

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Board Meeting Minutes February 20, 2018

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

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

Absent: None

Staff: Director Tim Church

Public: None

**Pledge of Allegiance**

**Approval of Agenda**

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

**Approval of Organizational Meeting Minutes from January 16, 2018**

Motion by Bob Ellis to approve the minutes from the January 16, 2017 Organizational Meeting, supported by Diana Lowe. **Motion carried 5-0.**

**Approval of the Regular Meeting minutes from January 16, 2018**

Motion by Bob Ellis to postpone approving the January 16, 2018 Regular Meeting minutes until changes are made to the financial report. Supported by Jean Graham. **Motion carried 5-0.**

**Call to the Public**

None heard

**Staff Comments**

None heard.

**Budget Plan to Eliminate Deficit Plan**

Director Church passed out a graph showing the 2017 HAPRA cash flow. Treasurer Ellis explained that the 2017 cumulative revenues increased during the beginning of the year and then went flat at the end of the year. And the expenses were lower in the beginning of the year and spiked during Melon Fest. If we shaved 2.7% off of the expenses then our budget should work. He suggested doing a month to month budget and he will report back each month as to how we are doing. Director Church and Jen have met with every department head and told them about what is expected of them. Director Church will bring the deficit plan to the next meeting.

**Board and Staff Retreat**

Date has been set for Saturday, April 7th from 8:30-2:30, it will be held at Chemung Hills Country Club- a light breakfast and lunch will be served. There is only one staff member that can’t make that date. Ann Conklin will be leading the discussion. It will include 5 year strategic planning. Please give Director Church a head count as to how many will be attending. Motion by Bob Ellis to approve and set the date for the HAPRA retreat, supported by Jean Graham. **Motion carried 5-0.**

**Check Register and Bank Statements ending January 31, 2018**

Treasurer Bob Ellis reported that everything looked good.

**Financial Report ending January 31, 2018**

Treasurer Ellis stated that this report shows that we have $159,000 revenue coming in and $85,000 in expenses being spent. The previous year we took in $203,000 in revenues. Director Church explained that we have $45,000 in deferred revenue and $9,000 in pre-paid expenses. After the audit things will look better on this report. Treasurer Ellis said that this report in this format is not very helpful and confusing. All we really need to see is the cumulative revenues, expenses and net. Treasurer Ellis and Director Church will meet with Katherine of Howell City and come up with a more useful report.

**Directors Report**

a.) MParks Conference- 5 staff members went to this 5 day conference and learned that most entities have the same issues that we have at HAPRA. They learned new ideas and concepts for special events.

b.) Bennett Center is finished-floor and lights are in, kitchen is finished and we have been getting positive feedback from the senior citizens.

c.) Audit starts on Thursday.

d.) Special Events-Splash and Dash had a great turnout-60 participants and good feedback. Daddy/daughter dance, Mother/son dance were sold out. Family dance had 200 in attendance. Chemung Hills was a great place and they handled everything!

e.) Youth Services Director- we had 13 applicants, 6 that were great choices and will have a phone interview, that will narrow them down to 3-4 candidates for in person interviews.

f.) Foundation update-There is some disconnect between the Articles of Incorporation and the Bylaws, after an Attorney (someone familiar with 501c3’s) has looked at them then a Foundation Board should be set up. Bob will ask Katherine at Howell City who they use for an Attorney and Sean will ask John Gormley if he is familiar with them.

**Old Business**

None

**New Business**

Chairman Dunleavy reported that he was contacted and has been meeting with a committee discussing a new Community Center building. He suggested that we consider going for a millage to make this possible.

**Next Meeting**

The next regular meeting is Tuesday, March 20, 2018 at Bennett Center.

Motion to adjourn at 8:17 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