

City of Haven

Recreation Board Meeting MINUTES

March 8, 2023, at 7:00
p.m. Haven Community
Building

PRESENT: Jonell Bell (by phone), Adrienne Thetford, Chris Shields, Justine Dalke, Shauna Schoepf-Pearce (Chairperson), Stephanie Pace (Director), Josephine Gonzalez (Treasurer/Secretary), Christopher Scott (Council Liaison), Sarah Wright

ABSENT: Nicholas Roetzer, Brandae Tate (Vice Chairperson)

A. MEETING CALLED TO ORDER:
Meeting called to order at 6:37 p.m.

B. PUBLIC COMMENT:
none

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

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

Motion: Dalke

Second: Shields

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		

D. FINANCIALS:
1. Approve the monthly financial.

ACTION: Member Thetford moves to approve the monthly financials.

Motion: Thetford

Second: Dalke

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		

E. BOARD ITEMS

1. Potential new Board Member Sarah Wright

Sarah Wright came back for a second interview and answered any additional questions the board had.

ACTION: Member Shields motions to approve Sarah Wright for the Recreation Board Position.

Motion: Shields

Second: Dalke

Motion carried 4-1

<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	

2. Instruction of Board Procedures

Chairperson Schoepf-Pearce went over the board meeting procedures.

- a. Meetings are conducted by the Chairperson. In the event the Chairperson is absent then the Vice-Chairperson will conduct and oversee the meeting. If both Chairperson and Vice-Chairperson are absent, then someone from the board will need to be chosen to oversee the meeting.
- b. The meeting will try to be limited to one (1) hour. If the meeting is running long than the board will table items until the next meeting or have a special meeting to address items.
- c. Motions need to be on the table prior to action item.
- d. The board will follow the agenda and only discuss items that are on the agenda.

- e. At any point the meeting starts veering in the wrong direction, it is the responsibility of the Chairperson to direct the board to get back on track.
- f. Remember the reason of why the board is there – for the kids and the community.

3. Contracted Rec Employee Positions & Supervisor Position Descriptions

Board talked about binders need to be created and housed at facilities of events. Timecards for officials will be housed in the binders. Board and Director went over the Field Prep Supervisor job description.

ACTION: Member Thetford moves to approve the Field Prep Worker position description.

Motion: Thetford

Second: Dalke

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		

4. Paint Night, Bingo Night, and Cornhole

Director Pace informed the board the Haven High School art teacher would be able to be the instructor of a paint class on April 20, 2023, for \$50 an hour for 3 hours being held at the community building. The proposed fee is \$35 per person.

More discussion for Bingo Night and Cornhole will be done at a later date.

ACTION: Member Shields motions to proceed with paint night.

Motion: Shields

Second: Dalke

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		

5. Invitation to West Sedgwick Co. League

Cheney Recreation contacted Director Pace and invited Haven Recreation to join the West Sedgwick Co. League. The board discussed the pros and cons of moving to a different league. At the next meeting Director Pace is to bring information on the time frame of pulling out of current league and joining a different league. Director Pace is also to bring more information on the West Sedgwick Co. League – calendar, sports offered, start time and end time for seasons, and age brackets.

6. Executive Session

At 7:33 PM Chairperson Schoepf-Pearce moved the Recreation Board to recess into executive session to discuss the Recreation Director and Secretary/Treasurer performance, the open meeting to resume at 7:38 PM in the Community Building.

At 7:40 PM the regular session resumed.

Chairperson Schoepf-Pearce discussed performance with Director Pace.

7. USD 312 Donation Basket

The board declines the USD 312 donation request.

(Member Shields left at this time, not enough for quorum)

F. CALENDAR:

Next meeting will be March 8, 2023, at 6:30 p.m.

G. ADJOURNMENT