

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Board Meeting Minutes September 19, 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, Tim Church

Public: None

**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 August 15, 2017**

Motion by Bob Ellis to approve the minutes from the August 15, 2017 regular meeting, supported by Diana Lowe. **Motion carried 5-0.**

**Call to the Public**

None Heard

**Staff Comments**

Tim Church reported that they have reinstated 2 programs-archery and fencing. They have received an archery grant for $15,000 and have had two instructors certified-Jaime Plis and Gina Aguzzi. The program sold out in 5 days so there are now 3 sessions offered with 12 students in each session. Jamie found a fencing instructor and after 1 week there were already 15 people signed up.

**Revisions to Heat Emergency Policy**

Director Rogers explained that the changes were mostly with the dates, this policy is through the City of Howell. Motion by Diana Lowe to accept the Revisions to the Heat Emergency Policy with changes, supported by Bob Ellis. **Motion carried 5-0.**

**Revisions to Cancellation, Refund & Voucher Policies**

Refunds will be given if HAPRA has to cancel a class, vouchers will be given due to the participants cancelling, there will be a $10 administration fee withheld on all vouchers. Motion by Bob Ellis to accept the Cancellation, Refund & Voucher Policy with changes, supported by Jean Graham. **Motion carried 5-0.**

**Revisions to Identity Theft Prevention Policies & Procedures**

This policy is to help detect, prevent and mitigate identity theft with participant’s accounts. Last bullet point on page 5 should read “Require and keep only the kinds of customer information that are necessary”. Motion by Jean Graham to accept the Identity Thief Prevention Policies & Procedures with changes, supported by Bob Ellis. **Motion carried 5-0.**

**Inclement Weather Policy**

This policy defines what the procedures are and a couple additional facilities have been added. Motion by Bob Ellis to accept the Inclement Weather Policy as presented, supported by Jean Graham. **Motion carried 5-0.**

**Revisions to Coaches Voucher Policies**

The Director explained that anyone that coaches a youth sport will receive a $35 voucher to be used the next season, it will however expire in 12 months if not used. Motion by Diana Lowe to accept the Coaches Voucher Policies, supported by Bob Ellis. **Motion carried 5-0.**

**2016/2017 Executive Director Performance Evaluation**

Director would appreciate it if it was filled out one last time before he retires. He will send it out in a PDF and we can fill it out and return it to Chairman Sean Dunleavy. Sean would like it returned by the end of October so he has time to comprise the results and have them back to this board by the November 16th meeting.

**New Executive Director Search**

Search committee made up of Sean Dunleavy, Diana Lowe and Jen Savage will do a prescreening of the applications on October 9th; phone interviews on October 10th and then bring the finalists to this board at a special meeting on Monday, October 30th at 5:00 p.m. Regular meeting to follow at 7:00 p.m.

**Check Register**

Okay

**Bank Statements**

Okay

 **Financial Reports ending August 30, 2017**

Bob Ellis reported that we are 2/3 of the way through the year and right on track with the budget.

**Directors Report**

* Budgets will be available by the October 30th meeting, then they will be taken to the five entities by December 30th for final approval.
* The Hive’s patio pavers are almost done.
* The fencing class at Oceola is making it busier there.
* This is the third week of soccer.
* The City is going to do the overlay on the floor here next summer.
* The grant money from BCBS and the Kellogg Foundation was put in the savings account then moved to the checking for tracking purposes.

**Old Business**

* Plans for the Buck Pole and Legend of Sleepy Howell are underway.
* Bingo is going well, K of C is running it; people are arriving at 3:30 for a 6:30 starting time. It costs each player at least $19 to play and the concession stand receives an average of $2.75 per attendee per week.
* Sean Dunleavy thanked the staff for bringing the big orange chair out to Oceola. He said that Keith is keeping the lawn mowed and wondered if anyone was using that area.
* Howell City received a grant for $100,000 from Thia-Summit to redo the lighting at Page Field. It will probably cost an additional $160,000 more.

**New Business**

None

**Next Meeting**

The Next regularly scheduled meeting on Tuesday, October 17th will be canceled. The meeting will be rescheduled as a Special meeting on Monday, October 30, 2017 -5:00 pm and at 7:00 p.m. the Regular meeting will start, both being at Bennett Center.

Motion to adjourn at 7:50 p.m. by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

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 Approved Date

Respectively Submitted by:

Tammy L. Beal, Secretary