

**MINUTES OF THE CIVIC ACTIVITIES BOARD MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
MONDAY, AUGUST 20, 2018 AT 7:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

1. CALL THE ROLL AND CERTIFICATION OF A QUORUM

With a quorum of Board Members present, the Civic Activities Board Meeting was called to order by Treasurer Lori Koehn at 7:06 p.m.

Members Present:

Rachel Goldsmith

Lori Koehn

Donna Donat

Claudia Justiniano-Uffhausen (at 7:35p.m.)

Members Absent:

James Autenreith

Also present were Council Liaison Tom Donaho and City Treasurer/Staff Liaison Michelle Yi.

2. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Minutes for Civic Activities Board Meeting for May 21, 2018.

Board Member Donat made a motion to approve the minutes, and Board Member Goldsmith seconded the motion. Motion carried 3-0

3. DISCUSSION AND DIRECTION CONCERNING: Fall Festival Event in October.

Board Member Koehn updated the Board on the status of preparations for the Fall Festival Event. The final sponsorship letter is ready to send out to businesses who sponsored in the past for their sponsors and any new business within the City and villages. Board Member Koehn will email the sponsorship letter and coordinate vendors such as rental of tables, chairs, moon walk and etc. For purposes of marketing and promotion, the Board will be targeting attendees for Spring Valley residents and other Village residents only and therefore the Festival will not be promoted on social media. The Board also decided not to charge for food for attendees. A postcard will be mailed to all city residents once the sponsorship deadline has passed. Additional details will be discussed during the September Board meeting.

4. DISCUSSION AND DIRECTION CONCERNING: Annual Snow Day Event in December.

Staff Liaison Michelle Yi updated the Board on the status of the preparations for the Snow Day Event. The service agreement with vendor Ice Express for snow has been executed. The Board also discussed having a couple of food trucks to provide food for purchase by attendees. Games and holiday crafts will be available. Additional details concerning the Event will be discussed at future meetings.

5. BRIEFING AND DISCUSSION CONCERNING: Status of 2018 Movie Nights.

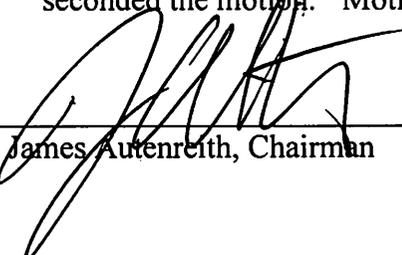
Board Member Justiniano-Uffhausen updated the Board on the status of the 2018 Movie Nights. The movie season has three nights left, and a fun movie night in August was held at the Dad's Club, and the City provided snow cones for the attendees. Board Member Justiniano-Uffhausen also advised

that Movie Nights could possibly provide an opportunity for residents' children to set up a lemonade stand or any other fund raising activity.

6. ADJOURNMENT

Board Member Koen made a motion to adjourn the meeting at 8:24 p.m., and Board Member Donat seconded the motion. Motion carried 4-0

Signed: _____


James Autenreith, Chairman

Attest: _____


Donna Donat, Secretary