

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Board Meeting Minutes July 18, 2017

**Call to Order** Chairperson Sean Dunleavy called the meeting to order at 7:01 PM.

Attendance: Chairman Sean Dunleavy, Vice Chairperson Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

Absent: None

Staff: Director Paul Rogers, Kyle Tokan, Tim Church, Melissa Ferrara, Jaimie Geeraerts, Chris Techentin, Lauren Rackov, Katie Aseltine, Eric Kraus

Public: Anne Brockway

**Pledge of Allegiance**

**Approval of Agenda**

Motion by Diana Lowe to approve the agenda as presented, supported by Bob Ellis.

**Motion carried 5-0.**

**Approval of Regular Minutes from June 20, 2017**

Motion by Diana Lowe to approve the minutes from the June 20, 2017 regular meeting, supported by Jean Graham. **Motion carried 5-0.**

**Call to the Public**

None Heard

**Staff Comments**

No comments-all is good.

**Resolution 17-06 Revised Deficit Elimination Plan**

Director Rogers explained that the State did not accept the previous Deficit Elimination Plan, so it was sent to the auditors and they said that the state has changed their format. Director Rogers added Howell Township to the equation and it made a difference. Motion by Bob Ellis to accept Resolution #17-06 Revised Deficit Elimination Plan, supported by Diana Lowe. Roll call vote-Ellis, Graham, Lowe, Beal, Dunleavy-all yes.

**Resolution passed 5-0.**

**Procedures for Hiring New Director**

The procedures for hiring a new director and minutes from the last hiring meeting are in the packet. Staff member, Jen Savage, suggested that a staff member be on the search committee. Diana Lowe volunteered to be on the committee as did Sean Dunleavy. It was suggested that we should work on updating the job description and hire someone to fill the Director’s job sooner than later, also overlap (2-4 weeks) the two for training purposes. August will be for organizing, September it will be posted, October will be interviews, November the top applicants will be brought before the board and December training will begin. Motion by Tammy Beal to appoint Sean Dunleavy, Diana Lowe and Jen Savage to the New Director Search Committee, supported by Bob Ellis. **Motion carried 5-0.**

**Check Register, Bank Statements, and Financial Reports ending June 30, 2017**

Bob Ellis reported that everything looked good and that there were no overdrafts and we are on track for the first six months of the year.

**Directors Report**

* United Way donated $15,000 to HAPRA, which was not enough to purchase a bus but it will help with transportation. Tim Church approached L.E.T.S. and they will pick up students every day Monday thru Friday and take them to the teen center for the group rate which is $1 per student. L.E.T.S. also said they could transport from other locations around the county.
* Great Seal of the State of Michigan accepted the 4th Amended Articles of Incorporation.
* The Silver Sneakers program is now running smoothly at Oceola Township.
* Rec Pro has had some glitches but everything is working out, it’s nice to have some daily cash flow.

**Old Business**

The large orange chair will be going to Oceola Township after melon fest.

**New Business**

Hunter’s safety was held at Marion Township last weekend and it went well with 15 students in attendance.

**Next Meeting**

The next regular scheduled meeting will be Tuesday, August 15, 2017 -7:00 pm at Bennett Center.

Motion to adjourn at 7:31 p.m. by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

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 Approved Date

Respectively Submitted by:

Tammy L. Beal, Secretary