



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: April 1, 2020
Subject: Cultural Services Department end of the month report for March 2020.

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

Special Events

Received / Processed 1 hr. (Memorial Day) correspondence

Public Information

50 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19; cancelled all Facebook event pages for upcoming events)

Parks & Recreation

10 hrs. (Attended one department head meeting; attended Town Council Meeting; attended Volusia County Public Information Network Conference calls; started revisions for Timucuan Oaks Management Plan for Florida Communities Trust; organized spring calendar of events; began planning for future annual events)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 70

Yearly Visitor Attendance 476

60 hrs. (Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage; collected monetary donations; maintained daily visitor log; scheduled volunteers for April; hosted a bracelet making class- bracelets were made with shells native to Florida on Saturday March 7. In addition to the class attendees received a tour of the museum and had light refreshments. Museum closed effective March 16 until further notice due to COVID-19 virus. Reviewed applications for museum educator; learned of museum processes and history)