

Reading Recreation Commission
7:01PM
3rd & Spruce Recreation Center
Minutes of the December 9, 2014 Meeting

The Reading Recreation Commission was called to order on Tuesday, December 9, 2014, at 7:01PM by James Washington.

The Board performed the Pledge of the Allegiance and then the roll call of members. There were eight of eleven board members present and they included: Christopher Daubert, Carl Geffken, Manuel Guzman, David Ruyak, John Santoro, Otis Smith, Donald Taddei, Jr. and James Washington. The following board members were absent: Christopher Celmer, Marcia Goodman-Hinnershitz, Eddie Moran. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). Guests: Ann Toole, Toole Recreation Planning.

Daphne announced that Christopher Celmer is replacing Allen McCloud on the board as the School District representative.

Minutes

The minutes from the October 21, 2014 meeting were reviewed. David Ruyak made a motion to approve the minutes. Donald Taddei, Jr. seconded the motion. The motion was approved unanimously.

New Business

The 2015 Facility Fee Schedule was reviewed. Daphne noted that the only changes were adding Keffer Park and Egelman's Ball field. Questions that were raised from board members were:

- Community service in exchange for ball field rental fees
- Generate an invoice showing charge of ball field rental and community service off setting calculation
- Hours will need to be coordinated by Matthew Lubas
- Provide direction to community service with expectations (park, task, hours)
- Agreement in writing and approved by RRC
- Removal of note stating ½ of the total cost as a donation to the Youth Scholarship Fund

Daphne read Resolution 2014-4 Facility Fee Schedule for 2015 as attached (Attachment A) with the notable changes under notes reading approved project community service in lieu of fees at a rate of \$7.25 per hour as designated by Matthew Lubas. Daphne asked if there were any questions. There being none, John Santoro made the motion to accept Resolution 2014-4. Carl Geffken seconded the motion. Roll call: Christopher Daubert – yes; Carl Geffken – yes; Manuel Guzman – yes; Dave Ruyak – yes; John Santoro – yes; Otis Smith - yes Donald Taddei, Jr. – yes; and James Washington – yes. Motion passed 8 – 0. The motion was approved unanimously.

Treasurer's Report

Carl Geffken discussed the Treasurer's Report. Current balance is \$431,566. Carl reviewed the following reports: Profit and Loss budget vs. actual; Balance Sheet Previous Month Comparison which compared months September and October and October and November; Administration Profit and Loss budget vs. actual; Programs Profit and Loss budget vs. actual; Tennis Profit and Loss budget vs. actual; Pool Profit and Loss budget vs. actual; Income Detail Report and Expense Detail Report.

Carl asked if there were any questions. There being none, Donald Taddei, Jr. made the motion to accept the Treasurer's report as presented. Christopher Daubert seconded the motion. The motion was approved unanimously.

Old Business

Guest speaker: Ann Toole, Toole Recreation Planning, is attending the meeting to provide an update on the Comprehensive Plan. Ann stated that they have been hard at work. They have been out at our parks for several days. They found the parks to be in pretty good shape. She complimented our maintenance staff for this. She stated the issue is with the safety services. She would like us to look more holistically at the whole park system. She is working with Daphne on ways we can package park improvements. Discussion followed regarding Center Park. Sean Garrigan will be meeting with the Executive Director from Center Park. She would like to complete pilot projects and concentrate your resources where we will get the most in return. Ann passed around a memo she provided to Daphne regarding research she did on self-sustaining public parks and recreation systems. She contacted a few of our country's leading experts on this topic. In the memo she provided three quotes from these individuals.

Anne informed the board that Matt Ward from Sustainable Strategies who we consulted to provide the Reading Recreation Commission with an evaluation and mini plan has suggested hiring a Chief Development Officer. Having a dedicated person, locally, focused on fostering local support, including generating local capital commitments, is a critical first step. Once we have this person in place we are to contact him. Anne stated he has not charged us for any of his services and recommendations which originally was quoted at \$5,000.00. Carl agreed that we hire a Chief Development Officer. Daphne passed out the job description for this position. Carl reviewed the job description. This position will have a salary range of \$50,000.00 - \$65,000.00 (dependent on qualifications and board approval) plus benefits. Carl made a motion to create the position of Chief Development Officer and put the money in the budget. Dave seconded the motion. Salary as approved by the board of directors. Resolution to approve the 2014-5 – Daphne read the resolution with attachment for the job description. Roll call: Christopher Daubert – yes; Carl Geffken – yes; Manuel Guzman – yes; Dave Ruyak – yes, John Santoro – yes; Otis Smith – yes; Donald Taddei, Jr. – yes; and James Washington – yes. Motion passed 8 – 0. The motion was approved unanimously.

Daphne talked about PFM and their expectations. She stressed again that it is unrealistic to expect that we will ever be self-sustaining so if the City and School District pull their funding, the RRC will effectively cease operations. Anne added that this has happened to many municipalities and they have realized that there is a cost to not spending money. Ann also expressed what a fantastic job that Daphne did dealing with the PFM issues. She worked very hard and got all the key people involved to make the changes take place. Daphne thanked Anne. Daphne also thanked Christopher Daubert who advocated on our behalf.

Anne stated that the Architect that inspected the 106 building stated that it is structurally sound and can be used.

Daphne informed the board that the playground association agreement is still in the law office at the City. She has not heard back from Frank Denbowski.

Executive Director's Report

Daphne gave a verbal Executive Director's report for October and November 2014.

Highlights:

1. RRC is the winner of \$5,000 from Freedom Auto Group! RRC was nominated by Karen Schreiber.
2. Received a donation of \$2,000 from Sorrelli Jewelers. They donated necklaces and bracelets for the Girls Leadership program.
3. Lentz Milling adopted three families from the RRC this year for Christmas. They will be providing Christmas gifts for the entire family.
4. RHMC School of Nursing adopted all the children from the RRC!
5. Our annual Snowflake Ball is Friday, December 19th. The gifts will be given to the children at the ball.
6. Received a donation of free mitten and gloves that will be given to all the children.
7. Reading Rotary is doing a drive for us for product donations for boys in our programs.
8. RRC is having their first official Employee Christmas Party on December 12th from 10:00PM to 1:00AM at Heisters Bowling Lane. There will be 3 hours of bowling, appetizers, pizza, soft drinks and desserts. 43 employees are attending. Daphne invited all board members to attend and meet our staff. We also invited Public Works tradesman for all their work they do.
9. DPW certification program is postponed due to a training that needs to be completed.
10. Daphne informed the board that she was chosen as a woman to know in the Chamber of Commerce Women to Women. Everyone offered their congratulations!
11. The School District has approved the RRC to use the Performing Arts building for our pool program.
12. Our food service program is going very well. 11th & Pike is a fully functioning kitchen!

Dave Ruyak was asked by an employee to discuss making 3rd & Spruce a "Christmas Village" next year. A discussion followed regarding costs involved, liability insurance, etc. Other suggestions were made as well.

Adjournment

There being no further business to be brought before the board, Carl Geffken made a motion to adjourn the meeting at 8:59PM. Donald Taddei, Jr. seconded the motion. The motion was approved unanimously.

Upcoming meetings:

February Recreation Commission Meeting – Tuesday, February 10th at 7:00PM, 3rd and Spruce Recreation Center.

Respectfully submitted,
Rebecca Swoyer
Recording Secretary