

AARC Workgroup meeting

Thursday, June 14th, 2018, 11:30am-12:45pm

In attendance: Peter Chao, Hana Huang, Debasree DasGupta.

**1. Working on the Annual internal review with emphasis on:**

**a. Budget Issues:**

The proposed budget for next year is somewhat lower than the previous year with projected budget for FY2019 being, \$995,128. Funding is required for FTE s and the commission is working towards that.

**b. Kitchen updates and use:**

The kitchen is rented out only with facility rentals with positive feedback from those using it. There have been inquiries regarding renting the kitchen by itself but there are licenses, Food enterprise permits, food handling training and feasibility to be taken into account. Most vendors that supply food to the center prefer using their own facilities for preparation. The workgroup has overseen the completion of the kitchen provided suggestions regarding kitchen use and policies.

**c. Senior Meal program:**

This program has been expanded to 4 days. # of the original 4 vendors are preparing Chinese, Korean Japanese and Indian foods. One of the vendors have increased the cost per meal by a dollar. The workgroup provided feedback on meal suggestion. Discussed the feasibility of hiring a chef. Discussed drawing up a code of conduct for seniors who participate.

**d. Van purchase:**

Waiting for an update from Fleet Services Department who are currently working on replacing the vehicle engines to bring them up to the required standard. Rental for the van is \$1200 per month.

**e. Performance Reports: (Please check the roll-up performance measures provided)**

Visits to the center is already at 29.925 at this time. The number of events and programs are constantly on the rise, emphasizing the need for more FTEs. They are getting 2 more part-time employees, one of whom is a replacement. The workgroup has supported all AARC staffing requests.

**f. AARC special projects:**

Still waiting to hear about the Austin Parks Foundation grant before moving forward with the St. David's Garden Project. The workgroup has provided support for the collaborative efforts between the AARC non-profit and the facility in this regard.

The AARC Donor Wall has been at a standstill. Last month NAAO voted to take over this project from the AARC non-profit after meeting with the city for a discussion. The current contract will need to be cancelled and a new one drawn up between NAAO and the city.

**g. Construction of the bridge:**

Watershed has plans to implement water quality and drainage improvements on the property with the potential for adding more trails as well as the pedestrian bridge. They will work in conjunction with the AARC masterplan but this might take about 4 years to implement.

**AARC Masterplan:**

Waiting for the hiring of an architect. Eric compiling list of community organizations and their upcoming meeting/event dates for Laura Esparza.

HR report: (Please see attachment)

A Human Resources Department is providing an Employment Specialist once a week with some success. Lack of space has been a challenge for this group. The workgroup has been providing suggestions and support to this department.

**2. Discussion on lack of Asian support at the Healthy Parks Project:**

This has been brought to the attention of the workgroup and a question was raised. It is a project of the Trust for Public Land agency, Hanna has contacted the representative Matt Mofia with concerns and provided demographics of the Asian Community. Mr. Mofia is looking into the possibility of providing Vietnamese translation/interpretation, particularly for the Gus Garcia meeting.

In addition to the above, the workgroup has participated in and provided suggestions for the AARC manager hiring process.

The workgroup has included NAAO and AARC non-profit in its workgroup meetings.