



## MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Michael E. Disher, Interim Town Manager  
From: Jackie French, Cultural Services Manager  
Date: March 13, 2023  
Subject: Cultural Services Department end-of-the-month report for February 2022.

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

### Special Events

Applications Received/ Processed **10 hrs.** Turtle Trek, Reggae Fest, Ponce Preserves the Planet

Coordination of Details **70 hrs.** Turtle Trek, Turtle Day, Kathy Griscom Park Dedication Ceremony, Volunteer Dinner, Ponce Preserves the Planet, Reggae Fest, Childrens Easter, 60<sup>th</sup> Anniversary ideas (Special Event Committee meeting and notes; planning details)

Town Event Details **28 attendees;** Kathy Griscom Park Dedication Ceremony

**Public Information** **25 hrs.** Park closures; website redesign; Black History Month highlights; SBA deadline for Hurricanes; tree trimming; Ponce Inlet beach video; Kathy Griscom Park dedication; Reinhart public input; Volunteer board opportunities; Council and Board meeting notices; upcoming events and programs

**Parks & Recreation** **45 hrs.** Maintain parks budget; coordinate details for Town Volunteer Dinner; meetings regarding cell tower closures; research potentially new athletic court reservation system; meetings on Pollard Park shade structures; research tree history for Garden Club Arbor Day; CPR certification class; assess park needs and maintenance projects.

**Boards and Council activity**

Meetings attended/ staff reports **15 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting.

### **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 51 people

Yearly Visitor Attendance 96 people as of February 28, 2023

**Ponce Inlet Historical Museum** **61 hrs.** Daily Museum upkeep and provide tours for visitors; research Town historical content; organize supplies; daily correspondence; Meyer- Davis House interior/exterior cleaning; recruit/train volunteers; address current volunteers; purchase and assemble supplies; check grounds for damage/upkeep; admin tasks related to cultural service budget; CPR certification class.

**Programs and Events** **62 hrs.** Schedule/update upcoming programs with presenters; make/ paint samples of craft projects for programs and events; correspondence with lecture series presenters, park program presenters and attendee guests; set up, host and tear down for “NASCAR” lecture, “Birds of FL” lecture, “Plant Walk” program at Timucuan, Painting Class “Vintage Racing” at Museum; Finish Easter Community Board project; work on small community photo op board.

Town Program Details **99 attendees;** NASCAR lecture (36); Vintage Racing Painting (4); Birds of FL (53); Plant Walk (6)

**Public Information** **37 hrs.** Design and create social media posts; design and create program material; print posters, schedules and fliers for guests/events; update content as schedule and presenter information changes.