
MEMO

TO: MAYOR AND COUNCIL
FROM: KAY OKEY, PARKS & RECREATION DIRECTOR
SUBJECT: EXTENDED TRAVEL TOUR AND TRAINING
DATE: 5/16/2024

The Parks and Recreation Department is interested in facilitating a valuable opportunity for Recreation Tour Supervisor Anne Scanlon. We would like to send her on a travel tour focused on observation and learning to enhance organizational skills to plan and execute tours efficiently. Anne will gain valuable experience in creating positive group dynamics, safety awareness, technology, activities and itinerary planning and group dynamics.

Anne is scheduled to accompany a renowned motor coach travel company based in Minnesota from July 9th to 12th. The total cost for this training tour is estimated at \$1879, to be covered by the Recreation trips and tour revenue.

Please let me know if you have any questions.