

Reading Recreation Commission
7:01PM
3rd and Spruce Recreation Center

Minutes of the February 12, 2013 Meeting

The Reading Recreation Commission was called to order on Tuesday, February 12, 2013, at 7:01PM by James Washington.

The board performed the Pledge of the Allegiance and then the roll call of members. There were seven of eleven board members present and they included: Marcia Goodman-Hinnershitz, Eddie Moran, John Santoro, Otis Smith, Donald Taddei, Jr., Marisol Torres and James Washington. The following board members were absent: Francis Acosta, Carl Geffken, Robert Peters and Harry Storch, Jr. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary).

Minutes

Minutes were reviewed. John Santoro made a motion to approve the minutes of the January 8, 2013 meeting. The motion was seconded by Donald Taddei, Jr. The motion was approved unanimously.

Old Business

A. Boxing Club Program

Daphne, Matthew Lubas and James Washington met with Darnell Molina from the Inner-City boxing program. This program is currently located in the Baer Park field house. The discussion centered on the use of the facility, number of participants, operations and the use of the bathrooms. Board discussion followed regarding transportation to go to events and expansion beyond Baer Park, maybe into a warehouse building. Daphne stated that Marshall Kauffman wants to give his boxing program to the Reading Recreation Commission. It is becoming too big for him. She stated that she met with him at the request of the Mayor. There are a lot of factors to weigh. It is a slow work in progress.

Executive Director's Report

Daphne gave her Executive Director's report for January.

Highlights:

Daphne reported that she received the first mock-up of the website from the Reading Eagle.! She sent the designer and sales representative constructive feedback along with a mock-up website that she designed as a suggestion. The Reading Eagle has offered to refund all money for this project if we are not totally satisfied in the end. At this point it is still a work in progress.

The teen center is moving forward with work including completion of dry walling, cork pictures, and electrical work. John O'Mara stripped and waxed the floors and painted the walls. Daphne requested a donation of a television from Best Buy. They are willing to donate a 50% discount toward a purchase of an open box television. We are expecting the cost to be around \$300.00. She

is also working on a furniture donation from Gilbert's furniture. The target date for completion of the teen center is March. This will be a multi-use room. Until today we were using this room as the game room because we have not had heat in the one end of our building for the last two weeks. The unit really needs to be replaced. The short term goal is to rig the unit until the spring when Public Works can fix it.

Daphne informed the board that the Reading Recreation Commission received a donation from the Nancy Shirey on behalf of the Baer Park Parent Playground Association in the amount of \$669.46. The money was placed in the Youth Scholarship Fund.

The Reading Recreation Commission is pursuing the idea of hosting a Father-Daughter Dance in the spring and a bingo fundraiser in the fall at the Jewish Community Center. She will forward information to the school district representative regarding use of the building.

We are currently having a hoagie fundraiser that will be taking place on March 8, 2013. Daphne and Heather Boyer are working on the donations for the fundraiser that, if successful (selling 500 hoagies), will raise over \$3,000.00 to be used for youth fieldtrips and activities. She stated that we will need help in preparing all the hoagies. Everything will be fresh and prepared in the early morning hours of March 8. We are looking for early morning help (like 5:00 am) and then delivery of the hoagies (anyone selling over 20 hoagies will be delivered). Daphne stated that we need 1000 mayo packets. Heather has asked the restaurant store for this donation. Otis Smith stated to let him know if we need these. He might be able to assist. The board members stated that they will send the flyers out to their contacts.

Discussion followed regarding fundraising and ways to supplement some of the events going on. This is a great way to get the kids and community involved. We are now at a point where we can start fundraising. We have received our 501c3 and non-profit status and just completed our first year audit. We have accomplished a lot in the last year and people are starting to take notice! Marcia Goodman-Hinnershitz stated that we should have a development plan committee. James Washington stated that we will be discussing committees at this meeting.

Treasurer's Report

Marcia Goodman-Hinnershitz discussed the Treasurer's Report.

Marcia reviewed the following reports: Balance Sheet Previous Month Comparison which compared months December and January; 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.

Marcia asked if there were any questions. There being none, John Santoro made the motion to accept the Treasurer's report as presented. James Washington seconded the motion. The motion was approved unanimously. James made the comment to the board to look at the \$1.00 deposits. They are deposits from the kids participating in the basketball open gym program. It has been slow moving. The hope is that once the other programs end they will flow to other places.

Subcommittee Reports

B. **Finance** – Daphne spoke to Carl Geffken. The preliminary report from the audit was that everything is good except the pool concession. Daphne stated this happens often when pool concessions are involved. We are looking into purchasing a better cash register that is simple to use. She is looking for a cash register with programmable buttons. With programmable buttons staff will only need to push a button for the item needed. Marcia stated that she has a cash register that she will donate to see if it works. Carl asked Daphne to research quotes for cash registers. The auditor randomly pulled fifty transactions and reviewed the back-up for each transaction. Everything was perfect.

C. **Personnel** – Eddie Moran set up a meeting with his committee members. Everyone was unable to attend. He met with Daphne. The Personnel committee is going to start to introduce sections of the employee handbook at each meeting for approval. Tonight Eddie is reviewing the Ethics and Conduct policy to the board. A copy of the Ethics and Conduct policy and resolution was given to all board members.

Motion to accept Resolution No. 2013-1 that the Reading Recreation Commission has adopted an Ethics and Conduct policy for all employees as outlined in Attachment A. Eddie Moran made a motion to accept Resolution No. 2013-1. John Santoro seconded the motion. The Board performed a roll call of members: Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, Marisol Torres - yes and James Washington – yes. Motion passed 7-0.

D. **Facilities/Programs** – John Santoro met with his committee members' right before the board meeting. They discussed how to use the field and programs. Marcia Goodman-Hinnershitz stated that it would be beneficial to have a list of what fields are under the Reading Recreation Commission and what fields are under the City of Reading.

A discussion followed regarding the school district and city involvement. We have gotten some cooperation from the school district through the athletic department with tennis, basketball and volleyball. James Washington discussed the procedure for using those facilities. We are going to have to decide on the programs and then go about where we are going to use them. John Santoro doesn't see us having any access to any of their facilities because of the costs. Marisol asked what the school district has done and remarked that it seems like the City has contributed most of the effort towards the Commission. Donald Taddei, Jr. stated that when he has asked for things the school district has been very helpful. John Santoro stated that we have to propose things to the school district. Marisol asked what we are receiving from the school district. Daphne replied that we are receiving \$7.50 per student based on the previous year and the school allows us to use facilities for programs such as tennis, volleyball, and basketball.

New Business

James Washington sent an e-mail about the standing subcommittees. They were created by function and comprised of three or four board members to meet at separate times. The committee findings and reports would be presented to the regular board commission and each committee would eventually develop written guidelines for their operation, as well as an explanation of their committees' functions, requirements and restrictions. He stated these committees are only helpful if we have members on them and accomplishing the tasks at hand. This is currently not happening.

James reviewed the current standing subcommittees and their descriptions. Discussion followed regarding the subcommittees. It was determined that the following subcommittee and members will be developed:

Finance/Development: Francis Acosta, Carl Geffken, Marcia Goodman-Hinnershitz and Robert Peters

Programs/Facilities: Eddie Moran, Otis Smith, John Santoro, Donald Taddei, Jr., and Marisol Torres

Personnel/Executive: Francis Acosta, Marcia Goodman-Hinnershitz, Eddie Moran and James Washington

Marisol proposed to have subcommittee meeting before the commission meeting. That way the time slot is already made. Daphne agreed that there were more attending tonight. John Santoro stated to plan on 6:00pm right before the board meeting for his committee. Daphne is updating the list and sending it out to all board members.

The Regional Board/Staff Communication Chain of Command policy was reviewed. Sue Landis authored this policy and is in the DCNR handbook, which is in every handbook. Nothing in this policy contradicts what was already given. This is in place so it can be placed into records and bylaws. John Santoro made a motion to have the policy added to our bylaws. Eddie Moran seconded the motion. First reading of the chain of command – any revision would be sent to Daphne and brought to the next meeting. The Board performed a roll call of members: Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, Marisol Torres - yes and James Washington – yes. Motion passed 7-0.

James Washington reviewed board attendance. If a board member misses 3 consecutive meetings in a row they are to receive a letter stating that if they miss another meeting they will be removed from the board. However, the city and school district has the final say.

The annual report is close to completed. Daphne presented what has been completed so far. The goal is to give individuals a photo journey of what the Reading Recreation Commission has completed so far. When the report is done we will decide how it will be distributed possibly posting it to the website. Daphne asked if the picture of the board should be taken again to include Harry Storch. It was agreed that the picture should stay as is. James suggested reporting Harry as missing.

James Washington passed out background check authorization and waiver forms to be completed by all board members

DCNR requires Daphne to provide an annual report to them. It is a summary of her activities for 2012. Each board member received a copy and Daphne discussed the report.

At 8:45PM the board went into Executive Session to discuss personnel matters. The session was resumed at 8:59PM.

A discussion followed regarding lease agreements. Marcia stated that the city will be terminating the lease agreement with Randy Gaston and Engleman's Park (giving 90 day notice prior to June 1st) was one of the agreements that were coming up. Discussion followed. Daphne stated she can summarize the lease agreements and bring it to the next committee meeting.

Adjournment

There being no further business to be brought before the board, John Santoro made a motion to adjourn the meeting at 9:15PM. Eddie Moran seconded the motion. The motion was approved unanimously.

Upcoming meetings:

March Recreation Commission Meeting – Tuesday, March 12, 2013 at 7:00PM, Keffer Park

Respectfully submitted,
Rebecca Swoyer
Recording Secretary