

**CONROE PARKS AND RECREATION DEPARTMENT  
BOARD MEETING MINUTES**

*Monday, August 14, 2023*

*Parks & Recreation Administration Conference Room*

*located at*

*1504 Parkwood West, Conroe, Texas 77301*

**MEMBERS PRESENT**

Kent Hineman  
Cil Steinkopf  
San Cheng  
Mary Ann Metcalf, Vice-Chairperson  
Susan Law  
Mary Tolbert, Chairperson

**OTHERS PRESENT**

Lauren Arnold, Asst. Director- Parks  
LynnLi B. Joseph, Admin. Asst.  
Mike Riggins, Director  
Lillyan Molina, Intern  
Josh Tuck, National Park Service

**I. Approval of Minutes**

At 4:30pm on Monday, August 14, 2023, Mrs. Mary Tolbert called the Conroe Parks and Recreation Advisory Board Meeting to order. Mr. Kent Hineman made a motion to accept and approve the minutes from the last meeting on July 10, 2023 as written. Mr. San Cheng seconded the motion. The minutes were accepted and approved unanimously.

**II. National Park Service Presentation**

Mr. Josh Tuck presented the details and results of the citizen survey regarding development of Owen Park and the possible outlook for the future.

**III. Monthly Activity Report**

Mr. Lauren Arnold gave updates on Staff Development and Recognition, Upcoming Events, and reviewed Park Operations for the month of June. Mr. Mike Riggins reviewed Recreation Operations for the month of June and gave the current Financial Overview.

**IV. Other**

- A.** Mrs. Susan Law announced her resignation from the Parks and Recreation Advisory Board after 37 years of service.
- B.** Mr. Mike Riggins suggested moving the monthly meeting to the Conroe Senior Center so that there would be more space for guests. The Board were all in agreement with the move.
- C.** Mrs. Cil Steinkopf made a motion to adjourn the meeting. The motion was seconded by Mrs. Mary Ann Metcalf. The meeting was adjourned.