

# MINUTES

FOR: City of Palo Alto Fields Coordinators

DATE: 1/10/13, 7 PM

ATTENDEES: Charlie Williams; Gordon Short; Paiman Sadigh; Bob Wachs; Kal Sandhu, Adam Howard

LOCATION: Cubberley H1

## A. TO DO LIST FROM LAST MEETING

	WHAT	WHO	WHEN
1	None		

## B. NEW BUSINESS

	WHAT	DISCUSSION
1	Introductions	Each user representative introduced himself
2	Purpose of group	Bob noted that this group has no intrinsic power and would primarily act as an advisory group to the city.
3	Membership in group	If any other field users are thought to be appropriate for the group, they will be considered.
4	Meeting logistics: When, where, how long, how often	Meetings will be held from 7-8 PM on the second Thursday of the month when possible. For the time being it will be every month, but may become every other month if appropriate. Adam will arrange a venue. Next month's meeting will be on 2/21/13. <a href="#">See F. To Do List #1.</a>
5	Agenda and Minutes	Bob discussed the format of the agenda and minutes, including the "To Do" list.
6	City rain out policy	Following discussion, a rain out policy was adopted (see attachment). Bob will make corrections made during the meeting and send it to Adam. <a href="#">See F. To Do List #2.</a> Adam is creating a manual for his job and will include the rain out policy in it. <a href="#">See F. To Do List #3.</a>
7	Over/under watering of fields	Deferred
8	Lights at El Camino Field	Deferred
9	Playing fields at PA golf course	Deferred
10	Computerization of field procurement	The city is looking to change its present system of assigning and changing fields. This will result in a computerized selection process for users and be considered in the next few months. Adam will report back on this as a standing report. <a href="#">See F. To Do List #4.</a>
11	Go over future Carry Over Items: which do we want to keep and what date to discuss each?	Deferred
12	Google Groups	The group expressed a desire to establish a google group and have the agenda, minutes and other appropriate documents stored there. It was agreed Bob would administer this. Charlie will teach Bob how to establish this group. <a href="#">See F. To Do List #5.</a>
13	May Meeting	Adam indicated he could not make this meeting because he is getting married. We need to arrange an alternate date. <a href="#">See F. To Do List #6.</a>

**C. STANDING REPORTS**

WHAT		WHO	DISCUSSION
1	Field status	Adam	The following fields are closed and should open around March 1: Terman #2, Greer #1,2 and 5. The Cubberley Grass fields should close momentarily and open March 10.

**D. CARRY OVER ITEMS FOR THIS MONTH**

WHAT		DISCUSSION
1	None	

**E. FUTURE CARRY OVER ITEMS**

WHAT		WHEN
1	What goal anchors should be used	
2	Poaching: how much of a problem is it?	
3	Sequestering of fields for tournaments	
4	The brokering process	
5	Lining of fields: Present system. Standardized dimensions and begin dates for spring and fall	
6	Standardized approach to supplying corner flags	
7	Goal and locker locks: do we need to change combos regularly? Where do we store the combos securely?	
8	Policy of "adopting" fields. How is it going? Do we accept all implications (replacing nets/goals). What about unassigned fields?	
9	Parking at Mayfield	

**F. TO DO LIST FOR NEXT MEETING**

WHAT		WHO	WHEN
1	Arrange venue for meeting of 2/21/13	Adam	1/15/13
2	Make corrections in the rain out policy and send to Adam	Bob	1/15/13
3	Incorporate new rain out policy in his job manual	Adam	2/21/13
4	Include "Computerized Field procurement system" in standing reports.	Bob	2/21/13
5	Contact Charlie to make a date for him to teach Bob Google docs.	Bob	1/15/13
6	Change date of May meeting	All	2/21/13

**G. FUTURE MEETING DATES IN 2013**

Date	TIME	LOCATION
2/21/13	7 PM	?
3/14/13	7 PM	Cubberley H1
? 5/9/13	7 PM	Cubberley H1