



## 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: October 3, 2018  
Subject: Cultural Services Department end of the month report for September 2018.

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

### Special Events

Received / Processed: 20 hrs. (Lighthouse Loop; Operation Changing Lives 5k; Halloween Party; Veterans Day; Wildlife Fest.; Christmas Parade; North Turn Beach Parade)

### Parks & Recreation

Parks and Recreation 92 hrs. (Maintained Parks budget excel workbook; attended various department head meetings; attended meetings on and planned for the Pollard Park Improvements; worked with grant writer and playground designers on Davies Lighthouse Park improvements; organized the fall calendar of events; organized and implemented September 11<sup>th</sup> Ceremony; wrote and revised staff reports for the council meeting; began lesson plans for Preschoolers in the Parks; attended Planning 101 webinar; attended Cultural Services Board Meeting; reviewed packet, minutes, and agenda for Cultural Services Board; attended Council Meeting and reviewed minutes for the meeting; wrote, edited, and organized articles for the Town's newsletter; attended Volusia County Parks Director's meeting; wrote staff report for Cultural Services Board on Davies Park Renovations; organized Volusia County Parks Director's meeting for Ponce Inlet/Daytona Beach Shores in October; attended Incode training)

Historic Preservation 5 hrs. (Attended Halifax Heritage Byway and Trails meeting, set-up location for future meetings, and helped with planning of the byway garage sale)

Social Media 20 hrs. (Posted updates to the Facebook and Instagram page)

## **Museum**

Monthly Visitor Attendance 82

Yearly Visitor Attendance 636

Ponce Inlet Historical Museum 75 hrs. (Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage/Post Office; collected monetary donations; maintained daily visitor log; updated advertising log; scheduled volunteers for Mondays during October and Ghosts of Ponce Past; sponsored a Grandparents Day event on Saturday September 8<sup>th</sup>; attended Garden Club meeting to update the membership on upcoming events at the museum; conducted an interview with Diane Carey of the Hometown News; met with the principal of Longstreet Elementary School, Judith Watson to discuss Black History month (February) essay contest; spoke with Ginger from "Painting with Ginger" to schedule an afternoon class (January 19) at the museum; sent correspondence to the Marine Science Center (Shell Webster) to ask them to consider teaming with us for National Bird Feeding month in February; sent correspondence to Julie Davis grand- daughter of Ellen Mary Meyer last post mistress of Ponce Park to discuss honoring her grandmother during Postal Worker Day in July and to tie in STEM (Science, Technology, Engineering and Math) during the event; conducted several staff meetings with museum staff; planned upcoming events at the museum; began planning 2019 museum event calendar)