**I. Welcome & Introductions (5 minutes)**

* Briefly welcome staff members
* Acknowledge any new staff or guests

**II. Park Updates & Announcements (10 minutes)**

* **Project Updates:** Briefly discuss the progress of ongoing park projects.
* **Upcoming Events:** Review any upcoming events in the park.
* **Maintenance Issues:** Address any immediate maintenance needs or concerns.
* **Staffing Updates:** Mention any staffing changes.

**III. Departmental Reports (15-20 minutes)**

* **Maintenance Report:** Have the maintenance supervisor provide an update on:
  + Routine maintenance tasks
  + Equipment repairs or needs
  + Spring walk through at 5:30 p.m.
    - Set standard for cleaning supplies
  + Job Interviews:
    - Caleb Davis 7:00
    - Kadee Kelson 7:15
    - Holden Rasmussen 7:30
* **Administrative Report:** (If applicable) Have the administrative staff provide updates on:
  + Budget updates
  + Communication and outreach efforts

**IV. Discussion Topics (20-30 minutes)**

* **Open Forum:** Allow time for general discussion, questions, and suggestions from staff members.

**V. Action Items & Next Steps (5 minutes)**

* Clearly identify any action items resulting from the meeting.
* Assign responsibility for each action item.
* Set deadlines for completion.

**VI. Adjournment**