



## 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: October 14, 2022  
Subject: Cultural Services Department end of the month report for September 2022.

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

### Special Events

Forms Received/ Processed **25 hrs.** Received- Halloween Party; Daytona 100 race; Veterans Day ceremony; Christmas Parade

Coordination of Details **45 hrs.** Volusia League of Cities Dinner; 9/11 memorial display; Kathy Griscom Dedication; Halloween Party; Veterans Day Ceremony; Tree lighting; Daytona 100 race; Christmas Parade; 100<sup>th</sup> Myers-Davis Celebration; N. Turn Beach Parade (Special Event Committee meeting and notes; planning details)

Event Attendance  
(Town-hosted) **0**

### Public Information

**45 hrs.** Council and Board meeting notices; upcoming events and programs; disaster access passes; 9/11 memorial display video and closed captioning; Mayor as League of Cities Advocacy Committee Chair; notice of public hearings; Regional Planning Council photo contest; 56 posts on hurricane preparation and recovery responses/ resources

### Parks & Recreation

**40 hrs.** Maintained parks budget; meetings on additional shade structures at Pollard Park; meetings on utility box wrap project; meetings and organize youth art contest for 100<sup>th</sup> Museum celebration; assess park needs and maintenance projects.

### Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Town Council Regular meeting; Cultural Services Board; Volusia Public Information Network

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance 41 people

Yearly Visitor Attendance 802 people as of September 30, 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 Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 fall programs; Prepare and host 'Grandparents Day' Program and Dolphins Wave' Canvas at the Museum. Prepare and host 'Raptors of Volusia County' program and 'Night Star Tour' at Ponce Preserve. Prepare and host 'Natives for Newbies Lecture' at Town Hall. Helped Prepare and guide guests during Volusia Leagues of City Dinner; Attended Florida Association of Museums Annual Conference and Exposition in Miami.

Event Details: **34 attendees;** Raptors of Volusia County (2); Grandparents Day (12); Natives for Newbies (8); Painting- Dolphin Waves (12); Night Sky Tour (cancelled)