



## 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: March 7, 2017  
Subject: Cultural Services Manager's end of the month report for February 2017.

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Below is the summary of the Cultural Services Manager's activities during the month of February.

### **Museum**

Visitor Attendance	153
Tours	14 hrs.
Outreach	3 hrs. (Judged the Social Studies Fair at Seabreeze High School)
Programming	2 hrs. (Implemented Spring Lecture Series)
Projects	6 hrs. (Museum fence; obtained quotes for Winterhaven marker; Pacetti Cemetery retaining wall)
Administration	29 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; attended Historic Board meeting; reviewed Council meeting minutes; reviewed Historic Board minutes; wrote staff report for Council on Accession Committee; attended Council meeting; submitted 2017/2018 ECHO Ranger Programs)

### **Parks & Recreation**

Parks and Recreation	65 hrs. (Maintained Parks budget excel workbook; planned Health and Fitness Series; attended planning meetings for the new website; talked with designers for the Pollard Park improvement project; updated Brighthouse channel; planned Ponce Preserves the Planet; research dog water fountains; gathered supplies for Community Day; attended Community Day; attended Energov training; began organizing the Board
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Appreciation Banquet; wrote Parks Board staff report on Pollard Park Improvements; updated Parks Assessment report; attended Department Head meetings; submitted 2017/2018 ECHO Ranger Programs; began writing FCT Stewardship Reports)

Social Media

18 hrs. (Posted updates to the Facebook page)

**Special Events**

Received / Processed:

16 hrs. (Reggae Fest; Vettes at the Light; Historic Beach Racing Parade Meeting; Garden Club Events; Women's Club Luncheon; Paddle Out Poverty; Turtle Day)