



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 18, 2022
Subject: Cultural Services Department end of the month report for March 2022

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

Special Events

Forms Received/ Processed **1 hrs.** Children's Easter Party

Coordination of Details **80 hrs.** Volunteer Appreciation Banquet; Ponce Preserves the Planet; Reggae Fest; Community Day; Turtle Day; Volusia League of Cities dinner; Daytona 100 (Special Event Committee meeting and notes; planning details)

Event Attendance
(Town-hosted) **80 attendees;** Ponce Preserves the Planet

Public Information

20 hrs. Bike Week; Marine Science Center first docent; Water Conservation Month Proclamation; volunteer board opportunities; Sea Turtle Lighting Expo; emergency rental assistance portal; Council and Board meeting notices; upcoming events and programs

Parks & Recreation

65 hrs. Maintained parks budget; completed new resident Welcome packet project; research potential improvements for Elbers Sunset Park and Pollard Park; research potential budget items for FY 22/23; discuss potential grant opportunities with town grant writer; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **5 hr.** Volusia Public Information Network; Cultural Services Board staff reports

Ponce Inlet Historical Museum

Monthly Visitor Attendance 89 people

Yearly Visitor Attendance 240 people as of February 31, 2022

Ponce Inlet Historical Museum **80+ hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 spring and summer programs; prepare and two lecture series programs, 'The Casements', and 'PI Water Works', Prepare 'Jellyfish' canvas lesson. Prepare and host two Program in the Parks events 'Fl Native plant Society' and Halifax River Audubon both at Ponce Preserve. Prepare and Host Volunteer Dinner at the Community Center and Ponce Preserves the Planet at Ponce Preserve.

Event Details: **39 attendees;** Casements (12); Fl Native Plant Society (9); Audubon (18)