

City of Haven

Recreation Board Meeting

MINUTES

April 12, 2023, at 6:30 p.m.
Haven Community Building

PRESENT: Jonell Bell, Justine Dalke, Nicholas Roetzer, Adrienne Thetford, Sarah Wright, Brandae Tate (Vice Chairperson), Shauna Schoepf-Pearce (Chairperson), Josephine Gonzalez (Treasurer/Secretary)

ABSENT: Chris Shields, Stephanie Pace (Director), and Christopher Scott (Council Liaison).

A. MEETING CALLED TO ORDER:
Meeting called to order at 6:35 p.m.

B. PUBLIC COMMENT:
none

C. APPROVE MINUTES:
1. Approve March 8, 2023, Recreation Board Meeting Minutes.

ACTION: Member Dalke motions to approve February 8, 2023, Recreation Board Meeting Minutes.

Motion: Dalke

Second: Wright

Motion carried unanimously

<u>Member</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

D. FINANCIALS:
1. Approve the monthly financial.

ACTION: Member Thetford moves to approve the monthly financials.

Motion: Bell

Second: Thetford

Motion carried unanimously

<u>Member</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

E. BOARD ITEMS

1. Dave Chamberlain Scholarship

Board needed to choose one male and one female to receive a \$250 scholarship. All applications were reviewed by the board. Chairperson Schoepf did a silent vote and tallied the top female and male. DJ Miller and Kelsi Kincaid obtained the most votes.

ACTION: Member Thetford motions to approve DJ Miller and Kelsi Kincaid to be the 2023 Dave Chamberlain Scholarship recipients in the amount of \$250 each.

Motion: Thetford

Second: Bell

Motion carried unanimously

<u>Member</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

2. Approve job descriptions to send for City Approval

Chairperson Schoepf-Pearce reviewed the process of approving job descriptions. Site supervisor positions will only be held by the Recreation Director, Recreation Secretary/Treasurer, and Recreation Board members because of shirt availability. Once umpires are hired a clinic, with free training, will be held.

ACTION: Member Thetford motions to approve job descriptions with edits discussed.

Motion: Thetford

Second: Dalke

Motion carried unanimously

Member	YES	NO	ABSENT
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

3. Summer Kickoff

The Recreation Department has donated to the Summer Kickoff Party in years past and will continue in 2023. Director Schoepf-Pearce suggests to the board that although the budget for this event is \$600, the Recreation Department should try to stay under budget for this event and spend between \$400 - \$500.

ACTION: Member Bell motions to keep spending for Summer Kickoff between \$400 and \$500.

Motion: Bell

Second: Thetford

Motion carried unanimously

Member	YES	NO	ABSENT
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

4. Paint Night

Chairperson Schoepf-Pearce informed the board there is low registration for the upcoming paint night. Suggestions on how to increase registration was discussed.

ACTION: Member Dalke motioned to lower age of participants.

Motion: Dalke

Second:

Motion withdrawn for more discussion later.

5. Umpire and Field Prep applications

The board discussed the applications submitted for Field Prep positions and Umpires.

There were only 2 people who applied for the Field Prep position. Director Pace had indicated prior to the meeting that she intended to hire all applicants. Member Bell pointed out that one of the applicants is Director Pace and the Director should not be able to hire themselves, and also the Director should not be paid to umpire games. Member Thetford agreed with Member Bell and stated that it's in the Director's job description to fill in where needed. Vice-Chairperson Tate believes that if the Director is qualified then the Rec Director should be able to be compensated for umpiring games. Wright also agreed that the person in the Director position should be able to be considered and compensated for umpiring.

ACTION: Member Bell motions to approve all applicants, excluding Recreation Director Pace, for hire.

Motion: Bell

Second: Thetford

Motion carried 5-2 Yes

Member	YES	NO	ABSENT
Bell	X		
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate		X	
Thetford	X		
Wright		X	

6. Executive Session

Vice-Chairperson Tate moved that the board recess into executive session in order to discuss Director and Secretary/Treasurer payroll, the open meeting to resume at 7:39 p.m.

Motion: Tate

Second: Thetford

Meeting resumed at 7:39 p.m.

ACTION: Member Dalke motions to approve the Recreation Director's salary of \$12,000 a year with retroactive pay going back to January 1, 2023.

Motion: Dalke

Second: Thetford

Motion carried unanimously

Member	YES	NO	ABSENT
Bell	X		
Dalke	X		

Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

ACTION: Member Thetford motions to approve the Recreation Secretary/Treasurer's salary of \$2,400 a year with retroactive pay going back to January 1, 2023.

Motion: Thetford

Second: Wright

Motion carried 5 yes Member Bell abstained.

Member	YES	NO	ABSENT
Bell	ABSTAIN	ABSTAIN	
Dalke	X		
Roetzer	X		
Schoepf-Pearce	X		
Shields			X
Tate	X		
Thetford	X		
Wright	X		

7. Summer Ball

Baseball and Softball uniforms need to have a place on reserve ready for the order when registration closes so shirts can be printed as soon as possible. Member Bell informed the board that she has multiple contacts that she will reach out to for quotes.

F. RECREATION DIRECTOR UPDATES

1. None – Director absent.

G. BOARD MEMBER CONCERNS

Member Bell suggests that we have a parade showcasing all summer sport participants during the Summer Kickoff Party.

H. CALENDAR

Next meeting will be May 10, 2023, at 6:30 p.m.

I. ADJOURNMENT