



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

We strive to be professional, caring and fair

To: Michael E. Disher, Town Manager
From: Jackie French, Cultural Services Manager
Date: April 4, 2023
Subject: Cultural Services Department end-of-the-month report for March 2023.

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

Special Events

Applications Received/ Processed **5 hrs.** Turtle Day, Children's Easter

Coordination of Details **80 hrs.** Volunteer Appreciation Banquet; Turtle Trek; Christmas Parade; Reggae Fest; Turtle Day; Children's Easter; 60th Anniversary ideas; Ponce Preserves the Planet (Special Event Committee meeting and notes; planning details)

Town Event Details **195 attendees;** Volunteer Appreciation Banquet (88); Ponce Preserves the Planet (107)

Public Information

15 hrs. Park closures; NWS fire warning; Recycle information; Beach Nourishment meetings; County beach recovery update; Mvskoke Creek tribe hoop dance; Mike as Town Manager; MSC raptor exhibit groundbreaking; Town flood impacts questionnaire; Council and Board meeting notices; upcoming events and programs.

Parks & Recreation

55 hrs. Maintain parks budget; closure of athletic courts; plan and establish new court reservation system; meetings regarding cell tower closures; Management training course; meetings on Elbers Park; no-see-um research; develop brochure for our Town; tree species research; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **30 hrs.** Volusia Public Information Network; Citizen of the Year Dinner; Town Council Regular meeting; research into staff reports.

Ponce Inlet Historical Museum

Monthly Visitor Attendance 61 people

Yearly Visitor Attendance 157 people as of March 31, 2023

Ponce Inlet Historical Museum

60 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 Daily museum upkeep and provide tours for visitors; research Town historical content; organize supplies; daily correspondence; Meyer- Davis House interior/exterior cleaning; recruit/train volunteers; address current volunteers; purchase and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.

Programs and Events

64 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 “Fl Heritage” lecture, The Volunteer Banquet, “Ponce Preserves the Planet”, “Scavenger Hunt” at Ponce Preserve, Painting Class “Beach Theme Pour” at Museum; Finish small community Easter photo op board.

Program Details

42 attendees; FL Heritage lecture (22); Beach theme Pour Painting (12); Scavenger Hunt (8)

Public Information

36 hours 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.