



Signature Events:

**Hometown Holidays:**

- **Pancake Breakfast (Saturday Dec 7)** – Raven Golf Club hosted this event for the first time for several hundred families, offering breakfast and a chance to meet Santa
- **Tree Lighting Celebration (Saturday Dec 7)** hosted approximately 3,000 residents and their guests on a very chilly winter's night, including:
  - Verrado Realty (free gift/logo blanket giveaway); Raven Golf Club (smores station); The Goddard School (cookie decorating station); Joy of Giving (raffle items, raising over \$600); Summit Community Church (snow play area); Anderson Institute of Music (live musical performances and flipping the "big switch" to turn on the Christmas tree lights); tractor-pulled wagon rides; photos with Santa; ticket sales for the We Heart Christmas Home tour; Christmas tree sales; Bashas' sold tamales and donated hot chocolate, and vendors included kettle korn, grilled cheese; Grazie, Tempo, Bashas' and CVS were very busy in their Main Street locations; Tempo hosted live music in conjunction with the event
  - Sponsorships included \$1,500 from EPCOR Water and Summit Community Church contributed \$2,000
  - Volunteers included 15 VHS student government and honor society volunteers (a total of 35 volunteer hours), with support from Buckeye Rotary and West Valley Arts Council
- **Joy of Giving Celebration (Sunday Dec 8)** – supported Buckeye Outreach for Social Services in providing food, clothing, and holiday gifts to families in need in the Buckeye area and greater west valley; the event raised \$5,400 in monetary donations on top of the truck loads of toys, clothing and food
- **We Heart Christmas Home Tour (Sunday Dec 15)** – raised almost \$2,000 for Phoenix Children's Hospital families with seven homes on the tour bringing in apx. 250 visitors. Congratulations to Karen Milhous, the resident who has organized this event with her friends over the last few years.
- **New Year's Celebration (Dec 31)** – hosted several hundred guests to ring in the new year with a Gatsby themed party

Community-wide Programs:

**Discover Verrado Series – Main & More:** Held on Oct 15 at The Raven Golf Club to welcome 50 of Verrado's newest residents along with sharing information from 16 community partners

**Fall Break Kids Camp** – Held at The Center on Main for three half-day sessions October 7-9; co-hosted by VHS STUGO administrators and students; approximately 10 children attended each session that included games, crafts, movies, and yoga

**Neighborhood Café:** Developer Update – held October 29 at The Center on Main, included a conversation with representatives from DMB; apx. 160 residents were in attendance for an update on current and future development in Verrado, including announcements of the Victory District and Heritage Swim Park.

**2014 Calendar of Events** – first draft completed and distributed internally for planning purposes

**Veteran's Day Celebration** – was held in honor of Verrado's Veterans (over 20 in attendance), included coffee, donuts, presentation of the flag by local honor guard, National Anthem was sung by Verrado resident, and guest speakers Todd Hornback and Councilman Eric Orsborn

**Turkey Trot and Turkey Run** – held on Thanksgiving morning; thanks to Vince Valentino, Robert Horning, and Heather Conway for their leadership efforts in running this event with Josh

## Verrado Leadership:

### Q4:

**October Monthly Meeting** – included presentations by Banner Estrella Medical Center CEO, Deb Krmpotic; Jordana Kennedy and Sara Dolan of Blue Sky Organic Farms, and Michael Velazquez, a resident and State Farm Agent presenting on Celebrate My Drive event

**November Monthly Meeting** – the topic was Quality Education: a Verrado cornerstone, and included presentations by Craig Talmage (ASU), Asst. Principal Nate Showman (VHS), Principal Kim Franz (VMS), Principal Luke Jankee (VES), and Nicole Bigham, Owner (The Goddard School); the Goddard School offered dessert and a tour of their facility following the program.

**Block Party Support** – Assembly will provide Verrado Leaders with \$50.00 in refreshments and supplies to assist with neighborhood block parties; block parties hosted this quarter include: Poet's Park, Summit, Jackson Green and Founders Park were postponed due to weather

**Holiday Party** – Thanks to all of our Verrado Leaders who work so hard throughout the year; a much deserved party was thrown in their honor, organized by leaders among leaders – Jane Carlson, Marilyn Weeks, and Michelle Koprivas

## Volunteerism / Philanthropy:

**Phoenix Rescue Mission** – a group of six volunteers carools to the Mission in Central Phoenix the first Thursday of each month to help feed community members

**The Giving Tree Program** – strategic planning sessions were held in October and November to continue the formation of this new program with the support of community partners and residents; the council has created the mission statement, program overview, Request for Submission Form and review process, and a calendar of events; launch of the official program is slated for 2014

**Joy of Giving Celebration** – raised over \$7,000 in monetary donations (including \$1,500 donated by DMB Associates on behalf of the Verrado community), plus truck loads of clothing, food, and toys; thank you to the Raven Golf Club and Summit Community Church, along with all of the supporters of this event that help bring a joyful holiday season to our neighbors in need

**Brighter Day Luncheon** – Jaime, Jen and Josh attended this free luncheon in support of The New Life Center located in the west valley, learning more about their organization

## Clubs & Groups:

**New Clubs** – Girl Scout Troop 2920, Girl Scout Troop 2405, Girl Scout Brownie Troop 1216, Masters Swim Club, Stay at Home Moms of Verrado, Singles of Verrado

**Pickleball Clinic** – training session for beginners held Oct 25; included 3 avid players and 18 beginners, refreshments provided

**Kennel Club Hosts K9 Expert** – a conversation with an expert in dog handling was held at The Center on November 12

**Astronomy Club to Participate in Town of Buckeye “Nature & Outdoors” Event** – November 8

**Promotions & Marketing** – of clubs through Facebook, Verrado.net, and connecting to community partners and events; support new clubs with refreshments for meetings

**Art of Movement** –hosted by the Yoga Club on October 26 at The Center on Main and Village Green, in support of West Valley Arts Council (WVAC); Assembly is supported the event through marketing, promotions, and volunteer recruitment; congratulations Eva Shaw and WVAC for a job well done!

**Minor Abuse Prevention Policy** – completed for girl scout and brown troop leaders

**2014 Planning** – Jen coordinated with club leaders to understand their needs for the upcoming year; space at The Center on Main has been reserved for their needs as a priority of use

## Recreation/Amenities:

### **The Center on Main™**

#### Maintenance & Operations:

- Pickleball Court lines repainted in orange
- Locks added to kitchen doors in the effort to prevent food theft
- Storage Room in Multipurpose Room has been deconstructed and tile flooring completed
- Carpet and paint complete in the administration offices
- Signage on interior and exterior of building complete
- Exterior holiday lighting installed; will be lit for the Hometown Holidays Tree Lighting event Dec 7
- New water heater was purchased and installed
- Pool tile cleaning completed
- Recycling solution has been completed thanks to the City of Buckeye Public Works Dept
- Mailbox has been installed curbside to better allow for the distribution of mail
- New cameras and recording system were installed
- Community Center Reps schedules changed to accommodate high peak hours at the facility
- Linens and racks were purchased to reduce the linen rental fees accrued by Verrado Assembly programs

**Reporting System** - created to tabulate access card entry system's data; allowing opportunities to view weekly high and low peak usage of building, pools, and fitness room

**Party in Pink Zumbathon** – hosted Oct 5 at The Center for Fit by Ana Ben in the effort to raise money for breast cancer research

**Refreshments Now Available** – Friday evenings The Center staff serve up complimentary popcorn to visitors and Saturday and Sunday mornings include complimentary coffee and donuts/cookies

**Emergency Line (Answer Connect)** – To report an after-hours emergency; please contact the on-call service at 1-877-398-1936.

**2014 Contracts Finalized** – for Vitras Swim, Ignite Yoga, Cami Camp, and FIT by Ana Ben

**Creative License Contracts Executed** – for remaining interior design and furnishings (installation to be complete March 2014)

**Welcome Josh Swartz, Recreation Manager** – Josh will oversee the The Center on Main as well as recreation programming for the Verrado Assembly. Welcome Josh!

**Heritage Pool Park Planning Continues** – Josh, Jaime and Todd participate in planning meetings to bring Assembly's perspective to the facilities

## Community Affairs:

### **Schools:**

**Verrado High School** – one of five finalists in Katy Perry's national video challenge: what school has the best Roar? VHS produced this touching and inspiring video.

**Verrado High School Homecoming Festivities:** Assembly team has assisted the school with paperwork, logistics, and promotion; Parade was held on Oct 19 on Main Street and the Village Green

**Celebrate My Drive / State Farm Competition** – was held online October 21-25 for VHS to obtain the most votes in the effort to win a Kelly Clarkson concert and \$100,000; Assembly supported this effort through various promotions

**Verrado Middle School Swim Days** – hosted two hundred students from VMS as reward days (October 1)

**Verrado Middle School Fall Festival** – held Nov 1 at VMS

**Supporting ASU Doctoral Research** – Assembly and VCA will support the efforts of Craig Talmage, an

ASU doctoral candidate, with his research regarding community participation in membership associations; Verrado will be part of the study and several residents will be invited to participate in the study

### **Main Street Merchants / Community Partnerships:**

**Discover Verrado Series:** see above

**DMB Main Street Partners Meeting** – was hosted at Tempo Urban Bistro and included DMB Representatives, as well as Main Street Dental, CVS, and Bashas' representatives

### **Public / Partner Events:**

**Cystic Fibrosis Cycle for Life** – held Nov 2; over 300 riders participated in this west valley fundraiser race that came through Verrado, with a water stop in the Welcome Center parking lot

**Leadership West** – Jaime and Todd attended the Leadership West 20<sup>th</sup> Anniversary Gala

**An Evening of Encore** – Jaime and Todd attended the Piper Trust Encore Career Prize event, with Verrado's Victory District as the sponsor

**WESTMARC Best of the West Awards** – Jaime and Todd attended on behalf of DMB

### **Town of Buckeye:**

**Recreation Departments** – Jaime and Josh met with Jan and Ben from the City of Buckeye regarding opportunities to partner

**Buckeye Chamber of Commerce Luncheons** – Jaime attended in October where Lyn Pancrazi, AZ State Representative spoke

### **Administrative & Management:**

#### **Q4:**

**Technology of Participation Group Facilitation Methods Training (Q4)** – attended by Jen and Jackie

**Arizona Town Hall: Higher Education Forum** – was attend by Jaime and Todd

**Josh Swartz, Recreation Manager** – accepted the position and started on November 11; welcome Josh!

**Jackie Van Dyke Resigned** – from the position of Community Engagement Coordinator as she and her husband relocated to the east coast; we wish her well in her new endeavors!

#### **2013 Staff Year End Reviews Complete**

**ASCAP Music Licensing** – Verrado Assembly has paid all dues owed to the agency to cover off on licensed music played in public spaces and at public gatherings, such as The Center on Main classes and signature events

**Media Valet Training** – completed for Assembly staff; this is a tool that can be used to better share and save images and videos

**ASU Nonprofit Sustainability Strategies Training** – attended by Jen to learn about reducing waste and carbon footprint at community events and programs

**Jen McSweeney Awarded "Partnership" Core Values Award for Community Life team** – congratulations Jen and thanks for all you do

**Violence in the Workplace and Harassment Training** – completed by staff members as an employment requirement

## **Action in Writing Outside of the Meeting**

### **Event Rents, LLC - Addendums No.13, No.14, No.15, No.16B**

The Board approved the Addendum No.13 including Schedule I and I-A, dated October 16, 2013 to the Master Engagement Agreement dated November 21, 2012, with Event Rents, LLC to provide linens to The Center on Main in accordance with Schedule I-A to the Verrado Assembly, in the amount of \$167.02 (One Hundred Sixty Seven Dollars and 02/100).

The Board approved the Addendum No.14 including Schedule I and I-A, dated October 25, 2013, to the Master Engagement Agreement dated November 21, 2012, with Event Rents, LLC to provide linens for The Neighborhood Café-Developer Update on October 29, 2013 event in accordance with Schedule I-A to the Verrado Assembly, in the amount of \$919.97 (Nine Hundred Nineteen Dollars and 97/100).

The Board approved the Addendum No.15 including Schedule I and I-A, dated November 8, 2013, to the Master Engagement Agreement dated November 21, 2012, with Event Rents, LLC to provide linens to The Center on Main in accordance with Schedule I-A to the Verrado Assembly, in the amount of \$620.55 (Six Hundred Twenty Dollars and 55/100).

The Board approved the Addendum No.16B including Schedule I and I-A, dated December 6, 2013, to the Master Engagement Agreement dated November 21, 2012, with Event Rents, LLC to provide event services for Verrado's Hometown Holidays Tree Lighting Celebration in accordance with Schedule I-A to the Verrado Assembly, in the amount of \$12,379.76 (Twelve Thousand Three Hundred Seventy Nine Dollars and 76/100).

### **Ice Now, LLC - Engagement Agreement**

The Board approved the Engagement Agreement, including Exhibit A and Exhibit A-1, dated November 13, 2013, with Ice Now, LLC, to provide fifteen (15) tons of snow sprayed onto the grass of the Village Green Park for the Hometown Holidays Tree Lighting Celebration on December 7, 2013, in accordance with Exhibit A and Exhibit A-1 to the Verrado Assembly, in the amount of \$2,625.00 (Two Thousand Six Hundred Twenty Five Dollars and 00/100).

### **Creative License International, LLC - Addendum No.3**

The Board approved the Addendum No.3 including Schedule I-A, to the Master Engagement Agreement dated April 30, 2013 with Creative License International, LLC to provide procurement and installation services in accordance with Schedule I-A to the Verrado Assembly, in the contract total amount of \$66,340.00 (Sixty Six Thousand Three Hundred and Forty Dollars).

### **Tolmachoff DLT, Inc. dba Classic Cowboy Carriage and D Bar T Stables - Engagement Agreement**

The Board approved the Engagement Agreement, including Exhibit A and Exhibit A-1, dated November 21, 2013, with Tolmachoff DLT, Inc. dba Classic Cowboy Carriage and D Bar T Stables, to provide a tractor pulled hayride and pony ring for the Hometown Holidays Tree Lighting Celebration on December 7, 2013, in accordance with Exhibit A and Exhibit A-1 to the Verrado Assembly, in the amount of \$600.00 (Six Hundred Dollars and 00/100).

### **Pacific Event Productions, Inc. - Engagement Agreement**

The Board approved the Engagement Agreement, including Exhibit A and Exhibit A-1, dated November 26, 2013, with Pacific Event Productions, Inc., to provide event décor and corresponding equipment for the Hometown Holidays Tree Lighting Celebration on December 7, 2013, in accordance with Exhibit A and Exhibit A-1 to the Verrado Assembly, in the amount of \$3,000.00 (Three Thousand Dollars and 00/100).

### **Jennifer Hydeman dba Photography by Jenn Hydeman - Engagement Agreement**

The Board approved the Engagement Agreement, including Exhibit A and Exhibit B, attached hereto, dated December 3, 2013, with Jennifer Hydeman dba Photography by Jenn Hydeman, to provide photography for the photos with Santa station at the Hometown Holidays Tree Lighting Celebration on December 7, 2013, in accordance with Exhibit A and Exhibit B to the Verrado Assembly, in the amount of \$500.00 (Five Hundred Dollars and 00/100).

**Pride Group, LLC - Engagement Agreement**

The Board approved the Engagement Agreement, including Exhibit A and Exhibit A-1, dated December 5, 2013, with Pride Group, LLC, to provide litter control, premium portable restrooms, crowd control barricades, traffic control street closures, audio and visual equipment, lighting system, and a technician for the Hometown Holidays Tree Lighting Celebration on December 7, 2013, in accordance with Exhibit A and Exhibit A-1 to the Verrado Assembly, in the amount of \$8,071.10 (Eight Thousand Seventy One Dollars and 10/100).