



Gates Recreation and Parks Commission Meeting November 14, 2017



Those in attendance:

Commissioners:	Rhoda Ride	Steve Murphy
	Eileen Andrews	John Unson
	Brom Bianchi	Greg Westbrook
	Rob Keister	
Director:	Linda Fowler	
Liaison:	Chris DiPonzio	

The meeting was called to order promptly at 6:30 PM by Rhoda Ride.

The minutes from the October meeting were reviewed. Valerie Young mentioned that she had misspelled the name of the guests at the October meeting. The name should read, "Emily Wyszomirski and her father." With that change noted, a motion was made by Eileen Andrews and seconded by Greg Westbrook, to accept the October minutes. The vote was unanimous to accept the minutes with the aforementioned change.

Financial Report:

The financial report from October was reviewed. The following questions were raised:

- Rhoda Ride asked for an explanation of why certain individual code lines indicate more than 100% of the funds have been spent? Linda Fowler explained that even though the individual code line number might indicate it has exceeded 100%, it's the total amount of budgeted monies for the entire code that matters. As long as the expenditures don't exceed that number, the budget is OK.
- Rob Keister asked why the monies spent on Star Camp were so high? Linda Fowler explained that more registrants participated at the camp than they had originally expected, so more monies were spent on supplies to support the program.

Following a very brief discussion, a motion was made by Greg Westbrook and seconded by John Unson the October financial report be accepted. The vote was unanimous to accept this report.

Correspondence:

A thank you note from Stacie Paris to the Commissioners was shared. Stacie thanked the Commissioners for their support of the recent Halloween party celebration. This program was a huge success and everyone who attended had a good time. A brief discussion followed on the activities that occurred at this program, and also how well the program had been coordinated. It was mentioned that due to the success of this program, more monies would be budgeted for this activity for 2018.

Park Reports:

There were no park reports at this time.

Evaluation of Past Programs:

A review of past programs was done. Highlights of this discussion included:

- Rhoda Ride asked for an explanation of monies spent for drivers to the show, "Cooking with the Calamari Sisters" held at the JCC? Linda Fowler explained that two drivers were needed to cover the number of people attending, and that one of the drivers was salaried.
- Chris DiPonzio asked for a clarification of the term "volunteer" as it applied to drivers for trips for the department. It was discussed that the term "volunteer" was a misnomer because some form of compensation always occurred (comp time/free ticket to show/ etc.) Extensive discussion took place related to this topic with several suggestions made.
- Greg Westbrook asked why sometimes additional people from the department go on these trips? Linda Fowler explained that some of the participants may need assistance for travel, so a staff member goes along to help them. Greg responded that if a program participant needs assistance, that person should be responsible for supplying their own help. There is no written policy in place right now to state this, but this should be considered. Linda Fowler will check on this and report back to the Commission.

Programs in Progress:

Linda Fowler reported the Department is currently very busy with many programs and events going on.

Future Programs:

A review of future programs was done. Highlights of this discussion included:

- Linda Fowler shared copies of the flyers for the upcoming Christmas Tree Lighting. Chris DiPonzio asked if the GC schools had been contacted about having their student choruses involved? Linda indicated this would be happening.
- Rhoda Ride asked about the status of the First Responders park? Chris DiPonzio shared that fundraising for the park improvements has been slow, but there is momentum to get the project done. A brief discussion followed about fundraising options (costs/etc.)

Rhoda shared information about the communications dish proposed to be put up on the roof at Dunn Tower and how it would help the first responders, including the police and ambulance.

Old Business:

Linda Fowler gave the Commission an update on the band shelter being constructed at Memorial Park. This included pictures. Highlights of the update included:

- The structure is 40' by 25' and is currently in place
- Additional concrete work will be done in the spring due to the poor weather conditions right now
- The electrical trench should be done by this Friday. The trench will be 40" deep and 12" wide. This work is being done by Caruso Electric Company
- Landscaping will be done after the concrete pads are completed next spring
- The capacity of this shell will accommodate up to 10 picnic tables
- The question of why we are doing this project was raised again. Linda stated this would be a multi-purpose unit available for rental for larger parties, as well as for concerts and other presentations

The next item to be discussed was the Volunteer Recognition Reception scheduled for April 14, 2018. Highlights of the discussion of this program included:

- Rhoda Ride and Linda Fowler have gone through several catalogs to find possible gifts for this recognition reception
- Chris DiPonzio asked about a budget for this event? Linda explained that monies not spent for other programs will be used to cover the costs of this event. At this time, no specific budget has been scheduled to cover this event
- Questions were raised on who would be invited to this event, and how that decision would be made
- Options of food were discussed. It was decided that finger foods (bagels, danish, maybe breakfast pizza, etc.) would be offered
- This program will be held in the Annex from 9:30AM-11AM on Saturday, April 14
- This program will not be a structured, but be more casual presentation. It's meant to be a "thank you" to all the volunteers who donate their time, effort and support to our community

The next item to be discussed was the Summer Celebration. Highlights of this discussion of include:

- Linda Fowler shared a written listing of the bands that might be considered to participate in this event. Extensive discussion took place on which bands might be the best choices, with many opinions shared.
- Other bands that were suggested included: Rug Burn, Rod Stackman, The Majesties and Keys to the Caddy. Linda will follow up on these bands and report back to the Commission at a later meeting.
- Linda shared that she has checked with the GC School District and their facilities are not available for the Summer Celebration, so the decision to move this event to Memorial Park was a good one.
- Linda will report back at the next scheduled meeting an update on the outstanding items related to this event.

The next item to be discussed was the ongoing project of reviewing the Policy Manual. Rhoda Ride suggested that due to the lateness of the hour, that this review be tabled for the next meeting. After a brief discussion, it was decided that this item will be tabled until the next meeting and the review will start at Policy #110. All agreed this was a good idea.

At this juncture of the meeting, Rhoda Ride asked Chris DiPonzio to share the memo he received from Art Plewa (Gates Comptroller) with information concerning a written clarification for how drivers for program trips would be compensated. Extensive discussion took place after this memo was shared. Three specific suggestions were made in this memo. These suggestions included: hiring a driver specifically to cover these types of trips; outsourcing the entire program to an outside travel agency that would include transportation, or joining with another town's rec. dept. to jointly to do a trip. Discussion took place with questions raised on the frequency of these trips, how many people attended them, and how currently drivers are compensated. Following this discussion, Chris reminded everyone that we must look at the most cost effective way of conducting business, and that we must always be mindful that we are responsible to our community taxpayers. This item will be discussed again at a later date.

Good of the Order:

- Steve Murphy - Nothing at this time
- Chris DiPonzio - Nothing at this time
- Valerie Young - Nothing at this time
- Linda Fowler - Wished everyone a happy Thanksgiving and also suggested we finalize the band selection for the Summer Celebration at the January, 2018 meeting.
- Brom Bianchi - Nothing at this time
- Rob Keister - Nothing at this time

- Eileen Andrews - Made a motion the December Commission meeting be cancelled. This motion was seconded by Greg Westbrook. The vote was unanimous to cancel this meeting.
- Rhoda Ride - Wished everyone a good holiday and reminded the Commissioners to review the Policy Manual for discussion at the January, 2018 meeting.
- Greg Westbrook - Distributed the new sweatshirts to the Commissioners.

A motion was made by Eileen Andrews and seconded by Rhoda Ride the meeting be adjourned. The meeting was adjourned at 8:37PM. The next meeting is scheduled for Tuesday, January 9 at 6:30 PM.

Respectfully Submitted,

Valerie Young
Recording Secretary