

Reading Recreation Commission
7:00PM
Reading School District Library

Minutes of the July 10, 2012 Meeting

The Reading Recreation Commission was called to order on Tuesday, July 10, 2012, at 7:00PM by James Washington, Chairman.

The Board performed a Roll Call of members and then the Pledge of the Allegiance. There were 6 of 9 Board Members present (two of which need to be appointed) and they included: Robert Heebner Jr., Marcia Goodman-Hinnershitz, John Santoro, Michael Schorn, Otis Smith and James Washington. Staff in attendance: Daphne Klahr, Executive Director, Karen Regenfuse (acting as secretary), and Brett Fegley, Attorney at Law. Francis Acosta entered the meeting at 7:42PM.

Minutes

Minutes were reviewed.

John Santoro made a motion to approve the minutes of June 12, 2012 meeting. The motion was seconded by Marcia Goodman-Hinnershitz.

Comments: Mike Schorn commented that it was established by in May 2011, that all revenue, except for the band shell, would go into the Reading Recreation Commissions coffers. The decision on the showmobile had not been finalized. He did not agree with giving the City revenue from the showmobile. The motion was unanimously approved.

Old Business

A. Proposed Employee Handbook

At last month's meeting this was tabled. Daphne suggested that this item be handled in a committee setting vs. at a full board meeting. Marcia concurred with this suggestion. This will help make the meeting move smoothly and efficiently. Bob thinks a committee will be more efficient to handle this project. Vacation time is a major issue that may be time sensitive for the present employees. There are employees that want to take vacation. Matt and Heather were given, in a letter form, an agreed upon vacation during the first 6 month. There is a certain amount of notice that is required before vacation is given. Matt had three weeks and Heather had four weeks prior to becoming part of the RRC.

Mike Schorn noted that in a letter dated September 20, 2011 that the following was noted about current employees "[consider]...offering a comparable salary package. No set figure in mind. A fair and comparable agreement should be reached. There is no guarantee that past employees will get what they had with the City".

Jim is looking for authorization to give parameters to approve vacation that wants to be taken by present employees because the Handbook is not approved.

Marcia made a motion that pending the approval of the employee handbook the Board gives the Executive Director authorization to approve vacations of each existing full-time employees.

John Santoro, seconded the motion. Motion carried with a 5-1 vote (John Santoro dissented).

B. Board Training

There is a question that maybe there should some sort of training session for the Board. Suggestions for training include having Judy Houck from Spring Township who has done training sessions on the state level for Board and Commissions and David Thun; from SCORE.

C. Treasurer's Report

Marcia Goodman-Hinnershitz raised the issue of recreation fees and how that is going to be handled. There is no idea of how much fees will be collected from rental of facilities and the show mobile. The City Council will ratify an agreement in the near future. From the paperwork that the RRC has it stated that the band shell revenue is excluded, but the show mobile revenue is included in the RRC budget. There is a question as to whether the RRC will keep the money already collected for the year. Heather is now assisting with the reservation of the show mobile and handles the reservations for the Bandshell. It was agreed that if the RRC no longer receives the revenue for the Bandshell or Showmobile, Heather will not handle the reservations for either.

Daphne Klahr commented that it is her opinion, based on the information from previous meetings that the Showmobile revenue was clearly intended to go to the Commission. Further, she noted, that all forms produced by the City state this (checks made payable to the Reading Recreation Commission), and that the money we are collecting from the Showmobile is being used to maintain City ball fields. Francis Acosta does not want to suggest keeping the money for the Showmobile (portable stage) at this time. He does not want to fight the battle on this issue. At some point down the road this responsibility may revert back to the RRC. The RRC does not have much of a negotiation power on this issue. Let's make it clear under the present agreement the RRC will get the revenue for all the facilities rentals, the band shell was exclude and the revenue from the show mobile is yet to be determined. Jim Washington asked for a vote from Commission members if they wish to keep the Showmobile revenue. Marcia thinks that with the liability issue and that the City owns the show mobile that there needs to be a clear person that is in charge of booking this item. The managing director needs to be notified as to what the Commission feels on this issue.

Roll Call Vote – Francis Acosta – no, Otis Smith – no, Mike Schorn – yes, Jim Washington - no, John Santoro - no, Marcia Goodman-Hinnershitz – no

Marcia discussed the Treasurer report.

Company snapshot. Account balances it the revenue with the different accounts. Income received was the third quarter payment from the City of Reading, the pool revenue is at 82%, and playground revenue is at 119% which is over the budget amount. Right now we have 62% of our projected revenue for the year. This does not reflect the money from DCNR.

On the Expense side there is line item for Playground supplies. It was very difficult to know what to budget for this program. In 2013 this line item will be more accurate. Presently we are at 33.7% of our expenditures.

Marcia now has a stamped signature for the checks.

John Santoro made a motion to accept the Treasurer's report as presented. The motion was seconded by Francis Acosta. Otis Smith asked about the status of RRC going after grants monies. The IRS has the RRC's application for the 501 (c) 3 status. It is pending. Otis Smith would like to be notified if this is approved prior to the next meeting. Tax Exempt status for RRC also needs to be approved. Some companies are not charging the RRC for tax at this time. Mike Schorn questioned the budget and that 6% of the budget is under tennis fund raising. Although he understands that \$25,000.00 of the \$50,000.00 is guaranteed, he asked what fundraisers tennis will be holding to attempt to raise the other \$25,000.00. Daphne Klahr said that she would ask Larry Zerbe for clarification of the tennis' programs fundraising efforts planned for the rest of the year. The motion was approved unanimously.

Executive Director's Report

Daphne handed out her report for the month.

Highlights

Coordinating two cleanup projects. One with Alvernia students and one with Albright students. Otis Smith would like the dates of these cleanups when dates are firmed up.

Towel donation was given by the new members of the probationary firefighter's class for help kids from the summer playground program that did not have towel to bring to the pool. A nice article was in the Reading Eagle.

Reading Hospital has agreed to use their shuttle buses to transport children for the summer playground program.

Worked with the City Police Department to stop the reported sale of alcohol at Bear Park. Discussion ensued regarding the possibility of banning individuals from a park. How is the enforcement going to be handled? The Board should review the rules of all the parks. Question as to whether this issue [rules] is under Reading City Council revamping the rules or codes in the parks? Jim does not know how the RRC interjection into this issue is really necessary. This would come under Public Safety. Marcia chairs the Public Safety committee and there could be a review of policies. The RRC would be given the opportunity to comment on these policies. Daphne Klahr noted that the RRC will be getting calls because the people who are there, participating in a program will most likely call the RRC. If the case does go to a District Justice, someone from the RRC should be there if there is a violation for some kind in the park.

Pool is doing very well. 82% of projected revenue.

Thanks to City Council for recognizing the RRC during July is Recreation month.

Mike Schorn asked about the extension of hours at the pool especially during this hot season. Hours are extended only on Fridays for moonlight swims. The budget was not approved early enough in the year; therefore there is not enough money in the budget to extension of hours this year. Security staff increases the cost significantly. When Schlegel is not open there is an increase in attendance at the East Reading pool. During next year's budget the pool will be open for longer hours.

What is the scope of the lantern parade.... Daphne Klahr reported that any child that wants to make a lantern will be given supplies to make a lantern and participate in the program. This will be at the band shell area of City Park. They will perform a dance, have ice cream, display art and crafts, etc. There will be prizes for the nicely decorated lanterns. Police and Fire Departments will be on notice the day of this event. Everyone is invited to attend. There are 180 children in the playground program this year.

Bob Heebner stated he needed to leave the meeting early due to a prior commitment and wanted to address a few budget items. The swimming team revenue is listed as \$225 and the pool group revenue is listed at \$382. Bob knows that Albright Aquatic Club is over there using the pool that owes the RRC usage fees. Matt Lubas has indicated that another \$625 is owed to the RRC.

The rental fee for the pavilion at the pool is being put into facility and building rentals. The fee the polo group pays to use the facility would be put under pool groups. The polo group still owed RRC money too. The agreements with these outside groups need to be looked for the 2013 season.

Francis Acosta entered the meeting at 7:42PM.

New Business

A. Committee Structure

Jim would like to propose the formation of subcommittees. Daphne contacted Sue Landes to see what kind of committee they have. This would allow the subcommittees to extensively look at issues and bring the subject to the entire Board. The rest of the Board members would then have input on the subject at a regular meeting. The Lancaster Recreation Commission has just two committees; they are Finance/ Personal Committee and the Program/ Facility Committee. Jim Washington would like to see three committees formed; his suggestions were Finance committee, Personal committee, and the Program/ Facility committee.

A motion was made by Francis Acosta to form the three subcommittees; consisting of Personal, Finance and Program/Facilities. The motion was seconded by Robert Heebner and unanimously approved.

B. Define Purpose and Goals

1) Establish Procedures for appointing committee members: Everyone seems to agree that they would let Jim Washington know what committee they wanted to be on and Jim would have the final decision.

Definition of purpose and goals will be established by the committee and approved with input from the Chairman, the Executive Director.

John Santoro mentioned that the committee's establishment should be in the By-Laws. Brett Fegley mentioned that it is a valid point to include the committees in the By-Laws once they have determined what they are going to accomplish. If the committees are in the By-laws; if there would be a name change or dissolution of the committee it would need to be removed from the By-laws. This could be done by resolution at next month meeting.

C. Appointees to the Commission

Public Comment

Rebecca Acosta congratulated the parks system on looking very well groomed as compared to last year.

Otis Smith – During the Strategic Plan Process it was mentioned that members should be open and honest with each other. We need to communicate with each other between meetings.

Marcia Goodman-Hinnershitz said that things should get better now that RRC has more structure to the organization. She suggested that maybe Daphne can put out a weekly snapshot of what is happening at the RRC.

Otis Smith would like to maybe have a Meet and Greet in the Fall of 2012. Maybe the Lantern Parade would be a good time to expose the RRC. The parade will be Aug. 16th at City Park at 6:00pm.

Marcia – Fairview Christian Academy did a cleanup at Neversink Playground on July 10th.

Someone wanted to donate softball to 10th and South. That is the one park he wanted to donate them to. Marcia told him there was no playground program there.

Otis Smith attended two of the three budget meeting of the Reading School district. Daphne need to have a meeting with the school district to see where we can partner for programming needs.

Mike asked why the Attorney was here. Mr. Fegley thought there may be some procedure questions at the meeting tonight. Being that there are members from various board and all Boards do thing differently and the RRC needs to decide how they are going to do things. Mr. Fegley suggested to just make sure the decisions are clear in the minutes. Mike Schorn states that Roberts Rules for procedure were adopted in the early stages of the formation of the RRC.

Executive Session

The board went into Executive Session to discuss the Executive Director's employment agreement and appointment of a Business Manager.

Resumed the meeting at 9:11PM.

Resolution NO. 2012 – 0710 (as amended)

[at an annual rate of \$40,000.00 (pro-rated) from an effective starting date of July 16, 2012].

A motion was made by John Santoro, to hire Rebecca Swoyer as the Business Manager for the Reading Recreation Commission. The motion was a seconded by Frances Acosta. There were comments made that this organization probably cannot go forward without a Business Manager. Jim mentioned in the interview for the business manger that all employees in the RRC need to think of way to raise revenues for their salaries. It needs to be a team effort.

Roll Call vote. Francis Acosta - Yes ; Otis Smith - Yes ; Mike Schorn – Yes with reservation ; James Washington - Yes ; John Santoro - Yes ; Marcia Goodman-Hinnershitz – Yes.

The motion was carried.

John Santoro suggested that the RRC ask for some extra office equipment from the Reading School District since various facilities will be closing. Jim Washington will ask at his meeting in the morning.

Adjournment

There being no further business to be brought before the Board the meeting was adjourned.

Upcoming meetings: Reading Recreation Commission – August 14, 2012 at 7:00PM at the Reading School District Board Room.