



Carrboro Recreation & Parks Commission + Arts Committee Agenda

Date: **June 10, 2024**
 Time: **7:00pm**
 Location: **Zoom**
<https://townofcarrboro.zoom.us/j/86833713529?pwd=saXn7DST6mFTaxylKpX2sbYir99Nmh.1>

Type of Meeting: Regular Meeting

Members Present:

Members Absent:

AGENDA ITEMS	
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1.	Call to Order
2.	Introduction of Invitees
3.	Approval of Minutes – May 13, 2024 Meeting RPC – May 13, 2024 Meeting AC
4.	Poet Laureate Appointment Extension
5.	Summer Arts Apprenticeship Application Review
6.	Appoint IGPWG representative
7.	Carrboro Connects
9.	Other Business/Updates
10.	Next Meeting Agenda
11.	Adjournment

If you will be unable to attend this meeting, please contact the Recreation, Parks, & Cultural Resources Department at recparks@carrboronc.gov or 919.918.7364 during normal business hours.

Advisory Board Training Video Link

<https://www.townofcarrboro.org/CivicMedia?CID=Town-Clerks-Office-3>



TOWN OF CARRBORO • NC
RECREATION, PARKS &
CULTURAL RESOURCES

Carrboro Recreation & Parks Commission + Arts Committee Minutes

Date: **May 13, 2024**
Time: **7:00pm**
Location: **Zoom**
<https://townofcarrboro.zoom.us/j/86877406156?pwd=bSvyAt98Nyt0iFaEwlv6NKYkrjSZqQ.1>

Type of Meeting: Regular Meeting

Members Present: RP Commission - Chris Colvin, Debby Filer, Maggie Funkhouser, Drew Kelley
Arts Committee – Kelli Crispin, Shaundra Daily, Catherine Froelich, Tierney Sneeringer
Liaisons – JG Ferguson (Staff), Charles Harrington (Staff), Danny Nowell (Town Council), Meredith Ballew (CHCCS)

Members Absent: RP Commission – Viola Ahmed
Arts Committee – Wendy Smith, Lindsey Womack

AGENDA ITEMS

1.	Call to Order Crispin called the Arts Committee meeting to order at 7:08pm. Funkhouser called the RP Commission meeting to order at 8:02pm.
2.	Introduction of Invitees Members of each advisory board introduced themselves and their experience with their respective boards.
3.	Approval of Minutes – March 11, 2024 Meeting RPC – March 13, 2024 Meeting AC Sneeringer motioned to approve the Arts Committee minutes. Daily seconded. Motion carried. Filer motioned to approve the Recreation & Parks Commission minutes. Kelley seconded. Motion carried.
4.	Advisory Board Consolidation - Charges Both advisory boards reviewed a draft charge for the new combined Recreation, Parks & Cultural Resources Advisory Board. The draft may be modified if the Town Clerk determines adjustments are needed to the membership expiration dates to ensure staggered appointments and continuity of board members. Arts Committee – Crispin motioned to approve the draft RPCR Advisory Board charge as presented. Daily seconded. Motion passed unanimously.

	<p>Recreation & Parks Commission – Colvin motioned to approve the draft RPCR Advisory Board charge as presented. Funkouser seconded. Motion passed unanimously.</p> <p>Staff will share the draft charge with the Town Clerk. The timeline for consolidation is still to be determined. Items such as a new meeting date and time will be determined at a future date.</p>
5.	ARPA Mural Project RFP – The 203 Building
	The Arts Committee reviewed the draft Request for Proposals (RFP) for the ARPA Mural Project slated to occur at the new Town building at 203 S. Greensboro St. The members liked the focus on local or regional artists and suggested using language similar to the Summer Arts Apprenticeship where local Carrboro or Orange County artists may be given preference. Staff will move forward with the RFP and the advisory board will be involved during the selection process when the time comes.
6.	Appoint IGPWG representative
	Due to time constraints, item was tabled until a future meeting. The next IGPWG meeting is tentatively scheduled for October.
7.	Carrboro Connects
	Due to time constraints, item was tabled until the June meeting.
8.	Other Business/Updates
	Due to time constraints, no additional business or updates.
9.	Next Meeting Agenda – Elect officers
	Discussion occurred regarding the possibility of continuing to meet as a combined group prior to the official consolidation. A Doodle poll or similar may be sent to members for a potential date and time in June. Officer elections may be delayed until after consolidation becomes official.
10.	Adjournment
	Froelich motioned to adjourn the Arts Committee meeting. Crispin seconded. Funkhouser motioned to adjourn the Recreation & Parks Commission meeting. Filer seconded. Meeting adjourned at 8:19pm.

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memo

Date: June 10, 2024

To: Recreation & Parks Commission
From: Charles B. Harrington, Recreation Administrator
Subject: Poet Laureate Appointment Extension

The purpose of this item is to receive a recommendation from the Carrboro Poets Council to extend the appointment of Poet Laureate Liza Wolff-Francis by one (1) year. The previous Poet Laureate, Fred Joiner, was also extended to a third year.

Poets Council Member Gideon Young will present the recommendation to the Arts Committee with justifications for the potential extension. The Arts Committee will need to vote on the recommendation, which will then be shared with Town management and elected officials.

Attachments:

- N/A





memo

Date: June 10, 2024

To: Recreation & Parks Commission

From: Charles B. Harrington, Recreation Administrator

Subject: Jaquelyn Gist Summer Apprenticeship for the Arts Application Review

The purpose of this item is to review applications for the Jaquelyn Gist Summer Apprenticeship for the Arts for 2024. The budget allows for the Arts Committee to select one candidate with a \$3,000 stipend on two candidates with a \$1,500 stipend each.

The Arts Committee will need to vote to select the applicant(s) for the apprenticeship(s).

Attachments:

- Application – Nora Cleary
- Application – Phineas Field





TOWN OF CARRBORO • NC

**RECREATION, PARKS &
CULTURAL RESOURCES**

2024 Jacquelyn Gist Summer Apprenticeship in the Arts

Town of Carrboro 2024 Jacquelyn Gist Summer Apprenticeship in the Arts:

An award is available in the amount of \$1500-\$3000 to assist an emerging young artist in developing their talent through a summer apprenticeship. One (1) to two (2) apprenticeships are available for this year.

Purpose:

To encourage and support emerging young artists who are **residents of Orange County** by facilitating a summer apprenticeship with an Orange County artist or arts organization.

Eligibility:

Available to rising high school juniors and seniors, graduating seniors, as well as college students and those who have graduated from college in the last year.

Applicants must live in Orange County.

Applicants must have an interest in the Arts and have secured an apprenticeship with an Orange County artist or arts organization. The apprenticeship must be for at least 15 hours a week for at least 5 weeks. Please note that Carrboro Residents will be given priority consideration.

Projects:

Those needing assistance with artist placement or with ideas for projects may contact arts@carrboronc.gov for assistance. See potential options at the end of this application

Deadline: May 31, 2024 at 5:00pm

SAMPLE APPRENTICESHIP #1

Organization: The ArtsCenter

Job Title: ArtSchool Intern

Reports to: Director, ArtSchool

Job Overview

This position will support administrative operations of the ArtSchool, the ArtsCenter's adult and teen class program. The ideal candidate is detail-oriented, self-motivated, and is comfortable working with data input. The contract is temporary.

Responsibilities

- Assist with writing and sending out contracts to teaching artists
- Assist with inputting class details into Amilia, our scheduling platform, and proofreading for accuracy
- Assist with ensuring consistency of class information across website, print catalog, and contracts
- Send pre-class emails and post-class surveys to students
- Organize information that comes back on surveys so it can be easily interpreted. Edit, sort, and send feedback to instructors
- Assist with tracking the start and end dates of classes, the number of registrants, and whether the class will run
- Other duties as assigned

Qualifications

- Strong attention to detail
- High level of confidentiality and discretion
- High level of reading comprehension; ability to proofread carefully and accurately
- Ability to work at a computer screen for long periods of time
- A passion for working with artists/in the arts is a strong plus!

SAMPLE APPRENTICESHIP #2

Organization: The ArtsCenter

Job Title: Makerspace Intern

Reports to: Associate Director, ArtSchool : Makerspace

Job Overview

The Makerspace Intern will play a key role in supporting the operations of the Makerspace at The ArtsCenter. As a Makerspace Intern, you will assist users in navigating the space, ensure equipment and tools are maintained, and help cultivate a creative and safe environment for all. This role requires evening and weekend shifts, making it ideal for students. The contract is temporary.

Responsibilities and Duties

User Assistance: Offer friendly guidance to Makerspace visitors, assisting with equipment usage,

troubleshooting projects, and providing support throughout the creative process.

Equipment Maintenance: Oversee the operation and upkeep of Makerspace equipment, including 3D printers and laser engravers. Secure tools and spaces when not in use to maintain safety and security.

Safety Compliance: Ensure all users adhere to safety protocols and guidelines. Foster a culture of safety within the Makerspace.

Community Outreach: Help promote the Makerspace by organizing events and engaging with the community. Participate in marketing efforts and moderate online discussions.

Recordkeeping: Keep accurate records of Makerspace activity, including equipment use and user feedback. Communicate any issues or needs to the Associate Director (Makerspaces).

Qualifications

- Passion for arts, crafts, and the maker community.
- Basic technical knowledge to assist with equipment operation and troubleshooting.
- Strong attention to detail and organizational skills.
- Ability to work both independently and as part of a team.
- Physical ability to perform necessary tasks, with reasonable accommodation available to ensure accessibility for all.

Additional Information

This position requires flexibility in working hours, with evening and weekend shifts as needed. The role is ideal for individuals seeking practical experience in a creative environment and those interested in contributing to a vibrant community.

SAMPLE APPRENTICESHIP #3

Organization: Town of Carrboro

Job Title: Public Art Inventory Coordinator

Reports to: Recreation Administrator & The Arts Committee

Job Overview

The Public Art Inventory Coordinator will be responsible for gathering information related to public art throughout the Town of Carrboro to assist in the creation of a public art inventory database.

Responsibilities and Duties

- Identifying public art throughout the Town of Carrboro, documenting information about each piece
- Communicating with property owners, artists, etc. to learn aspects about artwork identified
- Photographing and documenting locations
- Inputting information into a master spreadsheet

- Working with staff of the Recreation, Parks & Cultural Resources Department
- Reporting to the Arts Committee

Qualifications

- Passion for the arts.
- Basic knowledge to evaluate and describe artwork to populate an inventory database.
- Strong attention to detail and organizational skills.
- Ability to work both independently.
- Physical ability to perform necessary tasks, with reasonable accommodation available to ensure accessibility for all.

Additional Information

This position is project-based with an estimated 15 hours per week. Candidates with the ability to capture the artwork (murals, sculptures, etc.) via photo are encouraged to apply.

For more information, please contact:

Carrboro Arts Committee
c/o Charles Harrington
100 N. Greensboro St.
Carrboro, NC 27510
Email: arts@carrboronc.gov

Applicant Information:

Name

Nora	Cleary
First	Last

Address

302 Blueridge Rd

Address Line 1

--

Address Line 2

Carrboro	North Carolina	27510
City	State	Zip Code

Email

cleary.nora.a@gmail.com

Phone

(919) 869-9195

Date of Birth

12/3/2005

College Information:

School Attended/Attending:

Year in School:

Graduation Date:

Degree:

Apprenticeship Location:

Proposed Apprenticeship Site:

I'm primarily interested in the ArtSchool intern position or something like it, but all the sample internships presented look wonderful!

Name of Apprenticeship Supervisor:

First

Last

Apprenticeship Address

Address Line 1

Address Line 2

City

State

Zip Code

Please have your apprenticeship supervisor send an email (arts@carrboronc.gov) stating that you will be working for them this summer along with what project(s) you will be involved with during the apprenticeship.

Resume:

Please include a **copy of your resume**. Include any related classes, projects, and activities.

References:

Please include two (2) letters of reference with your application.

Upload Resume & References

Nora Cleary Reference Letter.pdf

LetterOfRecommendation_Cleary.pdf

Nora Cleary Resume Arts Apprenticeship.pdf

Please include two (2) letters of reference with your application.

Please answer the following questions:

What art form(s) do you participate in?

I enjoy drawing and painting, both digitally and traditionally. I also sew some of my own clothes and stuffed animals. Additionally, I dabble in digital music production.

Why are you interested in pursuing a career in the Arts?

Art has always been very important for me as a way to express my creativity and share my thoughts and feelings with others. As I've gotten older, art has become a crucial part of my life, serving as a touchstone for me to return back to. When I'm busy or stressed, my art allows me to decompress and refocus myself. Drawing, painting, and sewing are all grounding experiences for me, and I plan to continue coming back to them as a source of relaxation, expression and happiness for the rest of my life.

Why are you choosing this apprenticeship?

I'm interested in a position like the ArtSchool intern or something similar. I have previous experience doing related administrative and data management work for the Science Olympiad club at my school and I'd like the opportunity to expand on that experience while having the opportunity to work with other artists. I'm also interested in helping others get involved in the arts to explore their own passions however possible.

What do you hope to learn this summer?

I would like to improve and develop my skills, whether that be in the arts, administration, communication, or another field. I would also love get the chance to learn from and work with other artists in the community.

Signature

Today's Date

5/31/2024



Nora Cleary

Carrboro, NC 27510

919.869.9195

cleary.nora.a@gmail.com

EDUCATION

Chapel Hill High School - Chapel Hill, NC

Projected Graduation: June 2024

- Weighted GPA: 4.6

WORK EXPERIENCE & COMMUNITY ENGAGEMENT

- Morehead Planetarium, Chapel Hill, N.C., 2023 - 2024
Volunteer, Teen Advisory Board Member
Provide input on education and outreach programs. Organize events featuring scientists presenting their work to middle and high school students.
- Chapel Hill Public Library, Chapel Hill, N.C., 2023 - present
Volunteer, Shelving Assistant
Shelve books throughout the library, shelf-read to maintain organization in fiction and nonfiction sections, and assist patrons in finding materials.
- Piedmont Wildlife Center, Durham, N.C., 2022 - 2023
Counselor in Training III
Plan and lead group activities for campers, provide conflict resolution, anticipate group needs, share information and encourage passions for the natural world.
- Piedmont Wildlife Center, Durham, N.C., 2019 - 2022
Volunteer, Counselor in Training I & II
Provide support to counselors, work with campers one-on-one or in small groups, lead group activities, encourage excitement for the outdoors.

AWARDS & RECOGNITION

- National Honor Society, Chapel Hill High School, 2023 - present
- AP Scholar with Distinction, 2023
- National Merit Scholarship Finalist, 2023

EXTRACURRICULAR ACTIVITIES

- Science Olympiad, Vice President, 2020 - present
- Cross Country, Indoor, Outdoor Track, Senior Captain, 2020 - present
- SAVE Promise Club, Graphic Design and Social Media Manager, 2022 - present

SKILLS & QUALIFICATIONS

- Certified Information Technology Specialist in Java
- CPR Certified
- Google Workspace
- Conversational Spanish

HOBBIES

- Digital drawing and painting
- Traditional drawing and painting
- Sewing plushies and clothes
- Digital music production

RELATED PROJECTS

- Tracking form responses, communicating to members, and organizing data for the Science Olympiad club
- Design and painting of murals for school walls
- Pattern, design and sewing of oversized plush animals
- Design and sewing of prom dress and Halloween costumes

Chapel Hill High School
9217 Seawell School Rd.
Chapel Hill, North Carolina, 27516
Telephone: 919.929.2106

Dr. Steven Sullivan, Principal
Shelba Levins, Associate Principal

Dorian Locklear, Assistant Principal
Ally Scercy, Assistant Principal

Garrison Reid
Chapel Hill High School
greid@chccs.k12.nc.us

To Whom It May Concern:

Over the 2023-2024 school year, I had the opportunity of working with Nora Cleary at Chapel Hill High School. Throughout the year, Nora has displayed an attitude and effort that makes her one of the strongest students in this year's AP Computer Science A course.

Though Nora came into the course with minimal coding experience, she excelled and was one of the top students in this year's Computer Science A class. She's highly organized and focused on the task at hand. She's intelligent and very hard-working. All these habits and behaviors make for a strong student that is a pleasure to have in class.

Nora's leadership skills extend beyond academics. As a leader of the school's Science Olympiad club, she brings this skillset to help organize and manage the club. As Science Olympiad students prepare for competitions, the success of the club depends on tracking event selection and preparation progress. Nora supports the club in her data input and management, which will be extremely helpful as she works with other programs and projects.

As her transcript shows, Nora is a great student in all courses. However, a transcript doesn't show the equally impressive levels of her focus and her leadership abilities. I recommend Nora Cleary without hesitation. Through her hard work and dedication, I am confident Nora will make Chapel Hill High School, and your organization proud.

Sincerely,



Garrison Reid
Teacher, AP Computer Science A
Chapel Hill High School



Will Freund
Community Engagement Specialist
Morehead Planetarium and Science Center
250 E Franklin St. Chapel Hill, NC 27519
919-445-8434 | wfreund@unc.edu

To Whom it May Concern,

For her senior year in high school, Nora applied and joined Morehead Planetarium and Science Center's Teen Advisory Board that assists in coordinating our monthly Teen Science Café program each month during the school year. As a Teen Advisory Board member, your objective is to design, develop, plan, and execute a monthly science talk program inviting local STEM experts to give a presentation and facilitate a hands-on activity related to that activity.

As a Teen Advisory Board member, Nora was a valuable member of the team, always on time, engaged, and willing to pitch in to help. It was exciting to see the confidence that Nora gained in this position working on her public speaking and team building skills over the last year. During her time with Morehead, Nora has researched potential speakers, helped set up for programs, led the welcome table, and has been our opening speaker to a café.

To be successful on the Teen Advisory Board requires attention to detail, consistent email communication, the ability to effectively communicate with a wide variety of professionals, and strong interpersonal skills to engage with program attendees. I am confident that the skills Nora has and those that she has gained over the last year will translate well into this internship. She is always eager to learn new skills, step out of her comfort zone, and work together as a team to ensure the best outcome.

Please let me know if you have any questions or would like to discuss Nora's qualifications further. I would be happy to discuss.

In Science,
Will Freund

To whom it may concern,

It's my absolute pleasure to recommend Nora Cleary for the Jacquelyn Gist Summer Apprenticeship in the Arts.

I have been Nora's supervisor at Piedmont Wildlife Center for the last three years. During that time I worked with Nora as she progressed through our Counselor In Training (CIT) program. As a CIT 1 Nora met the expectations given to her as she connected with campers and participated in games and activities. During the summer of 2022, Nora spoke with me about taking on more responsibility and leveling up to become a support counselor. It was commendable to see someone Nora's age take the initiative to speak with her supervisor. It was also a request I was extremely happy to support Nora in because it was clear she had the intelligence, confidence, and care to be in charge of our camp groups. In August 2023, Nora had been promoted to our internship program.

I thoroughly enjoyed my time working with Nora and can attest that she is truly a valuable asset to any team. She is honest, dependable, and incredibly hard-working. If there were any conflicts in her work schedule she communicated them quickly and clearly. If I gave instructions during a morning meeting that were unclear she would ask for clarification. If there were any issues with safety Nora always kept me informed. Nora's communication skills and her ability to keep track of the constant day-to-day changes of a summer camp were a huge asset when working in child care.

Along with her undeniable talent, Nora has always been an absolute joy to work with. Her creativity was a huge asset during any week of camp. In the morning when campers were dropped off and were often nervous about meeting new people, Nora was a friendly face. She invited campers to color, make friendship bracelets, or weave the invasive stilt grass into a huge quilt. During afternoon activities, I always trusted Nora to lead our Arts & Crafts group. She would often introduce new types of activities that kept the campers engaged. She excelled at meeting kids at their level, giving them a voice, and making them laugh. Without a doubt, I confidently recommend Nora.

As a dedicated and knowledgeable employee and an all-around great person, I know she will be a beneficial addition to your organization. Please contact me at 630-525-0724 if you have any questions or need clarification. I'd be happy to expand on my recommendation.

Best
Emma DiLeonardi



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- Strong attention to detail
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- Passion for arts, crafts, and the maker community.
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Additional Information

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SAMPLE APPRENTICESHIP #3

Organization: Town of Carrboro

Job Title: Public Art Inventory Coordinator

Reports to: Recreation Administrator & The Arts Committee

Job Overview

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- Photographing and documenting locations
- Inputting information into a master spreadsheet

- Working with staff of the Recreation, Parks & Cultural Resources Department
- Reporting to the Arts Committee

Qualifications

- Passion for the arts.
- Basic knowledge to evaluate and describe artwork to populate an inventory database.
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Additional Information

This position is project-based with an estimated 15 hours per week. Candidates with the ability to capture the artwork (murals, sculptures, etc.) via photo are encouraged to apply.

For more information, please contact:

Carrboro Arts Committee
c/o Charles Harrington
100 N. Greensboro St.
Carrboro, NC 27510
Email: arts@carrboronc.gov

Applicant Information:

Name

<input type="text" value="Phineas"/>	<input type="text" value="Field"/>
First	Last

Address

Address Line 1

Address Line 2

<input type="text" value="Chapel Hill"/>	<input type="text" value="North Carolina"/>	<input type="text" value="27517"/>
City	State	Zip Code

Email

Phone

Date of Birth

7/9/2008

College Information:

School Attended/Attending:

Carrboro High School

Year in School:

Sophomore

Graduation Date:

June 2026

Degree:

Apprenticeship Location:

Proposed Apprenticeship Site:

The Arts Center

Name of Apprenticeship Supervisor:

Tyler

First

Dennis

Last

Apprenticeship Address

400 Roberson Street

Address Line 1

Address Line 2

Carrboro

City

North Carolina

State

27510

Zip Code

Please have your apprenticeship supervisor send an email (arts@carrboronc.gov) stating that you will be working for them this summer along with what project(s) you will be involved with during the apprenticeship.

Resume:

Please include a **copy of your resume**. Include any related classes, projects, and activities.

References:

Please include two (2) letters of reference with your application.

Upload Resume & References

Phinny Recommendation.pdf

Black White Yellow Modern Creative Urban Resume.pdf

Please include two (2) letters of reference with your application.

Please answer the following questions:

What art form(s) do you participate in?

I like to dabble in many different art forms, but the majority of my creativity goes towards performing arts. I love to sing, dance, and perform, as well as writing my own shows! I also enjoy drawing in my sketchbook, using alcohol markers, and digital art. I've gotten certified in 3D modeling and spent my quarantine practicing the art of digital animation.

Why are you interested in pursuing a career in the Arts?

I am interested in pursuing an arts career because I've always felt more relaxed when creating. Whether I'm creating a musical or a drawing, time just seems to float away. I hope I can also inspire others to experience the beauty of creation.

Why are you choosing this apprenticeship?

I am choosing this application because I am interested in a career in the arts, and this seems like a great way to start! I also love to help people around me create, and I hope this opportunity will allow me to work with fellow artists.

What do you hope to learn this summer?

This summer I hope to learn how to help people kinder their creativity, and how to work with art equipment. I hope to be a better artist at the end of this amazing opportunity.

Signature

Today's Date

5/31/2024

A handwritten signature in black ink that reads "Miness Fido". The signature is written in a cursive, flowing style.



PHINEAS FIELD

PRODUCER, ARTIST,
DESIGNER



Date Of Birth July 9th 2008
Current Residency Chapel Hill, NC

CONTACT DETAILS

☎ 984-291-6080

✉ pdfieldo@gmail.com

CAREER SUMMARY

I love creating new things, whether it's on the stage, in my sketchbook, or just in my head, creativity seems to follow me everywhere. I've been a Producer for Woodshed Arts, a co-founder for a mini-company with my cousins (Breadland!!), and a digital animator.

EDUCATION

2022 - Present : **High School**
Rising Junior at
Carrboro High
School

EXPERIENCES

PRODUCER FOR WOODSHED ARTS

WOODSHED ARTS - WOODSHEDARTS.ORG
AUGUST 2023 - PRESENT

- ✓ Helped in writing, singing, and performing Woodshed Art's first original musical
- ✓ Worked to find venues and fundraising sites for Woodshed Arts
- ✓ Designed an original logo for Woodshed Arts as well as posters and show programs
- ✓ Served as head communicator between actors, techies, and directors

SKILLS

Graphic Design

I've designed logos, T-shirts, and brands.

Communication

Emails. So many emails. I've coordinated bake sales, shows, and rehearsals. Managing people is my forte.

People Skills

I am the definition of an extrovert, I love meeting new people and befriending them!

Organizing

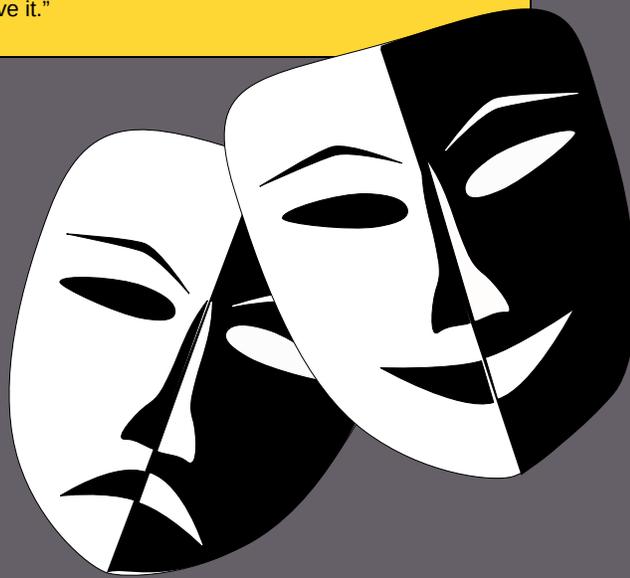
I keep myself busy, so staying organized in my time and my space has always been a must.

Problem-Solving

Technical difficulties? Scheduling nightmares? In the wise words of Vanilla Ice, "If there was a problem yo I'll solve it."

OTHER ACTIVITIES:

- Participant in five shows produced at Carrboro High. Musicals are my favorite! Especially those with tap dancing :)
- Volunteer with TABLE, Special Olympics, and Reality Ministries
- President of Carrboro High Pickleball Club
- Creative Writing Student at Carrboro High



Charles Harrington

From: Tyler Dennis <tdennis@artscenterlive.org>
Sent: Friday, May 31, 2024 3:40 PM
To: arts
Subject: Arts Apprenticeship Candidate Recommendation

Hello!

I believe that Phineas Field would be an excellent candidate for the Jacquelyn Gist Summer Arts Apprenticeship! He plans on volunteering for me at the ArtsCenter Makerspace this summer. His experience and enthusiasm will be a tremendous boon to our community, and a great asset to me in helping maintain and organize our spaces. We've even begun making plans for him to lead some workshops in 3D modelling and digital painting, and I have hopes that his experience in theater will help motivate us to have more dramatic performances here in our space. I am excited to work with them this summer and have encouraged them to submit their application for the apprenticeship today. Please let me know if you need anything else from me, thanks!

Tyler Dennis (he/they)

Associate Director, Artschool : Makerspace

Phone 919.821.5406

Web artscenterlive.org

Email tdennis@artscenterlive.org

400 Roberson St., Carrboro, NC 27510



Celebrating 50 Years of Creating
Art, Cultivating Community

Phinny Field Reference Letter

May 31, 2024

Dear Carrboro Arts Center,

As the leader of a program called “Musical Madness,” where I guide a group of kids in the creation and performance of a brand new musical, I have had the great privilege of working with Phinny Field each summer for the last eight years. His creativity and humor have made every production richer, his sense of camaraderie and community have brought each group closer, and his dedication and follow through have ensured each show’s success. I have gotten to work with Phinny even more closely over the last year as he has taken the reins for a year-long Musical Madness venture through our new arts organization, Woodshed Arts. Phinny has been the clear group leader and facilitator, booking space, organizing fundraisers, and serving as point person in rehearsal and out. All of this is thoughtfully done with a grounded sense of joy and fun and a respect and love for those around him.

I would be very happy to go on and on about Phinny—please feel free to contact me at creighton.iron@gmail.com or (919) 801-7814 to talk more.

All my best,

A handwritten signature in black ink that reads "Creighton Irons!". The signature is written in a cursive, flowing style.

Creighton Irons
Artistic Director, Woodshed Arts



memo

Date: June 10, 2024

To: Recreation & Parks Commission

From: JG Ferguson, Recreation Parks & Cultural Resources Director

Subject: Appoint IGPWG Representative

The Recreation & Parks Commission needs to appoint a member to the Intergovernmental Parks Work Group (IGPWG). The Commission's last appointee is no longer an active member.

The IGPWG is a working group from those within Orange County including City of Mebane, Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, and Orange County that meets bi-annually. The next meeting is tentatively scheduled for Wednesday, October 9th at 5:30pm. The location is TBD and may be held virtually.

Attachment:

- Minutes from October 2023 meeting



Intergovernmental Parks Work Group

Agenda

April 10th, 2024

5:30 p.m.

Virtual Meeting (via Teams link)

- 5:30** **1. Welcome / Call to Order**
Amy Fowler / Orange County Commissioner
- 5:35** **2. Introductions / Review of Meeting Notes** (Attached)
Amy Fowler / Orange County Commissioner
- 5:40** **3. Presentation - Eno-New Hope Landscape Conservation Plan**
Bo Howes / Triangle Land Conservancy
- 6:00** **4. Brainstorming Session – For facility and recreation collaboration opportunities amongst jurisdictions and partners**
David Stancil / Orange County
- 6:20** **5. Interactive Parks and Trails Maps Updates**
Kalani Allen / Orange County
- 6:25** **6. What's on the Horizon? / Park Plans and Local Updates** (5 mins max)
 a. City of Mebane
 b. Town of Chapel Hill
 c. Town of Carrboro
 d. Town of Hillsborough
 e. Orange County
 f. Others
- 7:00** **7. Adjournment** – Next meeting October 9, 2024 (in person??)

Intergovernmental Parks Work Group

Meeting Notes of October 25, 2023

1. Welcome / Call to Order/ Introductions

Commissioner Amy Fowler- Called the meeting to order. She asked during introductions to include a favorite trail in Orange County or outside of the County.

Bo Howes – Director of Land Protection & Stewardship; Brumley Trails managed by Triangle Land Conservancy.

Dave Stancil- Director of the Orange County Department of Environment, Agriculture and Parks & Recreation; Little River Regional Park trail.

Susan Romaine – Mayor Pro Tempore, Carrboro Town Council; Bolin Creek Greenway where she goes almost daily.

Aaron Davis - Recreation and Parks Director, City of Mebane; Lake Michael trails.

J.G. Ferguson - Director Carrboro Recreation and Parks; trail in Wilson Park.

Charles Harrington – Carrboro Recreation Administrator; trail in Adams Track.

Brandi Brinker – Carrboro Recreation and Parks Facilities Administrator; new to Carrboro doesn't have a favorite park yet.

Robb English - Hillsborough Board of Commissioners; Hillsborough River Walk and Brumley South.

Atuya Cornwell- Director of the Town of Chapel Hill Parks and Recreation Department. Bolin Creek is his favorite park and likes to take a long walk to Umstead.

Renuka Soll – Chapel Hill Parks Greenways and Recreation Commission Representative; Carolina North trail.

Adam Searing – Town of Chapel Hill Councilmen; Carolina Outdoor Center trails on UNC campus.

Stephanie Trueblood- Public Space and Sustainability Manager for the town of Hillsborough; favorite trail is Confluence.

Kim Livingston – Director of Conservation & Stewardship Eno River Association; Confluence and Panther Brand.

Kalani Allen- Communications Manager, Orange County Department of Environment, Agriculture and Parks & Recreation; Fairview Park walking trail.

Abby Mattingly – Administrative Support, Orange County Department of Environment, Agriculture and Parks & Recreation. She is new to the area and likes Blackwood Farm Park

Myra Austin – Senior Centers Administrator – Orange County Department on Aging; shared she is a month away from retiring after 35 years of service; favorite trails is Brumley.

Nikiya Cherry – Recreation Assistance Director for Parks and Recreation Chapel Hill; Her favorite trail is Bolin Creek.

Veronica Beattie Pean joined later.

2. Review of Meeting Notes

Commissioner Fowler asked if anyone had any revisions or comments. (None were submitted prior to the meeting). No objections to meeting notes.

3. Great Trails State Day - October 21st / YOTT

Dave Stancil – Orange County – Dave introduced the item. He provided information that the Great State Trails Coalition may make the Great Trails State Day an annual event.

Orange County DEAPR held events at Hollow Rock Nature Park and participated in Triangle Land Conservancy event that day with a hike at Brumley North. A guided historical guided hike on November 18th will be held at Blackwood Farm Park.

Bo Howes – Triangle Land Conservancy

About 200 people attended the Wild Ideas event at Brumley North and South. For the day there were opportunities for hikes, exhibitions, and bird watching with groups like the Feminist Bird Club of Durham.

Aaron Davis – City of Mebane

Shared that Mebane Trail Rangers, (a mountain biking group) held an event a few months ago. Hiker: climber enthusiast, Jennifer Far Davis attended and spoke at the Mebane Community Park then led a hike along the Mountain – to- Sea Trail.

J.G. Ferguson – Town of Carrboro

Golden Trail series for active adults in the 50+ age group. Held two hikes so far and have two additional hikes in November and December.

Town of Carrboro held a clean sweep long the greenway system and bikeways.

Atuya O. Cornwell - Town of Chapel Hill

Adopt a Trail program.

Take a Kid Mountain Bike Day – about 30 participants attended.

National Trails Day in June 5k walk at Community Park. Some participants who were cancer survivors shared their experiences about utilizing the trails. This led to a new program called “Walk to Wellness” an 8-week program that kicked off in October.

Arbor Day in November – Chape Hill Community Center and Bolin Creek

Stephanie Trueblood – Town of Hillsborough

Invasive Species Removal along Riverwalk. Pete Shubert from the Invasive Plant Council and the Eno River Association Board led a group along Riverwalk to identify invasive plants and create a strategy for non-chemical removal. Have been leading invasive species removal days.

4. Upcoming Capital Parks/Trail Projects – Planning for April 2024 Review

David Stancil- Orange County Discussed Parks, Open Space planning for next meeting. Looking for opportunities to partner and work together. Gave background to past collaborations of towns and county working to create new parks. Discussed the Composite Countywide Plan for Parks and Trails Existing and Proposed in February 2006. Suggested that reviewing any parks and recreation master plans created since 2007 and see any new opportunities that may be presented. Suggested to create a new map and update information of new inventory of parks and recreation spaces.

Commissioner Fowler- Asked if there are new areas that need to be updated on the map. She noticed that the MST was not included on the map. She said connectivity would be high on her priority list.

Stephanie Trueblood- Town of Hillsborough Suggested that the GIS data from the Interactive Trails Map would be a great start to build upon an updated map. Using a polyline file as a base layer. She asked about funding and asked whether the point of this project is to find ways for the County to participate in planned municipal projects.

Bo Howes – TLC would like to be captured in the map and would be glad to share GIS data.

Atuya Cornwell -Town of Chapel Hill In the process in updating Comprehensive Master Plan. Plan to have public and community engagements, review established documents.

5. Trail intersections in need of signs/trail markers – how does your agency receive feedback?

Myra Austin – Myra discussed one of the goals of the Orange County Master Aging Plan, “Optimized usability of outdoor spaces and buildings for older adults which has an emphasis on trail intersections as

it relates to signage and trail markers.” She asked the group how information is gathered from the public, older adults, for when trail markers or signs are needed.

Stephanie Trueblood -Town of Hillsborough – Trail has a unique address point every one-tenth of a mile. These points are added into the emergency services database. Installed directional signage at each intersection. Hopes to extend this same service to the next greenway in the Town as it has been helpful to emergency services and the public.

JG Ferguson- Town of Carrboro – Has identified that this is a need. Stressed the connectivity of trails with Town of Chapel Hill and collaborating with each other.

Bo Howes – Triangle Land Conservancy – Has directional signage at every intersection. Partnered with emergency services to show them the layout of the preserves. He also talked about accessibility and how TLC is updating information about the trails to be more accessible. Bird Ability set up by the Audubon Society is a tool that TLC is using to update an adequate description of the trails.

Atuya Cornwell – Town of Chapel Hill. Department has had conversation with inner town department centered around mobility. Ways that they receive feedback are signage with contact numbers and SeeClickFix webtool. A recent project on AD accessibility was recently completed with feedback provided about facilities, parks, greenways, and town facilities.

David Stancil – Orange County Most of trails are included within parks. This allows people to communicate with the park manager on site or call county offices to discuss signage issues or concerns. Have coordinated with Sherrif Offices to insure there is coordination when it comes to interlocal county property.

Robb English – Hillsborough Board of Commissioners Provided his insight as a park patron in his hometown in Eugene Oregon. They have a system called Park Watch where people can submit suspicious activity and maintenance needs. This signage has QR code in the park where people can utilize it to submit information.

6. Interactive Parks and Trails Maps Updates

Kalani Allen presented on the Interactive Parks and Trails Map. Reviewed that some links are broken within the map and will reach out to departments to get updated websites. Future goals for updating the map include, removal of duplicate trails, add additional icons for accessibility, storybook trails. Stancil gave an overview of the background of the map and the groups effort to create it.

Stephanie Trueblood – Town of Hillsborough Discussed that people are moving away from searching a website and utilizing apps like AllTrails. She suggested that the trails be accessible in AllTrails and would be happy to help do that task.

David Stancil – Orange County He said that he would be interested in seeing what the web usage is on the Interactive Parks and Trails map.

7. What’s on the Horizon? / Park Plans and Local Updates

Atuya Cornwell - Town of Chapel Hill Updated that in October, *Nikiya “Nikki”* was promoted into her new role. Prior she served the last five years as the Recreation Division Manager. In her new role she will be leading the recreation division and business operation division.

- Comprehensive Master Plan
- Received funding for Penny for Parks from Town Council to address capital infrastructure needs.
- Inclusive Playground Project at Chapel Hill Community Center- ARPA funded project
- Remodeling the Skate Park – ARPA funded project
- Morgan Creek Trail project – Planning and preliminary design finished.
- Renaming celebration for the Hargraves Park Northside Gym – Nate Davis Sr Gymnasium and Fred Battle Court (two long time town employees.)

- Haunted Hill and Trunk or Treat at Community Center Park with a movie in the park

b. Town of Carrboro

JG Ferguson – Town of Carrboro Welcomed Brandi Brinker again as the new facilities administrator. Thanked Charles Harrington for being interim director of recreation and parks during the transitional time.

- Carrboro Town Music Festival
- Poetry Festival
- November Film Festival
- Halloween Festival
- Bolin Creek went through a community engagement process. Received over 1700 completed surveys from residents with 700 comments. Creekside Trail was the preferred route.
- Has easements that will need to be required
- 203 Project Partnership with Orange County Library still underway. Plan to be in the new building in September. This new building will provide office space, programming, and community space.

c. Town of Hillsborough

Stephanie Trueblood - Town of Hillsborough

- Town celebrating Arbor Day next month November 15th. The event will be held at the Dorothy Ann Johnson Community Center in the Fairview Community. Tree Board members and Fairview community watch members will be present.
- Recently held an Engaged Hillsborough event with the topic of connectivity. This is a new series for the Town that is designed to let staff and community members meet and build relationships.
- Two studies are underway about shared use paths (roadside greenways), South Churton Street Multimodal study to be wrapped up in the next couple of months. This study is about Bike and PED and vehicular movements and safety from I-40 to downtown Hillsborough.
- Partner with Orange County on the HWY 70 corridor multimodal and modernization study.
- Planning the Ridgewalk Greenway, Phase 1 has been completed. Plan to do a Phase 2 to look at possible steps to make connections for the future train station property to downtown.
- Parks and Recreation Board are working on updating the master plan for Kate's Creek Park. One focus is the multiuse competition size soccer field at the park. The board will discuss some additional uses for the space such as basketball courts since there is a shortage.
- Final designs for the skate park have been submitted and construction will be held off to after the holidays. Anticipate the completing to be Summer of 2024.

d. Orange County

David Stancil – Orange County

- Blackwood Farm Park Historic Hike November 18th.
- Possible MST connectivity announcement at the end of the year.
- Countywide trails plan project underway. BikePed plan project is being coordinated by Nish the Orange County Transportation director.
- Perry Hills Minipark located on a 2-acre lot in Efland draft master plan has been created and will be shared with the Orange County Board of County Commissioners at a November meeting.
- Orange County Parks and Recreation Council currently doing a mid-plan review of the Parks and Recreation Master Plan adopted in 2014.
- Halloween event Spooktacular to be held at Central Recreation Center.
- Blackwood Farm Park events since the grand opening in May have been held.
- Disc Golf Course at Blackwood Farm Park discussion still underway. Meeting with designers and hope to have a contract before the end of the calendar year.

- Little River Regional Park bike skills course partially installed with assistance with Triangle off Road.
- Additional tennis and pickleball design in the finishing stages for Fairview Parks
- Plans in Orange County underway: Strategic Plan, Land use Plan, Trails Plan and Bike Plan
- Blaze Orange Mountains to See Trail event October 29th at Eno River Brewing. Funds from this event will go towards the Mountains to See Trail.

e. City of Mebane

Aaron Davis- City of Mebane

- Lake Michael –
 - Spillway renovation will likely cause the park to be shut down for a year. Trails expansion, removal of old wooden pier, possible removal of the boathouse.
 - Lake Michael Connector that will tie into other greenway networks.
 - Comprehensive Master Plan and Bike PED Plan, contracting firm spoke with advisory boards in the city.
 - Halloween event was held in downtown Mebane on Saturday. Expanded the event to have a maker's market, farmer's market, and decorated Jeeps. Chili cookoff will also take place.

f. Others

- None

8. Adjournment – Next meeting April 10th, 2024 (in person??)

Meeting was adjourned at 6:56pm

1. Welcome / Call to Order/ Introductions

Commissioner Amy Fowler- Called the meeting to order. She asked that during introductions to include a favorite trail in Orange County or outside of the County.

Bo Howes – Director of Land Protection & Stewardship; Brumley Trails managed by Triangle Land Conservancy.

Dave Stancil- Director of the Orange County Department of Environment, Agriculture and Parks & Recreation; Little River Regional Park trail.

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Myra Austin – Senior Centers Administrator – Orange County Department on Aging; shared she is a month away from retiring after 35 years of service; favorite trails is Brumley.

Nikiya Cherry – Recreation Assistance Director for Parks and Recreation Chapel Hill; Her favorite trail is Bolin Creek.

Veronica Beattie Pean joined later.

2. Review of Meeting Notes

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3. Great Trails State Day - October 21st / YOTT

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Bo Howes – Triangle Land Conservancy

About 200 people attend the Wild Ideas event at Brumley North and South. For the day there were



memo

Date: June 10, 2024

To: Recreation & Parks Commission

From: JG Ferguson, Recreation Parks & Cultural Resources Director

Subject: Carrboro Connects

Staff was recently assigned goals from the Carrboro Connects Plan. In total staff is working towards 13 of the goals. Staff will provide quarterly updates to the Commission of the status of the progress of each goal assigned.

Attachment:

- Assigned Goals



CARRBORO CONNECTS - GOALS

Goal 1: Promote recreational programming and cultural resources across all ages, genders, races, and abilities with affordable opportunities.

Strategy 1.1: Evaluate recreational programming through the adopted One Orange Racial Equity Framework to identify any gaps in activities for all interests, age groups, ability, and affordability levels.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
	1.1.a	Periodically survey the public and conduct needs assessments on recreation services to identify new opportunities, changing priorities, and barriers (e.g. affordability) to improve communication and foster community trust. Surveys may also reveal efficiencies and deficiencies in service provision or new ideas for programming that better aligns with community interests.						
	1.1.e	Enhance the promotion of the Financial Assistance Program (FAP). This Town program is available for families and individuals who live in Orange County and wish to participate, but are unable to pay fees for classes and activities offered by the Recreation, Parks, & Cultural Resources Department.						
	1.1.f	Provide activities and spaces geared towards teenagers with passive and active gathering spaces and programs that would appeal to their age level. Teenagers are a difficult age group to reach, as their programming interests may be different from youth and older adults. The Town can survey the teenage population to better understand their needs and then use survey findings to partner with the forthcoming Teen Center (part of the 203 Project) to adapt or plan for new programming opportunities and gathering spaces.						

	1.1.g	Continue, promote, and expand offerings for virtual recreational programming. The RPCR Department has a dedicated “Virtual Programming” webpage on www.carrbororec.org , which includes extensive online offerings such as summer camp activities and crafts, athletic instruction, health and wellness education, and links to other virtual resources and learning opportunities. These online programs are an example of an equitable recreational amenity, as they are free and allow anyone with internet access to engage from home, school, or other extracurriculars without needing RPCR space or facilities. RPCR should continue these and expand these offerings.						
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Strategy 1.2: Identify and promote opportunities for both passive and active recreation for young and old populations.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
	1.2.b	Add at least one multigenerational wellness opportunity each year to an existing town wide event. To encourage all-ages participation and community building, RPCR and its partners can set a goal of hosting at least one program or event each year that will attract a range of people and introduce new wellness opportunities. Examples may include a community-wide walk around Town, pickleball, or yoga/meditation.						
	1.2.e	Add programs that offer health education, physical training, and nutrition. These types of programs can cater to all ages and ability levels and promote health and wellness.						

Goal 2: Ensure all people in Carrboro have safe, equitable, and connected access to parks, open space, and recreational facilities.

Strategy 2.3: Preserve, enhance, and promote access to additional parks and open spaces through partnerships with other agencies and organizations.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
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	2.3.c	Continue to promote and spread awareness of nearby park facilities, especially those that closely border Carrboro and provide amenities and programming that Carrboro lacks. For example, Carrboro residents can access facilities in Chapel Hill and Orange County such as the Homestead Aquatic Center or the Chapel Hill Community Center which has a pool, indoor basketball courts, indoor rock climbing and can be easily accessed by the paved portion of the Bolin Creek Trail near Umstead Park. Other examples include Homestead Park, Hargraves Community Center, and Southern Community Park. By letting Carrboro residents know about Chapel Hill and Orange County's offerings (and vice versa), these agencies can share resources and decrease the need to provide redundant programs and services.						
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Strategy 2.4: Focus on community outreach and education about parks and recreation opportunities, especially to those without access to the Internet or for whom English is a second language.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
	2.4.d	Engage new and existing parks users through events that serve multiple purposes (i.e. food distribution and programming for children). Families with multiple demands on their time may not be able to take advantage of RPCR programs as often as they would like. By planning recreational and cultural events/programs in tandem with other community services, the Department may be able to reach more users and educate them about what RPCR has to offer.						

Goal 3: Ensure that recreation and park facilities and programming are environmentally responsible and help further climate change related goals.

Strategy 3.1: Implement Best Management Practices in maintenance and future upgrades to Carrboro's park facilities.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
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	3.1.b	Install educational components in park facilities to share information with the public about stormwater management, sustainable practices, and nature preservation. Various Carrboro facilities already include information displays to educate users and the public, but RPCR may identify where there are additional opportunities to showcase sustainability-related information. To the extent possible, these displays should be interactive and informative for all ages.							
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Goal 4: Strengthen a sense of community and inclusion through the arts, events, and cultural programming that celebrates the diversity in Carrboro.

Strategy 4.1: Continue activation and flexible programming of public spaces in partnership with businesses or other private entities.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
	4.1.a	Increase opportunities for flexible events and informal activities that enhance the use of public spaces for things like exercise classes, music lessons, dining, outdoor meeting spaces and gatherings, pop-up events, etc. (also see Economic Sustainability)						

Strategy 4.2: Continue to celebrate the diversity of the Town's residents through events, festivals, and programming that honors the variety of cultural backgrounds and traditions in Carrboro.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
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	4.2.a	Conduct outreach with different segments of the population to identify new opportunities for town wide events that honor and share a variety of cultural traditions. While the Town already has a full calendar of year-round events, there may be opportunities to expand existing events, such as the community dinner, or partner with local groups and individuals on new cultural programming, led by representatives from each cultural tradition. RPCR can lead outreach to recruit these partners and issue small grants to allow new voices to lead and put on the programs.	31-Dec	26-Mar	1-Jun	15-Aug	1-Nov	31-Dec
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Strategy 4.4: Encourage expanded compatible uses of the Town Commons to include year-round programming such as a crafts and artisan markets.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
	4.4.a	Recruit new and emerging vendors and entrepreneurs selling a range of goods. The Carrboro Farmers Market can broaden its reach and become even more inclusive and diverse by encouraging and assisting new types of vendors to sell goods. A year round use of the space to include crafts and artisan markets may attract more vendors from immigrant and BIPOC communities, or groups traditionally not involved with the farmers market.						

Strategy 4.5: Support placemaking projects that promote the Carrboro story and brand.

Staff	Goal #	Goal Description	Due Date	0%	25%	50%	75%	100%
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	4.5.b	Incorporate historical elements and context to share the Town story. Just as it is important to reveal and condemn racist truths about the Town's namesake and founding through the Truth Plaque initiative, it is also important to celebrate and elevate the positive stories of Carrboro's history. The Town has already done this through naming projects after notable Carrboro residents—such as the Libba Cotten bikeway—and can partner with the Arts Committee and other boards, commissions and the community, to explore new ways of celebrating historical figures and stories through public installations and placemaking projects.						
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