

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Board Meeting Minutes February 19, 2019

**Call to Order**

Chairperson Sean Dunleavy called the meeting to order at 7:00 PM.

**Attendance**

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

**Staff**

Director Tim Church, Kyle Tokan, Kevin Troshak

**Public**

None

**Approval of Agenda**

Diana Lowe made a motion to approve the agenda, supported by Bob Ellis. **Motion carried 5-0.**

**Card Connect System**

We have had Rec-Pro for 2 years now with Forte Credit Card System. There have been a lot of problems with the Forte Credit Card System, such as inconsistent results. We would like to try Card Connect Services, 6 Rec-Pro users have already switched to them. Would like preapproval for Tim and Jen to transfer to Card Connect after they have researched it further. Bob Ellis motioned to give preapproval to transfer to Card Connect System at the rental rate of $100 per month, after further research has been completed, supported by Diana Lowe. **Motion carried 5-0.**

**Approval of Minutes**

Bob Ellis motioned to approve the January 15, 2019 organizational meeting minutes, supported by Jean Graham. **Motion carried 5-0.**

Diana Lowe noticed in the Directors report that Ocoela Township should have been the ones that purchased soccer nets not Genoa Township, corrections were made to the minutes. Bob Ellis motioned to approve the January 15, 2019 regular meeting minutes as amended, Jean Graham supported. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

Kevin Troshak reported that the Hive will be having a trivia night on Friday, March 15th from 7-9:30. The price is $10 per person or $30 for teams of 4 people or $50 for teams of 6 people. Donations of prizes are being collected at this time.

**Check Register, Bank Statements and Financial Reports ending January 31, 2019**

Check register and Bank statements look good. Bob Ellis passed out handouts with graphs and a monitoring plan. He stated that we are meeting our targets as of the end of January. Our current deficit is $9,000 which we would owe 25% of that to the HPS for the Aquatic center.

**Aquatic Financial Report ending January 31, 2019**

Bob reported that the budget does not match the projection but it doesn’t matter as long as the expenses and revenues are correct. He would like the total expenses and revenues by month for the last fiscal year.

Director Church reported that things are going great at the pool. Kristy is going through LGA training so she will be able to train lifeguards, there have been 6 new applicants for staff and HPS would like a representative on our board.

**Directors Report**

* Leadership Report-full time staff will meet and review the 2019 conference and set goals for the next year. It will be March 2nd from 8am-4pm with a coffee chat with Erin McGregor form 9-10am.
* Conference recap-best conference that Director Church has ever attended, with a lot of focus on personal development. Director met with the Chamber and DDA to discuss coordinating event themes.
* Foundation Update- Director Church has secured the 5 board members but attorney has not responded.
* Melon fest planning has started, all documents have to be reworked because of all the street construction.
* Audit went well and should be on the March agenda.

**Old Business**

Tammy Beal asked where the disc golf score cards were purchased as she talked to Paul Drake this week and he and his son are interested in reworking the course so new score cards with maps would have to be purchased. Director thought they came from First Impressions Printing.

Sean Dunleavy updated the board on Oceola Township’s purchase of new soccer nets, new pavilion, new siding for the Oceola Center, men’s restrooms and parking lot.

**New Business**

None

**Next Meeting**

The next regular meeting will be moved to Tuesday, March 26, 2019 at 7 pm at the Bennett Center.

Motion to adjourn at 8:10 p.m. by Bob Ellis, supported by Diana Lowe. **Motion carried 5-0.**

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Respectively Submitted by: Tammy L. Beal, Secretary