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

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

**II. Review of Previous Meeting Minutes (3 minutes)**

* Quickly review and approve the minutes from the last meeting.

**III. 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.
  + Opening for the season preparation
  + Cleaning and Maintenance concerns
  + Procure Garbage Cans
  + Contact for Yard Masters
* **Staffing Updates:** Mention any staffing changes.
  + Arena Maintenance Crew
  + Bathroom and Bowery Cleaning Crew
    - Assign person to replenish cleaning supplies

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

* **Maintenance Report:** Have the maintenance supervisor provide an update on:
  + Routine maintenance tasks
  + Equipment repairs or needs
* **Administrative Report:** (If applicable) Have the administrative staff provide updates on:
  + Budget updates
    - Review 2025 Budget for Clerical Services and Payroll Taxes
  + Communication and outreach efforts
  + Zoom Account

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

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

**VI. 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.

**VII. Adjournment**