



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Jackie French, Cultural Services Manager
Date: December 9, 2021
Subject: Cultural Services Department end of the month report for November 2021.

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

Special Events

Forms Received/ Processed

2 hr. Children's Holiday Party

Coordination of Details

80 hrs. After action- Lighthouse Loop, Halloween Party; Veterans Day Ceremony; N. Turn Beach Racing Parade; Christmas Parade; Tree Lighting & Children's Holiday Party (Special Event Committee meeting and notes; planning details; financial reports and applications for Parade)

Event Attendance
(Town-hosted)

Approx. 200 attendees; Veterans Day Ceremony (hosted by Ponce Inlet Veterans Association)

Public Information

10 hrs. Lawn watering day changes; park closures; Town Hall meetings; Town Council Oaths of Office; Heart of Ponce Charity drive; cancellation of Christmas Parade; upcoming programs; any updates regarding COVID-19

Parks & Recreation

60 hrs. Apply for Tree City USA; meetings on Inlet Harbor pocket park; continued discussion on pickleball shade structure; continued discussion on Welcome Packet; maintain parks budget; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports

10 hrs. Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

Ponce Inlet Historical Museum

Monthly Visitor Attendance **64 people**

Yearly Visitor Attendance **880 people** as of December 02, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and produce samples for November programs; Prepare and execute Canvas Program, Florida Friend Or Foe Lecture Series and Friends to Native Birds. Prepare and host Lecture Series and Museum Programs. Decorate museum interior/exterior for Christmas; Plan and prepare December events.

Event Details: **17 attendees;** Autumn Canvas (1); Florida Friend or Foe: Native, Introduced and Invasive Species (4); Friends to Native Birds (12).