

**Lewisville Parks, Recreation & Cultural Development Board**  
**July 13, 2015**  
**Lewisville Town Hall Annex**

**I. Call to Order**

- A. Chair Marci Gallman called the meeting to order. Members present were Rose Fleming, Wayne Hall and David Smitherman. Also present was Assistant Town Manager/Finance Officer Kathy Bruce.
- B. Adoption of Agenda
  - 1. Mr. Hall moved to adopt the agenda and Mr. Smitherman seconded. The vote was unanimous.

**II. Approval of Minutes**

- A. Mrs. Fleming moved for approval of the May 11, 2015 and June 8, 2015 minutes as presented and Mr. Hall seconded. The vote was unanimous.

**III. Administrative Reports**

- A. Events Update
  - 1. There was a discussion of the Street Party, vendors and attendance and the date for next year's event.
  - 2. The Cornhole Tournament and Movie night are set for this weekend, July 18<sup>th</sup>. Mr. Hall, Mr. Ogden, Mr. Wernick and Mrs. Gallman have agreed to work the cornhole event.
- B. Manager's Report
  - 1. An update of the various projects ongoing in town was provided to Board members.

**IV. New Business**

- A. Finance Officer - Request for Refund
  - 1. A renter was late in turning in a cleaning checklist. The policy in the Town Code states that the sheet must be turned in to Town Hall within 30 days or the refund will be forfeited. The renter was notified and asked that her request for her refund be appealed to this Board.
  - 2. There was discussion and Mrs. Fleming moved to adhere to the policy and not refund the deposit. Mr. Smitherman seconded and the vote was unanimous.

**V. Unfinished Business**

- A. Meeting Schedule
  - 1. There have been discussions about changing the Board's meeting dates. It was proposed that the Board meet January, March, May, June, July, August and October each year.
    - a. Mr. Hall moved to adopt this meeting schedule and Mrs. Fleming seconded. The vote was unanimous. This will begin in January of 2016.

**VI. Adjournment**

- A. Mr. Hall moved to adjourn the meeting and Mrs. Fleming seconded. The vote was unanimous.

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Respectfully Submitted:

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Lynn W. Hall,  
Public Information Officer/Events Supervisor

Attest:

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Joyce C. McWilliams Walker,  
Town Clerk

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Marci Gallman,  
Chair