

# City of Haven

## Recreation Board Meeting

### MINUTES - DRAFT

February 8, 2023, at 7:00 p.m.

Haven Community Building

**PRESENT:** Jonell Bell, Nicholas Roetzer, Ciara Powers, Adrienne Thetford, Chris Shields, Justine Dalke, Brandae Tate (Vice Chairperson), Stephanie Pace (Director), Josephine Gonzalez (Treasurer/Secretary), Christopher Scott (Council Liaison), Sarah Wright

**ABSENT:** Shauna Schoepf-Pearce (Chairperson)

A. MEETING CALLED TO ORDER:  
Meeting called to order at 6:31 p.m.

B. PUBLIC COMMENT:  
none

C. APPROVE MINUTES:  
1. Approve January 11, 2023, Recreation Board Meeting Minutes.

**ACTION:** Member Dalke motions to approve January 11, 2023, Recreation Board Meeting Minutes with the correction of adding Adrienne Thetford as one of the leads for community events.

Motion: Dalke

Second: Bell

**Motion carried unanimously**

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

D. FINANCIALS:  
1. Approve the monthly financial.

**ACTION:** Member Powers moves to approve the monthly financials.

Motion: Powers

Second: Thetford

**Motion carried unanimously**

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

E. BOARD ITEMS

1. Potential new Board Member Sarah Wright

Sarah Wright was interviewed by the board and Director Pace. After the conclusion of the interview and Sarah Wright left, the board was informed by Director Pace and Council Liaison Scott of an incident that previously happened about five years ago that resulted in Sarah Wright being excluded from any Haven Recreation Department events for the duration of one year. The board would appreciate the opportunity to speak with Sarah Wright again before making a final decision.

**ACTION:** Member Bell motions to table the vote on Sarah Wright and invite her back for further discussion and questions.

Motion: Bell

Second: Powers

**Motion carried unanimously**

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

2. Valentines Dance

Final planning discussed. Pace will set up the décor on Friday. Dalke and Gonzalez will be at the cafeteria at 5:30 p.m. to help finish setting up. Rumors of kids at the elementary school think this is a school sponsored even and they can attend the dance without an adult

accompanying them. Gonzalez will contact the school and request a call or email go out to remind parents it is a parent/child dance, and it is not school sponsored.

3. Job Roles

Member Bell inquired if there is a form that list employee duties. Bell continued to explain the request for this because of an incident that happened at a basketball game where the time keeper tried to kick out adults from the opposing team and the gym supervisor did not feel the actions that took place warranted an eviction. Director Pace stated that refs and score keepers have every right to kick anyone out and it is the job of the gym supervisor to back the timekeeper and refs. Member Thetford asked what the duties of the gym supervisor are, and Pace informed the Board the gym supervisor is there to open the gym or facility, check bathrooms, back the refs and timekeepers, and close the gym. Member Powers recommends job descriptions need to be created. Member Bell reminded the Board the reason why the employees do not keep track of their own timecards is because Director Pace stated they were not responsible enough and if they aren't mature enough to keep track of their own timecards then they shouldn't have authority to kick people out. Member Tate feels that refs have authority, but timekeepers should have to go to the supervisor. Director Pace will have job descriptions created and sent to Secretary/Treasurer Gonzalez to be distributed with the March board meeting packet.

4. T-Shirts

To help the public and participants of events know who the gym/field supervisor is, bright green t-shirts will be created for all board members to wear. Pace said her company would purchase the shirts and Member Thetford said she can make them.

5. Social Media and Media

Member Bell distributed a handout and went over post statistics and interaction with Haven Rec Facebook page. Bell reiterated it was agreed upon in previous meetings that she would be the primary controller of the Facebook and social media sites. Any photos to be posted need to go to Member Bell first. Director Pace said she will create flyers and send them to Member Bell to post. Member Bell would like to set aside a budget to pay for boosted posts. Member Bell would also like to have a contest for engagement and followers with a prize that gives credit towards rec activities.

**ACTION:** Member Powers motions to set up a contest with a prize of \$40 credit.

Motion: Powers

Second: Thetford

**Motion carried unanimously**

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

Tate	X		
Thetford	X		

6. Youth Sports Pictures

Sarah McMillian spoke with Member Bell and is interested in doing pictures for the rec department. Director Pace added that she had already spoke with Sarah McMillian as well and they have decided to do a picture day at the beginning of the summer season to take team and individual pictures all in one day. Member Bell informed the board Sarah McMillian offers 4 different packages.

**ACTION:** Member Dalke motions to use Sarah McMillian as photographer for youth sports.

Motion: Dalke

Second: Thetford

**Motion carried unanimously**

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

(Member Roetzer left at this time)

7. Chamberlain Scholarship

The board reviewed the application for the Dave Chamberlain Scholarship and there is no changes needed. Secretary/Treasurer Gonzalez will send Haven High School the scholarship to be distributed to all students who are involved in basketball.

8. RecDesk

The budget did not include the \$3,500 expense for RecDesk.

**ACTION:** Member Bell motion to approve \$3,500 for the year for RecDesk.

Motion: Bell

Second: Powers

**Motion carried unanimously**

<u>Member</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Bell	X		
Dalke	X		
Powers	X		

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

9. Director and Secretary/Treasurer Wage increase

Director Pace and Secretary/Treasurer Gonzalez did not receive a wage increase as of January 1, 2023, which had previously been discussed and agreed upon. The Director position was to increase to \$12,000 a year and the Secretary/Treasurer would increase to \$2,400 a year. At 7:56 PM Vice-chairperson Tate moved the Recreation Board to recess into executive session to discuss personnel matters relating to non-elected personnel, the Recreation Director and Secretary/Treasurer, the open meeting to resume at 8:01 PM in the Community Building.

The meeting resumed to discuss calculate the difference between the current wages and the proposed wages. At 8:08 PM Vice-chairperson Tate then moved the Recreation Board to recess into executive session to discuss personnel matters relating to non-elected personnel, the Recreation Director and Secretary/Treasurer, the open meeting to resume at 8:10 PM in the Community Building.

At 8:10 PM the regular session resumed.

**ACTION:** Member Dalke motions to approve Recreation Director wage to \$12,000 a year and the Secretary/Treasurer wage to \$2,400 a year with retroactive pay starting January 1, 2023.

Motion: Dalke

Second: Thetford

**Motion carried unanimously**

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

10. Summer ball

Director Pace informed the board that she had done inventory on all equipment. The Director is requesting approval to purchase:

- a. 2 tees for t-ball
- b. 2 sets of sand bags
- c. box of t-ball balls

- d. 2 boxes of softballs
- e. 1 box of soft baseballs
- f. 2 boxes of baseballs
- g. 4 complete sets of catcher gear
- h. 12 bags of chalk

Director Pace will have a cost for each item at the next meeting. She is to provide prices for low, medium, and high quality for each item. Director Pace stated that she has requested for the application for umpires to be posted but is waiting on the City Clerk.

(Member Shields left at this time)

11. Events needing dates

Bingo could maybe be done on March 25, 2023. Cornhole is needing to be organized but Director Pace indicated that she was waiting until the MOU with USD 312 is finalized. Member Bell would like to see the board presented with 6-week league dates from Director Pace for cornhole. Mount Hope currently has a cornhole league and some members fear that this will hurt Haven Rec turnout. The board decided to table scheduling these events until next meeting.

F. DIRECTOR UPDATES  
None

G. BOARD MEMBER CONCERNS  
None

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

I. ADJOURNMENT  
Meeting was adjourned at 8:23 p.m. by unanimous vote, motioned by Bell and second from Thetford.