



# CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan, WA 98294

**May 1, 2023 - 5:00 PM**

IN PERSON AND REMOTE ATTENDANCE AVAILABLE  
SEE PAGE 2 FOR INSTRUCTIONS ON ATTENDANCE VIA ZOOM

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**5:00 PM - Call to Order, Pledge of Allegiance and Roll Call**

### **Public Comments**

Anyone who wishes to speak on any matter not appearing on the agenda may do so at this time. Citizens are requested to keep public comments to a 3-minute maximum (3 minutes or less per person) to allow time for everyone to speak.

### **Board Member/Staff Comments**

### **Action/Discussion Items**

- 1) Approval of 4/17/2023 Meeting Minutes
- 2) Schedule of Events for 2023  
(Discussion of these and other topics at the discretion of the board)
  - a. Fire Department Open House/Pine Derby Race
    - i. Recap of event
    - ii. Budget Update
  - b. Summer Kick Off
  - c. 3 on 3 Basketball Tournament
  - d. National Night Out
  - e. Homecoming Parade & Pep Rally
  - f. Trunk or Treat
  - g. Lighted Parade & Tree Lighting
  - h. Other Events at the discretion of the board.
- 3) New Logo Update
- 4) Other Discussion Items at the discretion of the Board.

### **Next Alliance Board Meeting Date Confirmation:**

*1<sup>st</sup> & 3<sup>rd</sup> Mondays of the Month*

- Potential Next Meeting Dates: May 15<sup>th</sup>, June 5<sup>th</sup>, June 19<sup>th</sup>, July 3<sup>rd</sup>, July 17<sup>th</sup>

### **Adjournment**

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE ALLIANCE BOARD  
EMAIL: [COMMUNITYALLIANCE@CI.SULTAN.WA.US](mailto:COMMUNITYALLIANCE@CI.SULTAN.WA.US)

WRITTEN COMMENTS SHOULD BE RECEIVED NO LATER THAN 4:00 PM THE DAY OF THE MEETING

**DIRECTIONS FOR ATTENDING THE ALLIANCE BOARD MEETING AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:**

- At 5:00 p.m. (or shortly before or after) on the day of the meeting, please join the meeting via computer or phone as shown below and enter the meeting ID to join the meeting. If using the website, the phone number given may be different, please follow prompts given:
  - Via Phone: (253) 215-8782
  - Via Computer:
    - <https://us02web.zoom.us/j/86304373887?pwd=RTM5aE5pOWd3eXUzMFG3eFdDOG1Ydz09>
    - 
    - Meeting ID: 863 0437 3887
    - Passcode: 864112
    - After you enter the meeting ID, if it asks for a participant ID, just wait or press # and you will be added to the meeting.

Please note if you attend via computer, your computer may provide different options for connecting to audio to include different phone numbers. It is recommended to follow the zoom compute prompts to connect to the meeting.

- You will be muted upon entry to the meeting. When it is the portion of the meeting for Public Comment, your name will be called to speak, and the City Clerk will unmute you.
- Please begin your comments by stating your name, city of residence, and any organization represented.
- Please be advised that your comments are being recorded.

Each speaker is allotted 3 minutes and you will be notified when your time has expired.

**ADA NOTICE:**

**Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at [cityhall@ci.sultan.wa.us](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)**

Summer Kick      Friday, June 16, 2023

✓ Required Completion Date	Description of Task	Alliance Member Assigned
Tuesday, March 14, 2023	Flyer due for event	
Tuesday, March 28, 2023	Site plan done	
	Flyer distribution list	
	Determine what vendors are needed for event	
Tuesday, April 10, 2023	Volunteers and staffing needs assessment	
	List of supplies needed to be ordered	
Tuesday, April 24, 2023	Special events permit completed	
Tuesday, May 16, 2023	Vendors committed	
	Distribute flyer / post to social media	
Tuesday May 30, 2023	Final check on all members duties at the event	
	Repost to to social media	
Friday June 16, 2023	Event Date	

National Night Out Against Crime      Tuesday, August 1, 2023

✓ Required Completion Date	Description of Task	Alliance Member Assigned
Tuesday, May 2, 2023	Flyer due for event	
Tuesday, May 16, 2023	Site plan done	
	Flyer distribution list	
	Determine what vendors are needed for event	
Tuesday, May 30, 2023	Volunteers and staffing needs assessment	
	List of supplies needed to be ordered	
Tuesday, June 13, 2023	Special events permit completed	
Tuesday, June 27, 2023	Vendors committed	
	Distribute flyer / post to social media	
Tuesday, July 11, 2023	Final check on all members duties at the event	
	Repost to to social media	
Wednesday, August 2, 2023	Event Date	

Sultan Swoosh 3-on-3 Basketball Tournament      Saturday, August 5, 2023

✓ Required Completion Date	Description of Task	Alliance Member Assigned
Tuesday, May 2, 2023	Flyer due for event	
Tuesday, May 16, 2023	Site plan done	
	Flyer distribution list	
	Determine what vendors are needed for event	
Tuesday, May 30, 2023	Volunteers and staffing needs assessment	
	List of supplies needed to be ordered	
Tuesday, June 13, 2023	Special events permit completed	
Tuesday, June 27, 2023	Vendors committed	
	Distribute flyer / post to social media	
Tuesday, July 11, 2023	Final check on all members duties at the event	
	Repost to to social media	

	Saturday, August 5, 2023	Event Date	
Homecoming Pep Rally      October TBD			
✓	<b>Required Completion Date</b>	<b>Description of Task</b>	<b>Alliance Member Assigned</b>
	Tuesday, July 11, 2023	Flyer due for event	
	Tuesday, July 25, 2023	Site plan done	
		Flyer distribution list	
		Determine what vendors are needed for event	
	Tuesday, August 8, 2023	Volunteers and staffing needs assessment	
		List of supplies needed to be ordered	
	Tuesday, August 22, 2023	Special events permit completed	
	Tuesday, September 5, 2023	Vendors committed	
		Distribute flyer / post to social media	
	Tuesday, September 19, 2023	Final check on all members duties at the event	
		Repost to to social media	
	October TBD	Event Date	

Trunk or Treat      Tuesday, October 31, 2023			
✓	<b>Required Completion Date</b>	<b>Description of Task</b>	<b>Alliance Member Assigned</b>
	Tuesday, July 25, 2023	Flyer due for event	
	Tuesday, August 8, 2023	Site plan done	
		Flyer distribution list	
		Determine what vendors are needed for event	
	Tuesday, August 22, 2023	Volunteers and staffing needs assessment	
		List of supplies needed to be ordered	
	Tuesday, September 5, 2023	Special events permit completed	
	Tuesday, September 19, 2023	Vendors committed	
		Distribute flyer / post to social media	
	Tuesday, October 3, 2023	Final check on all members duties at the event	
		Repost to to social media	
	Tuesday, October 31, 2023	Event Date	

Holiday Tree Lighting and Lighted Parade

Saturday, December 2, 2023.

✓	Required Completion Date	Description of Task	Alliance Member Assigned
	Tuesday, September 5, 2023	Flyer due for event	
	Tuesday, September 19, 2023	Site plan done	
		Flyer distribution list	
		Determine what vendors are needed for event	
	Tuesday, October 10, 2023	Volunteers and staffing needs assessment	
		List of supplies needed to be ordered	
	Tuesday, October 24, 2023	Special events permit completed	
	Tuesday, November 7, 2023	Vendors committed	
		Distribute flyer / post to social media	
	Tuesday, November 21, 2023	Final check on all members duties at the event	
		Repost to to social media	
	Saturday, December 2, 2023	Event Date	