

Reading Recreation Commission
7:03PM
Schlegel Park Fieldhouse

Minutes of the December 11, 2012 Meeting

The Reading Recreation Commission was called to order on Tuesday, December 11, 2012, at 7:03PM by James Washington.

The Board performed a roll call of members and then the Pledge of the Allegiance. There were 6 of 10 Board members present and they included: Carl Geffken, Bob Peters, John Santoro, Otis Smith, Marisol Torres and James Washington. Francis Acosta, Marcia Goodman-Hinnershitz, Eddie Moran and Donald Taddei Jr. were absent. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). Visitors in attendance: David Thun and Bernie Gerber from SCORE and Aaron Thomas (invited by Marisol Torres – arrived at 7:10PM).

Minutes

Minutes were reviewed. John Santoro made a motion to approve the minutes of the November 27, 2012 meeting. The motion was seconded by Marisol Torres. The motion was approved unanimously.

Old Business

A. Proposed Winter Basketball Program

As discussed at the November board meeting, The Olivet's Program has decided to not host a City-wide youth basketball league for the 2012 – 2013 seasons. They will not be running City-wide leagues of any kind for the next five years. The result of this decision is that many kids will no longer have a basketball program available to them. A meeting was held in December to discuss how to proceed with trying to provide the kids with a program to participate in 2012 – 2013. The consensus of the meeting was to offer an "open gym" format to kids at the Southwest Middle School and 3rd and Spruce Recreation Center beginning mid-January. At the conclusion of the program, a "March Madness" Tournament will be held for all kids who attend the program on a regular basis (20+ times). There will be an educational and mentoring component to the program. Discussion followed regarding the 2013 budget, what figures were budgeted for this program and how to receive donations to offset some of the costs. Money was budgeted for referee fees since the Recreation Commission paid the referee fees for the Olivet's Program.

Otis Smith asked if it could be amended into the budget that was passed in the November meeting. Discussion followed regarding amending the budget. Carl Geffken said that the issue would be addressed by the Finance Committee at a future meeting.

Otis asked how the word would be passed around. The communication channel is through the school districts through flyers. We have been tracking the response so we know what schools the kids are coming from. Daphne stated that some schools were calling the Recreation Commission asking where the flyers were. Dr. Purcell had already told schools. January's newsletter will go out to the schools before the holiday break. Discussion followed regarding other means of communication: being the City Website and Community Service Announcements. John Santoro

made a motion to adopt the Winter Basketball Program. The motion was seconded by Carl Geffken. The Board performed a roll call of members: Carl Geffken, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, yes; Marisol Torres, yes; and James Washington, yes. Motion passed 6-0.

This process will start tomorrow. There will be an update at the January Board Meeting. A brief discussion followed regarding all sports. It was stated that Matthew Lubas may need to think about this from the standpoint of youth sports.

B. Employee Time Off

James Washington presented a report showing current employee time off. He stated that he does not feel anyone needs to see this information however; it will be available at the monthly meetings and kept with Daphne. James feels it is the Executive Director's decision to approve/decline time off. If anyone is interested in employee time off they can speak with Daphne. That being stated, Daphne asked if anyone wanted to review the current report. No one reviewed the report.

Executive Director's Report

Daphne handed out her Executive Director's report for December.

Highlights: only covers two weeks

Daphne met with DCNR to discuss the grant project at Keffer Park and possible playground projects for 2013.

She met with John Santoro to review possible grant projects for the Commission to pursue.

Daphne contacted DCNR and Senator Schwank's office to discuss being included in the proposed crime summit in Reading.

She is in the process of collecting bids for lettering on the glass windows at 3rd and Spruce and 11th and Pike.

Daphne met with WEEU and the Reading Eagle to discuss pricing and designs for the Reading Recreation Commission Website.

She attended the CPSI training certification course in State College from December 2 – 5, 2012.

Daphne informed the Board that Robert Heebner resigned from the Commission due to increased responsibilities with the Reading School Board.

John O'Mara is currently working on converting our storage room into additional space for the Recreation Center attendees. There were almost 70 kids in the game room. She is working with the fire department to get numbers of occupancy which is the last thing needed for DPW.

Daphne handed out the November participation and special events summary that Heather Boyer and Matthew Lubas provided. It was noticed that there was an increase in 3rd and Spruce memberships. Daphne stated that she felt this occurred due to the flyers that were sent to the schools. It is a great way to get the word out!

Daphne handed out a conflict of interest policy which is needed for the audit. She asked everyone to review it, sign last page and hand back to her. She stated that Mr. Fegley handed this out at the April meeting. She needs updated signed copies to give to the auditor.

Bob Peters asked if the signed agreements from November were forwarded to DCNR. Daphne stated that everything was forwarded.

James Washington asked who completed the work at the Schlegel Fieldhouse. John O'Mara did the floors and all the painting. There will be another volunteer group coming from Alvernia at the end of January.

The Reading Recreation Commission held a Cookies with Santa event on Saturday, December 8, 2012 at the Pendora Field house. This was a free event. There were crafts, games and refreshments. A special thank you to Otis "Santa Claus" Smith for volunteering his time! It was a great turn out.

The next upcoming event is the Snowflake Ball. This event will be held Friday, December 21, 2012 at 3rd and Spruce Recreation Center.

Treasurer's Report

Carl Geffken discussed the Treasurer's report.

Carl stated that he has been working with Rebecca and Daphne in customizing the QuickBooks reports. He commended them on doing such a good job.

At the November meeting Marcia Goodman-Hinnershitz asked that all reports be e-mailed prior to the meeting. The following reports were e-mailed to all board members prior to the December meeting: Balance Sheet Prev. Month Comparison; 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 reviewed the Balance Sheet Prev. Month Comparison report comparing October 2012 to November 2012.

He stated the Profit and Loss statement was broken out by individual areas:

Administration was reviewed and income was discussed. Just awaiting the DCNR payment! Carl stated that the expenses budgeted are below the budgeted amount and everything is going well. Same with Programs/Recreation – everything is under budget and going well.

Tennis was reviewed and the \$25,000 that Pat Shields was asking to be raised in donations. That issue has been addressed and fixed in the 2013 budget.

Pool was reviewed. The budgeted revenue did very well with pool receipts and pool groups. It did much better than budgeted. Everything was on target.

Carl stated that overall the Recreation Commission is doing very well with our cash basis and with revenue still to come in the month of December.

The income and expense reports were reviewed.

James asked how we address if a group wants to use our field and then doesn't pay. Daphne stated that they sign an agreement and pay for it up front. The only issue would be bad checks in which we collect the bounced check fees.

James Washington made a motion to accept the treasurer's report as presented. John Santoro seconded the motion. The motion was approved unanimously.

Subcommittee Reports

C. **Finance** – Carl Geffken had nothing to report.

D. **Personnel** – Eddie Moran was absent. No report was made.

E. **Facilities/Programs** – John Santoro had a meeting in which only two members attended. He did not have a quorum. Otis and John discussed some options to take. Cindy Degroup from the City would like to apply for the DCNR funding for the Pendora fountain. That is her 1st choice for a project. John stated there is a list of all the fields and what could be done with them. The handball field was discussed again. The issue still being the hockey field and the contracts needing to be reviewed. John's goal was to have each member have a playground with sections to work on. Unfortunately it has not gotten off the ground. The break down was sent out to all members. It was four members and the playground they would be responsible for.

Daphne mentioned a few that are top on her list: 10th and South could use a soccer field with a flat area; Baer park with the basketball courts (Al Boscov's and Donnell Marshall Project) and 3rd and Spruce with the handball courts. Pendora with the fountain is a good idea but not on top of her list.

Marisol Torres stated that she is not in favor of the proposed changes to the hockey rink (adding handball, volleyball etc.). She feels now that Reading High has a hockey team we could use the hockey rink. Daphne stated that the hockey rink was built over four tennis courts. It is light every night because it was a tennis court. This is wasting electricity. Marisol stated she does not want to take the current handball courts out. Daphne fears that children could get hurt. Marisol offered suggestions that could be put in place. A discussion regarding the hand ball courts followed.

Bob Peters asked if there was some type of an assessment report. Daphne stated that she did a maintenance audit on every park and put it into Excel spreadsheet which was given to Public Works. Bob asked if that was available to new board members. Daphne will forward this information to him.

John reviewed Daphne's list of things that still need to be completed. It has a break down with all the playground and fields. Otis stated that Mineral Spring Park can be very expensive. There are a lot trees down. Could we figure out a way to have the trees down cleaned up and sell the wood that is lying around? Otis feels it would almost pay for itself. There are two beautiful pavilions that could be repaired or replaced. Daphne spoke to Kyle at Public Works. He stated that FEMA funds will be used to clean up the one pavilion that was severely damaged. John stated it could be cleared and have a gardening club keep it clean. Maybe we can generate revenue with the wood. Otis is going to look into this.

James Washington stated that the Board has to replace Robert Heeber. That person will come from the school district. He stated he has concern about attendees. With an 11 member board forming a few subcommittees should not be a problem. This will be discussed in the January meeting. James asked everyone to give some thought and bring their thoughts for discussion to the January meeting.

New Business

Daphne handed out a calendar with 2013 meeting dates and locations. The locations are not set in stone. The Recreation Commission is not going to have a meeting in November 2013 due to Election and Veteran's Day. Other events can be listed on this calendar as well and sent out electronically. If there are any questions regarding dates or locations just let Daphne know.

Daphne asked if everyone uses the Google calendar. She can send out invites to everyone and if accepted it places the event into their calendar.

Aaron Thomas was invited by Marisol Torres so he could see how the meeting attends. Daphne asked if he had any questions. He had questions about the sport programs. James Washington discussed his questions. He felt we might need one person to focus only on developing sport programs and pulling everything together. Daphne stated she would e-mail him any information he is interested in.

Larry Thun thanked everyone on behalf of kids of Reading! He feels it is very inspiring. He stated that it is great to hear the relationships that are developing and all the events being put into place. He stated as we go along in the process to feel free to contact him. If anyone from SCORES can help, they will. Larry stated they have a couple of advisors who work with non-profit centers and they are willing to offer any assistance that is needed.

Bernie Gerber commended everyone and stated that the Commission has a huge responsibility for the kids. He stated that he is a Reading native and the 11th and Pike playground provided him with 16 years of a safe environment to hang out. That playground was his home. The Recreation Commission has a huge responsibility to try to restore those glory days. Bernie stated that he did have one comment and that was that he didn't hear clear goals for the programs or their criteria. Those are some of the things we want to discuss such as lifestyle goals and what we hope to achieve for the kids and what the turn out will be. What are the incentives for kids? For example: in order for a kid to come and play pick up will they have to have good attendance at school? His other suggestion was when staff comes together as part of the presentation; the Commission

should have a template and have it applicable for every program. Bernie just wanted to point this out from a process and procedure standpoint.

Larry Thun referenced the calendar and how the locations are listed to meet at the parks. He feels the board should meet 15 minutes before to review the parks and see some of the conditions. James Washington agreed and stated that is the reason for the rotation.

SCORE has over 30 active members. The Recreation Commission should come in with a template and present. It could be a very strong resource for the Commission.

Adjournment

There being no further business to be brought before the board, Carl made a motion to adjourn the meeting at 8:30PM. John Santoro seconded the motion. The motion was approved unanimously.

Upcoming meetings:

January Recreation Commission Meeting – Tuesday, January 8, 2013 at 7:00PM, Reading School District Boardroom

Respectfully submitted,
Rebecca Swoyer
Recording Secretary