

Waynesville Parks and Recreation
Department
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ADVISORY COMMISSION MEETING

**August 18, 2025
5:30 PM**

MINUTES

Present: Eva Hansen, Megan Hauser, Nate Webster, Mark Tongen, Mandy Guist, Landen Stevenson, Nicole Kott, Dan Schultz, Mitch Bearden

Absent: David Hyder

Guests: James Brown, Cameron Kanetzke, Nick Calloway

Staffed by: Luke Kinsland, Director

1. Call to Order

Chair Eva Hansen called the meeting to order at 5:30 PM.

2. Welcome

Eva welcomed the guests and introduced Mitch Bearden as a newly appointed Advisory member.

3. Approval of Minutes

The previous meeting minutes had been emailed to members. The minutes were unanimously approved by those present.

4. Final Event Readiness – 25th Anniversary of the Rec Center

a. Sponsorship & More

- **Sponsorships:** \$24,500 in sponsorships confirmed, just \$500 short of the goal. Only a few more sponsor logos are needed.
- **Music Line-Up:** All bands are confirmed (band name clarification needed). A third band is still being pursued.

- **Stage & Schedule:** Luke and the Advisory team have confirmed the schedule and stage setup. Additional food trucks are still needed.

b. Beer Garden

- **Permitting:** Luke reported that all legal and necessary documents are either confirmed or in process.
- **Operations:** Luke and Mandy will supervise the beer garden. Frog Level Brewing will staff the area, using wristbands and a designated roped-off section.

c. Final Reports & Task Updates

1. **5K Run & Walk:**
 - Route, volunteer assignments, and safety plan have been confirmed and approved by law enforcement.
 - Registration numbers remain low at this time.
2. **Disc Golf Tournament:**
 - Registrations are low, but typically increase closer to the event as participants monitor the weather.
 - Scorecards are finalized, trophies are in progress, and new baskets/course adjustments are underway.
 - Hole sponsorship and volunteer recruitment is ongoing.
 - James, Nick, and Landen are overseeing this event.
3. **Marketing & Publicity:**
 - Signage has been printed; additional signage is in production.
 - Media outreach and social media promotion are ongoing.
 - *The Mountaineer* will publish an article and advertisements.
4. **Swag & Prizes:**
 - Nicole reminded members to review the prize list in the shared Google Doc.
 - Some prizes have been received, but many more are needed.
 - Kick-It will provide swag bags for 5K participants.
 - Final prize selections will be made closer to the event.

d. On-Site Logistics

- The finalized event site map was reviewed.
- Electrical power is only available in one area, where the stage will be located.
- Pepsi is donating water.
- This is a rain-or-shine event with no alternate rain date.

e. Staffing & Volunteer Coordination

- All Advisory members and key staff are expected to be actively involved.
- The event day schedule was reviewed.
- Members are strongly encouraged to keep phones on and volume up for communication via calls or text messages.

f. Emergency & Safety Planning

- Luke confirmed support from EMS and local police.
 - A designated First Aid station will be on site.
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5. Other Business

Eva proposed that the Advisory consider organizing a Parks & Recreation float for the Waynesville Christmas Parade. This will be added to the agenda for the September meeting.

Adjournment:

The meeting was adjourned at 7:00 PM.

Chair's Signature: *Eva Hansen* Eva Hansen

Respectfully Submitted,
Eva Hansen, Chairman