



## MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Jeaneen Witt, Town Manager  
From: Amy Zengotita, Cultural Services Manager  
Date: December 10, 2018  
Subject: Cultural Services Department end of the month report for November 2018.

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Below is the summary of the Cultural Services Department activities during the month of November.

### Special Events

Received / Processed: 20 hrs. (Operation Changing Lives 5k; Veterans Day; Wildlife Fest.; Christmas Parade; North Turn Beach Parade; Beachin' Kountry Fest; Women's Club events; Ponce Inlet Art Guild event; reviewed potential special events)

### Parks & Recreation

Parks and Recreation 90 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park Improvement; managed and Pollard Park ECHO grant; worked on lesson plans for Preschoolers in the Parks; worked with grant writer on Davies Lighthouse Park improvements grant application; wrote and revised staff reports for the council meeting; attended Cultural Services Board Meeting; reviewed packet, minutes, and agenda for Cultural Services Board; attended Council Meeting and reviewed minutes for the meeting; attended Employee of the Year Committee meeting; reviewed the new Human Resources Policy; organized and implemented the Children's Christmas Party; implemented fall park programs; wrote staff reports for upcoming Council Meeting; organized Town Hall Christmas office events)

Historic Preservation 3 hrs. (Attended Halifax Heritage Byway and Trails meetings)

Social Media 17 hrs. (Posted updates to the Facebook and Instagram page)

## **Museum**

Monthly Visitor Attendance 110

Yearly Visitor Attendance 904

Ponce Inlet Historical Museum 90 hrs. (Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage; collected monetary donations; maintained daily visitor log; scheduled volunteers for events and Mondays; decorated the museum for Christmas; organized and implemented Shellabration on November 10; organized "Painting with Ginger" for January 19<sup>th</sup>; held meeting over the phone with the Seattle Children's Museum to discuss their interactive postal museum for children; began organized February event with the Marine Science Center; discussed Grandparents' Day with Historic New Orleans Collection Museum regarding Grandparents Day; began planning 2019 museum event calendar; maintained museum budget; implemented museum fall lecture series; maintained museum budget)