



CITY OF NEWCASTLE
WASHINGTON

Preliminary Agenda
Community Activities Commission Regular Meeting
Wednesday, June 14, 2023, at 7:00 PM

City Hall Council Chambers
12835 Newcastle Way, Suite 200
Newcastle, WA 98056

Public meetings are streamed live on [YouTube](#).

1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL
3. AGENDA APPROVAL
The commission may alter the preliminary agenda, but additions to special meetings require 24 hours' notice.
4. APPROVAL OF MINUTES
 - 4.1 [March 29, 2023 Minutes](#)
5. PUBLIC COMMENT
Individuals may sign up to speak for up to three minutes. Please approach the podium and state your name, city, and neighborhood of residence prior to comment.
6. COMMISSIONER COMMENTS AND CELEBRATIONS
This is an opportunity for commissioners to make announcements.
7. REPORTS
 - 7.1. [Community Events Report](#)
 - 7.2. Committee Reports
 - Newcastle Arts Council
 - Chamber of Commerce
8. GENERAL BUSINESS
 - 8.1. Update: Parks 6-year CIP – Davi de la Cruz
Davi de la Cruz
 - 8.2. [Update: Newcastle Days Working Committees](#)
Amy George
 - 8.3. Update: Event Sponsorships
Nathan Stix, Acting Chair & Ed Flash
 - 8.4. Discussion: Park Inventory
Nathan Stix, Acting Chair
 - 8.5. Update: New Commissioner
Nathan Stix, Acting Chair

9. **ADDITIONAL PUBLIC COMMENT**

Individuals who have not spoken previously during the meeting, or who wish to comment on a different subject, may sign up to speak.

10. **PLANNING CALENDAR**

Review of upcoming meetings, topics, and events.
NOTES: Next regular CAC meeting will be July 12.

11. **WORK SESSION - NONE**

12. **ADJOURNMENT**

If needed, attendees can provide public comment to the commission from a remote location using this [video conference link](#) and providing the passcode 237420 and meeting ID 886 5183 2826. Telephone-only users can dial 1-253-215-8782.

The City of Newcastle strives to foster an accessible (ADA-compliant) environment at city hall. Please contact the city clerk by noon on any meeting date for accommodation at cityclerk@newcastlewa.gov or 425.386.4102. Advisory commission meetings are electronically recorded.

Debbie Polsin
Community Events
Planner

Nathan Stix
Acting Chair

Vacant
VICE CHAIR

Ed Flash

Kim Van Atta

Shali De Souza

Amy George

Connie Forsberg



CITY OF NEWCASTLE

12835 Newcastle Way • Suite 200 • Newcastle, WA 98056-1316

DRAFT MINUTES

Community Activities Commission

Special Meeting

Wednesday, March 29, 2023

Held at City Hall

COMMISSIONERS PRESENT: Vice Chair Nathan Stix
Commissioner Kim Van Atta
Commissioner Debbie Polsin
Commissioner Shali De Souza
Commissioner Amy George
Commissioner Ed Flash

COMMISSIONERS ABSENT: Chair Patti Magers

STAFF & OFFICIALS PRESENT: Events & Recreation Coordinator Alexa Lowry
Parks & Trails Planner Daví de la Cruz
City Clerk Paul J. White

1. **CALL to ORDER and FLAG SALUTE**

Vice Chair Nathan Stix presided in the absence of Chair Patti Magers. He called the meeting to order at 7:00 p.m. and led the flag salute.

2. **ROLL CALL**

The city clerk called the roll. Commission Chair Magers was absent; all other commissioners were present. Without objection, Commissioner Magers was recorded excused. Events & Recreation Coordinator Alexa Lowry participated by video conference.

3. **AGENDA APPROVAL**

Without objection, the final agenda for March 29, 2023, was approved as presented.

4. **MINUTES APPROVAL**

Without objection, the minutes of the meeting of March 8, 2023, were approved as presented.

5. **PUBLIC COMMENT – None offered**

6. **COMMISSIONER COMMENTS and CELEBRATIONS**

Commissioner Van Atta reported that she attended the Newcastle Trails Annual Business Meeting on March 28th. She commented that she is proud and happy to live here where it is easy to get outside.

Commissioners Polsin, De Souza, George, Flash, and Vice Chair Stix all wished a happy spring to the community.

7. REPORTS

7.1 Events and Recreation Coordinator

Coordinator Lowry reported that she is out next week on medical leave for knee surgery. She should just be out a week. She mentioned that at the April 4th City Council meeting there will be a Volunteer Appreciation Week proclamation and invited commissioners to attend.

7.2 Committees

Newcastle Arts Council

Commissioner Flash reported on recent Arts Council activities, including a basic ballet for adults and create your own journal event at the library. He reported that the youth art exhibit is still up at the library. Upcoming events include origami and watercolor painting classes at the library, and various fundraisers. An art fair is planned in July.

Chamber of Commerce

Commissioner George reported on the Chamber's Diamond Awards, which are scheduled April 20 at the Stan Head Cultural Center at Aegis Gardens Newcastle.

Neighborhoods

Vice Chair Stix reported that there are 101 neighborhoods including townhomes and apartments. He reported receiving 19 responses from neighborhood leaders and will work with City staff to increase the contact list.

7.3 City Clerk

City Clerk White asked commissioners to confirm their contact information for the 2023 commission roster and reminded commissioners of individuals whose terms expire at the end of June 2023.

8. GENERAL BUSINESS

8.1 Discussion: Earth Day Event Planning

Parks & Trails Planner Daví de la Cruz and Commissioner Shali De Souza

Commissioner De Souza reported the plan to do an earth day month with many smaller events, rather than just one event on one day. Events would include adopt-a-drain, the recycling event, a tree planting, and emission reduction event. Commissioner De Souza talked about purchasing orca cards for the community to obtain free of charge, which would encourage using public transportation.

Vice Chair Stix expressed his agreement with the plan.

Events Coordinator Lowry said that the cards are ordered.

There was additional discussion on promotion and logistics.

8.2 Discussion: Parks Capital Improvement Project Update (See [presentation slides](#).)

Parks & Trails Planner Davi de la Cruz

Parks & Trails Planner Davi de la Cruz presented a Parks Capital Improvement Projects Update with the commission and answered various questions.

8.3 Discussion and Potential Action: Independence Day Fireworks

Events & Recreation Coordinator Alexa Lowry

Events Coordinator Lowry discussed a \$13,000 fireworks display for the 4th of July event. She looked into laser shows and discussed the idea of having mid-show fundraisers. Commissioners asked various clarifying questions.

MOTION: Commissioner Polsin moved to approve procurement of a fireworks display not to exceed \$13,000.

VOTE: The motion *carried*, 6-0:

In favor: Stix, Van Atta, Polsin, De Souza, George, Flash

Opposed: None

Absent: Magers

8.4 Discussion: Band for Independence Day

Events & Recreation Coordinator Alexa Lowry

Events Coordinator Lowry discussed an Independence Day band with the commission. She noted that Soul Siren was the band in 2019. Other bands were also thrown in the mix.

There was a desire from the commission to include food trucks at the event. There were also comments around booths for community groups and the City.

8.5 Discussion: Commission's 2023 Strategic Plan Implementation (See [adopted 2023 work plan and work plan implementation draft](#).)

Nathan Stix, Acting Chair

Previously, the commission considered its 2023 work plan in a joint meeting with the city council on January 17, 2023.

Commissioner George discussed nametags in regard to Strategic Direction 1. Deputy Chair Stix added business cards to the discussion.

Events Coordinator Lowry committed to working with City staff to get nametags and business cards ordered.

In regard to Strategic Direction 2, Commissioner George suggested including the teen community for completing the park inventory. Deputy Chair Stix suggested getting NYCE back in place to help mobilize volunteers for activities. Additional discussion ensued regarding youth volunteers and the number of youth that can be on the commission.

In regard to Strategic Direction 3, Deputy Chair Stix expressed a desire to establish a theme. It should be something that brings a smile to your face. Mr. Stix suggested Live,

Love, Smile. Commissioner De Souza has additional option to be sent out to the commissioners. All the commission will work on theme options. There was additional discussion about what the theme should be, guidelines around establishing a theme, and brainstorming what the community is.

Deputy Chair Stix will work with Commissioner George additional ideas around what the Newcastle Community is.

Deputy Chair Stix expressed the need for a commissioner to take on gathering volunteers. Commissioner George committed to taking on volunteers for Newcastle Days.

Commissioners Van Atta and Polsin will take on volunteer recognition.

8.6 Discussion: 2023 Committee Assignments (See [draft committee list.](#))
Nathan Stix, Acting Chair

Deputy Chair Stix provided various updates on Summer Event sponsorship. They have over 100 businesses to contact.

9. ADDITIONAL PUBLIC COMMENT – None offered

10. PLANNING CALENDAR

Commissioners reviewed upcoming meeting and event dates. The next regular Community Activities Commission meeting is May 10.

11. WORK SESSION – None

12. ADJOURNMENT

There was no further business, and the meeting adjourned at 8:29 p.m.

APPROVED by the Newcastle Community Activities Commission June 20, 2023.

ATTEST

Jayne Westman, City Clerk/HR Director



Community Activities Commission

2023 Summer Events Status Report – Agenda Item 7.1
June 14, 2023

Fireworks on the Lake CAC Lead = TBD

Fireworks: vendor (Alpha) is booked for 7/1 – NOT available 7/4

Band: Soul Siren (Contract in progress)

- AV Support: AT Productions (Contract in progress)
- Food Trucks: 7 food trucks confirmed
- Banner for Coal Creek Parkway: Should be up by Wednesday, June 14
- Schedule:
 - 6:00 – 8:00 PM: Food & Fun
 - 8:00 – 10:00 PM: Live Music by Soul Siren
 - 10:00 PM: Fireworks Show

Summer Concerts CAC Lead = Kim Van Atta

- Bands: All are booked. Proceeding with performance agreements.
 - July 26, Randy Lindner Band – CCR Tribute Band
 - Aug 2, Kings of Hollywood – Eagles Tribute Band
 - Aug 9, Main Street Band -Bob Segar Tribute Band
 - Aug 16, Seattle Gold Classic Hits Band;
- Food Trucks: Culinex Kitchens will provide list of food vendors
- Banner: Deadline for Fabrication = Monday June 19
- Schedule: 7:00 – 8:30 PM

Newcastle Days CAC Lead = Amy George

- Car Show: Sponsors finalized; poster done; web site updates and registration process updates complete
- Emcee: Lance Lambert, agreement initiated
- Band:
 - Cherry Cherry, agreement finalized
- Activities:
 - Inflatables (4 units), contract finalized
 - Junk Chime, contract finalized
 - Pony Rides, contract finalized
 - Petting Zoo
- Food Trucks: Culinex Kitchens will provide list of food vendors
- Banner: Deadline for Fabrication = July 31
- Schedule:
 - 10:30 Parade
 - 11:00 – 5:00 Events, food, vendor booths, inflatables, local performances
 - 6:00 – 7:00 Cherry Cherry performance

**Summer Concerts in the Park
CAC Booth Volunteer Sign-up for CAC Booth**

July 26: Randy Lindner Band

1) _____

2) _____

August 2: Kings of Hollywood

1) _____

2) _____

August 9: Main Street Band

1) _____

2) _____

August 16: Seattle Gold Classic Hits Band

1) _____

2) _____



2023 CAC Working Committees for Newcastle Days

Ideally, it'd be great to have two commissioners for each of the working committees below. You'll have support from Amy and/or Deb for each. Consider pulling in a community member(s)!

Activities: n/a – mostly complete for 2023 – but keeping as a placeholder for 2024!

Booths: Assist in recruiting vendors who CAC would like to see host a booth and help determine which applicants are accepted. Advise re event layout and connect with vendors on day of.

Commissioner 1 _____

Commissioner 2 _____

Entertainment (Stage): Help determine which acts are accepted. Assist in drafting stage schedule and emcee script. Serve as stage director for ½ day, assistant provided.

Commissioner 1 _____

Commissioner 2 _____

Marketing & Promo: Help execute Deb's plan to market and promote Newcastle Days. This might include writing copy, designing flyers, making videos, and live posting on day of.

Commissioner 1 _____

Commissioner 2 _____

Parade: Define CAC vision. Recruit and communicate with participants. Execute on day of.

Commissioner 1 _____

Commissioner 2 _____

Volunteers: Keep track of needs and recruit accordingly. Communicate expectations to volunteers. Work with Deb to design volunteer t-shirts and help prepare check-in materials.

Commissioner 1 _____

Commissioner 2 _____

Week of Celebration: Define CAC vision for this week and help execute.

Commissioner 1 _____

Commissioner 2 _____