



**YOUTH ADVISORY COMMISSION  
REGULAR MEETING  
April 6th, 2022  
REC CENTER CONFERENCE ROOM  
8:00 AM**

1. Call to Order/Roll Call
  - a. Grazia
  - b. Kenyan
  - c. Daniel
  - d. Scarlett
  - e. Maureen
  - f. Angie

*The meeting of the Berthoud Youth Advisory Commission was called to order on Wednesday, April 6th, 2022 at 8:02 a.m. by the Chair, Grazia Novak.*

## 2. Review previous meetings minutes, vote to confirm

*The meeting minutes were read for the meeting of March 31st, 2022. With all in favor the minutes were approved.*

## 3. Public Input - *There was no public input.*

## 4. Event Plans

- a. **Contract updates** - *At the time of this meeting, the contract had been sent to administrator Kirk.*

- b. **Task spreadsheet** -

*It was agreed upon that deadlines should be added to the task spreadsheet to potentially get things moving along quicker and to make sure the commission is on top of everything. It was decided that food trucks should be taken care of by the May 4th meeting. For marketing, event information should be in a brochure by June 1st including design, logo, and graphics. It was decided that it would be good if bathrooms and trash are taken care of ASAP.*

- i. **Roles assigned** -

*Daniel was put down as in charge of equipment. The whole commission decided to work together on the start of a site map.*

- ii. **Updates** -

*The Cilantro and Lime food truck is happy to be there at the event. It was also discussed that we need each food truck's permits and licenses. Kona Ice had not responded to the message that was sent to them. Card readers cost roughly ten dollars, and take 2.68% or ten cents per purchase.*

- iii. **What needs to be added?** -

*Parking, equipment, and site map were all added to the task spreadsheet. Parking would involve the planning of where people would park and blocking off space for rec center staff parking. Meal vouchers were also added onto the food truck role.*

- c. **Next steps/other updates**

*It was decided that the site map would be first priority, as it would help for everyone to be on the same page regarding the site. Once the site plan is completed, it should be confirmed with the firefighters, and where the 1st aide tent, firetruck, and exit lanes are going to be will be nailed down. An event application also needs to be filled out and sent to administrator Kirk.*

## 5. Clean-Up Day

- a. **Updates/current plans** *The clean-up day was planned for May 13th. The commission plans to spread the word to NHS and stuco at the high school as those students need additional volunteer hours.*

- b. **What we need from Parks & Rec** *Parks and Rec will provide gloves and trash bags.*

## 6. Agenda Planning

- a. **Next meeting** *The next regular meeting is scheduled for April 21st. The next meeting at the Rec center is scheduled for May 4th.*

## 7. Adjourn - *The meeting was adjourned by Grazia Novak at 8:40 a.m.*