total)</u></b>  |
| ➤ Artisans in the Park fundraiser  |              |                                  |
| <b>3. New Business</b>   | <b>Dan</b>   | <b><u>(15 minutes total)</u></b> |
| • Other New Business   | All          |                                  |
| ➤ Earth Day – role of Commission   | Nancy        | (5 minutes)                      |
| ➤ Girl Scout Jubilee Celebration   | Beth         | (5 minutes)                      |
| ➤ Santa's Stocking Fundraiser  | George       | (5 minutes)                      |
| <b>4. Adjourn</b>  | <b>Dan</b>   |                                  |

# Virginia Beach Clean Community Budget 2011-2012

DRAFT

Main Category Events / Programs	Activity	Specific Item[s]	Cost	Total Cost per	
				Activity	Main Category
Earth Day		Tents	1,000	6,500	19,690
		Crafts, supplies	500		
		Volunteer hats/shirts	5,000		
Helping Hands		Materials	500	1,500	
		Equip. repairs & maint.	500		
		Supplies	500		
Clean the Bay Day & Other Cleanups		Trash bags 120 cs x 35	4,200	6,490	
		Gloves 5 cs x 50	250		
		Pickup sticks 100 x 4	400		
		Crab nets 35 x 4	140		
		Safety vests 4 cs x 150	600		
Storm Drain Markers		Signage	900		
		Markers & adhesive	4,000	4,000	
Educational Outreach		Display maintenance	200	1,200	
		Promotional items	1,000		

# Virginia Beach Clean Community Budget 2011-2012

DRAFT

Main Category	Activity	Specific Item[s]	Cost	Total Cost per Activity	Total Cost per Main Category
<b>Volunteer Support</b>	Earth Day Hospitality	Tent	500	1,500	10,400
		Food & beverages	800		
		Supplies	200		
	CTBD Picnic	Prizes	1,400	6,000	
		Supplies	100		
		Food & beverages	4,500		
	Awards Ceremony	Awards	700	2,600	
		Supplies	400		
		Food & beverages	1,500		
	Commission meetings	Food & beverages	300	300	
<b>Fundraising Support</b>	Rain barrels/composters, ornament sales, etc.	Advertising	500	1,200	1,200
		Supplies	700		

# Virginia Beach Clean Community Budget 2011-2012

DRAFT

Main Category	Activity	Specific Item[s]	Cost	Total Cost per Activity	Total Cost per Main Category
<b>Administrative Support</b>	Support staff	Salaries & benefits [24+2.4] x 10hrs x 52wks	13,728	16,328	24,038
		Travel reimb 25 x 52wks	1,300		
		Phone reimb 25 x 52wks	1,300		
Media awareness		Website creation	800	2600	
		Website maintenance	600		
		Marketing	1200		
Professional development		Dues & memberships	250	1,750	
		Seminars & conferences	1,500		
Other administrative items		Office supplies	720	3,360	
		Print shop	2,100		
		Postage	360		
		Miscellaneous	180		
<b>TOTALS</b>			<b>55,328</b>	<b>55,328</b>	<b>55,328</b>

VIRGINIA BEACH CLEAN COMMUNITY VOLUNTEERS  
TREASURER'S REPORT  
FROM 7/15/11 THROUGH 9/8/11

Beginning cash balance - checking \$ 18,827.04

Receipts:

Interest	1.80
ED 2011 Rainbarrel & composter sales	2,475.00
Ornament sales Artisans in the Park	373.00

Total receipts 2,849.80

Disbursements:

Total disbursements -

Ending cash balance - checking 21,676.84

Ending balance CD 1925 5,011.34

Ending balance CD 1917 5,011.34

Total ending cash balance \$ 31,699.52

Submitted by:



Nancy Degges, Treasurer

Date: 9/8/11



# CLEAN COMMUNITY COMMISSION

## Meeting Minutes

**Date of Meeting:** Thursday, July 14, 2011

**Minutes Recorded By:** Tanya Wilson (interim recorder in the absence of Quwania Jefferson)

**Minutes Prepared By:** Quwania Jefferson

### 1. Purpose of Meeting

### 2. Attendance at Meeting

<i>Name</i>	<i>Department / Division</i>	<i>E-mail</i>	<i>Phone</i>
1. Dan Baxter	Virginia Beach Clean Community Commission Chair	dbaxter@nngov.com	269-2873
2. Larry Banks	Virginia Beach Clean Community Commission Vice Chair	larry.banks@navy.mil	492-0407
3. Nancy Degges	Virginia Beach Clean Community Commission Treasurer	gndegges@cox.net	422-4445
4. George Denice	Virginia Beach Clean Community Commission Member	gdenice@cox.net	490-1758
5. Kathleen Reed	Virginia Beach Clean Community Commission Member	tom-kat@verizon.net	495-6312
6. Josie Sprague	Virginia Beach Clean Community Commission Member	italnlady1953@hotmail.com	631-1806
7. Christina Trapani	Virginia Beach Clean Community Commission Member	ecomaniacco@mac.com	613-5683
8. Tammie Rice	Virginia Beach Clean Community Commission Member	tmrice@obicihfc.org	630-7097
9. Beth Bailey	Virginia Beach Clean Community Commission Member	bethbbailey@cox.net	816-8360
10. Linda Minner	Virginia Beach Public Works Waste Management Division & VBCCC Liaison	lminner@vbgov.com	385-8595
11. Tanya Wilson	Virginia Beach Public Works Waste Management Division & VBCCC Recreationorder	ttwilson@vbgov.com	385-3858
12. Shawn Hopson	Parks and Recreationreation Department	shopson@vbgov.com	385-2080

### 3. Agenda

#### 1. Updates

- Budget
- Volunteer Hours
- Recognition Event



# CLEAN COMMUNITY COMMISSION

## Meeting Minutes

- Planning committee needed
  - Helping Hands
  - June 11 recap
  - Forthcoming Helping Hands cleanups
  - Move of equipment and supplies
  - Speaker Needed for S.W.A.T.
  - Other Commission Updates
  - Plastic Bag Awareness Day
  - Artisans in the Park fundraiser
2. Treasurer's Report
  3. New Business
    - Environmental Grants
      - Other New Business
      - Girl Scout Jubilee Celebration

### 4. Meeting Notes, Decisions, Issues

The meeting was called to order at 6:50 p.m. by Dan Baxter, Chairman of the Virginia Beach Clean Community Commission. Dan opened by addressing the need for a Budget Committee for the VBCCC.

#### **Budget Committee:**

Dan Baxter shared that the committee will identify all VBCCC targeted events throughout the year and the amount of money designated for each event. Some projects will be funded through grants, while others will be funded via fundraisers. The committee will also seek out various grants specifically for VBCCC funding throughout the fiscal year. Dan shared that the Budget Committee will need to create a budget document to show allocated funds by line item.

Nancy Degges initiated a discussion about where the funds are coming from and what parts of the funds are from Parks and Recreation versus Public Works. Shawn Hopson provided clarity on what portion of the funding for VBCCC comes from Parks and Recreation.

The VBCCC Budget Committee will consist of:

- Dan Baxter
- Larry Banks
- Nancy Degges
- Tammie Rice



## **CLEAN COMMUNITY COMMISSION**

### *Meeting Minutes*

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#### **Annual Recognition Event – Planning Committee and Discussion:**

- Beth Bailey: Co-chair
- Kathleen Reed: Co-chair
- Potential dates: Between October 1 and mid-November 2011
- Recognition gifts to come from Mary Russo's office
- It was recommended that VBCCC insert something in the invitation and communications letting guest know they are getting an award. The time of the event was discussed (evening vs. breakfast) as was the form of invitation (mail vs. E-vite).

#### **Helping Hands:**

- Discussed the need of how to transport equipment to sites in the future
- Shed needs to be organized at Waste Management

#### **Presentations:**

- Kathleen Reed will conduct a presentation to the Social Workers Association of Tidewater(S.W.A.T.) on Thursday, October 20 at 1:30 p.m. The presentation will be 15 minutes long with a 5 minute Question and Answer period.
- The following volunteered to assist with Recycling presentations:
  - Dan Baxter
  - Josie Sprague
  - Kathleen Reed
  - Beth Bailey (Weekends & Evenings only)
  - Christina (Weekends & Evenings only)
- Beth Bailey volunteered to create a VBCCC PowerPoint Presentation
- Dan Baxter will work with Beth by sending pictures for presentation
- Linda Minner will e-mail the spreadsheet with available times

#### **Plastic Bag Awareness Day:**

- Distributed 500 Chico Bags on the South Peninsula
- Tammie will ask church group to help volunteer 2<sup>nd</sup> week in August

#### **Miscellaneous:**

- Shawn Hopson recommended the purchase of Craftman Stihl products for the VBCCC's make a wish list – City uses/has parts. Items come with a lifetime warranty.
- Beth mentioned getting volunteers from Kohls set-up and cleaning for 3 hours. Five volunteers will come. \$500 check per store. The organization must be a non-profit with a 501(C)3 status.



# CLEAN COMMUNITY COMMISSION

## Meeting Minutes

### Artisans in the Park Fundraiser:

- Saturday, August 6, 10 a.m. to 5 p.m.
- Sunday, August 7, 10 a.m. to 4 p.m.
- Dan will supply a pop-up tent
- Shannon will supply tables and chairs for a small display

### Girl Scouts:

- 100<sup>th</sup> Anniversary for Girl Scout Organization
- Saturday, May 19, 2012 at the VB Convention Center
- Estimated 1,000 girls attending
- The Girl Scouts would like to do a clean-up project for giving back
- Shawn Hopson suggested schools cleaning trash from softball fields
- Gloves, bags and VBCCC assistance on logistics are needed.
- Beth motioned that the VBCCC support the Girl Scout's 100<sup>th</sup> Anniversary. Nancy seconded the motion.

### Attachments:

Treasurer's Report  
Results of 2011 Clean the Bay Day Volunteer Appreciation Picnic

### Meeting Adjournment:

- Dan Baxter made a motion to adjourn at 7:55 p.m.

<b>6. Next Meeting</b>			
<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>	<i>RECORDER</i>
September 8, 2011	6:30 p.m.	Parks & Recreation Landscape Services	Quwania Jefferson
<b>Agenda: TBA</b>			

VIRGINIA BEACH CLEAN COMMUNITY VOLUNTEERS  
 TREASURER'S REPORT  
 FROM 5/13/11 THROUGH 7/14/11

**Beginning cash balance - checking** \$ 18,897.03

**Receipts:**

Interest	1.60
CTBD VAP sponsorship-Home Associates of VA	250.00
CTBD VAP sponsorship-TowneBank	200.00
CTBD VAP sponsorship-Dr. David Pate	100.00
Ornament sales eBay	158.18

Total receipts 709.78

**Disbursements:**

Dollar Tree	CTBD VAP 2011	prizes	68.90
Kroger	CTBD VAP 2011	food & prizes	4.16
KMart	CTBD VAP 2011	food & prizes	59.01
Ollie's	CTBD VAP 2011	prizes	99.55
United Sound	CTBD VAP 2011	sound system	325.00
Nancy Degges	CTBD VAP 2011	food & prizes	93.66
Sam's	CTBD VAP 2011	food & prizes	100.22
Home Depot	CTBD VAP 2011	prizes	29.27

Total disbursements 779.77

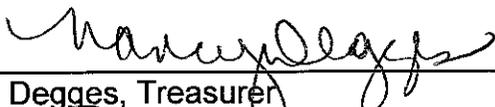
**Ending cash balance - checking** 18,827.04

**Ending balance CD 1925** 5,011.34

**Ending balance CD 1917** 5,011.34

**Total ending cash balance** \$ 28,849.72

Submitted by:



Nancy Degges, Treasurer

Date: 7/14/11

Clean the Bay Day Volunteer Appreciation Picnic, 2011									
Contact	Company	Provided	Value	Address	City	Zip	Phone	SPONSORS	
Mike Daniels, Brady & Dave	Frankie's Place for Ribs	BBQ sandwiches & chips	3,000.00	5200 Fairfield Shop.Ctr.	VB	23464	495-7427		
Mike Daniels	Frankie's Place for Ribs	Gift certificates for prizes	100.00	5200 Fairfield Shop.Ctr.	VB	23464	495-7427		
Scott & Sarah Kellam	Kellam Mechanical	Generator / corn hole boards	800.00	2536 Horse Pasture Rd.	VB	23453	430-0358		
Gordon Degges / Jon Schaier	Never Ending Tire Fire Band	Entertainment	600.00	852 Lord Leighton Drive	VB	23454	481-6006		
Brett Nunn	"	"	"	"	"	"	"		
Marie Jo & Doug Smith	Intech Marine Services	Sponsorship	500.00	1226 Executive Blvd.#110	Ches	23320	549-1143		
Amber Coupland; Katherine	Starbucks	2.5 gal each ice tea & coffee	250.00	3273 Shore Drive	VB	23451	496-6522		
Brenda Caruana/Jim Arnhold	Home Associates of Virginia	Sponsorship	250.00	3780 Shore Drive	VB	23455	431-1481		
Rob Prodan	"	"	"	"	"	"	"		
Will Sessoms	TowneBank	Sponsorship	200.00	600 22nd St. #101	VB	23451	417-6200		
Kathy & Don Grissom	Pirates Paradise Mini Golf	21 mini golf passes	168.00	22nd & Pacific Ave.	VB	23451	422-9822		
David Terry / Rick Geyer	Fast Ice Company	400 # ice	160.00	1381 London Bridge Rd.	VB	23453	631-5800		
Linda Jimenez	Pepsi Bottling Co.	20 cases Pepsi products	120.00	1194 Pineridge Road	N	23502	857-1251		
David & Sharon Pate	David M. Pate DDS	Sponsorship	100.00	303 35th St. #103	VB	23451	422-2332		
Dennis Erez	Kroger	\$100 gift card	100.00	1800 Republic Rd.	VB	23454	422-4271		
Deanna Litreal	Kroger Mid Atlantic			P.O. Box 14002	Roanoke	24038	540-265-556		
Jen McGowan	Girl Scouts of America	24 boxes of Girl Scout cookies	84.00	912 Cedar Rd.	Ches	23322	547-4405		
Kathleen Reed / Linda Candler	Virginia Aquarium	4 Aquarium passes	84.00	717 General Booth Blvd.	VB	23451	385-0274		
Nancy Degges	VB Clean	14 ornaments for gift baskets	70.00	852 Lord Leighton Drive	VB	23454	481-6006		
Bill Proferes	YOtini's Frozen Yogurt Bar	[2] \$15 GC; 20 free coupons	120.00	2861 Lynnhaven Dr #106	VB	23454			
		20 discount coupons							
		TOTAL	<b>6,706.00</b>						
		CASH	1,150.00						
		IN-KIND	5,556.00						
		TOTAL	<b>6,706.00</b>						