

Reading Recreation Commission
6:59PM
Pendorf Park

Minutes of the April 9, 2013 Meeting

The Reading Recreation Commission was called to order on Tuesday, April 9, 2013, at 6:59PM by James Washington.

The Board performed the Pledge of the Allegiance and then the roll call of members. There were eight of ten board members present and they included: Marcia Goodman-Hinnershitz, Eddie Moran, Robert Peters, John Santoro, Otis Smith, Donald Taddei, Jr., Marisol Torres and James Washington. The following board members were absent: Francis Acosta and Carl Geffken. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). Visitors in attendance: Larry Shaub, Reinsel Kuntz Leshar, LLP; Diane Kripas, Department of Conservation and Natural Resources (DCNR).

Minutes

Minutes were reviewed. John Santoro made a motion to approve the minutes of the March 12, 2013 meeting. The motion was seconded by Donald Taddei, Jr. The motion was approved unanimously.

Presentation of Annual Audit

Larry Shaub from Reinsel Kuntz Leshar LLP presented the 2012 audit of the Reading Recreation Commission.

Larry handed out the Financial Statements and Supplementary Information, December 31, 2012 and the Report to the Board of Directors, April 2, 2013.

He first presented The Financial Statements and Supplementary Information containing the Independent Auditor's Report; Financial Statements which were: Statement of Financial Position; Statement of Activities; Statement of Cash Flow; Notes to Financial Statements and Supplementary Information: Schedule of Functional Expenses. Larry reviewed all the information mentioning that the Reading Recreation Commission is properly preparing its financial statements. He reviewed each statement on page 3, 4, 5, 6. Page 6 notes the operating agreement with the City of Reading and the Reading School District. The policies continue through to page 9. Each note is summarized with no sufficient items to report. Page 10 is the Schedule of Functional Expenses which is the financial report. Larry asked if anyone had any questions. There were none.

Larry then continued with the Report to the Board of Director's which contains Matters to be Communicated: Required Communications; Summary of Accounting Estimates; Summary of Recorded Audit Adjustments, Letter Communicating Significant Deficiencies, Significant Written Communications Between Management and Our Firm, Representation Letter. Larry summarized each area and reviewed the significant deficiencies which were:

Financial Statement Preparation: creates an internal control issue. At this point there is nothing to do. The Reading Recreation Commission should have the ability to prepare its own Financial Statements.

Pool Daily Receipts: when reviewing the supporting documentation for the daily deposits the information was not complete or accurate. The cash register tapes did not tie out. This issue is

consistent at other pools. He offered the suggestion of having personnel on site at the pool to reconcile at the end of the day.

Cash Receipts and Cash Disbursements: one person completes the bank deposits, cash disbursements, journal entries as well as adjustments to journal entries. Larry suggested if possible segregating the duties. Due to the size of the center only one employee is needed to complete these functions.

Larry reviewed the Representation Letter and stated that the firm will complete the 990 tax return. A copy will be sent in the near future.

Discussion followed regarding the board being more involved by asking more questions and looking at financial statements, etc.

Daphne thanked Larry Shaub for the presentation of the audit.

Department of Conservation and Natural Resources (DCNR)

Diane Kripas from the Department of Conservation and Natural Resources (DCNR) presented the Bureau of Recreation and Conservation Circuit Rider Program. Diane stated that DCNR's grant to fund Daphne's position is their 38th funded position. However, they have never supported a City and School Districts partnership. DCNR felt it was very important to help Reading so they bent their policies. Reading received the highest grant awarded for a circuit rider position. She explained that over 80% of funded communities continued past the fourth year of DCNR funding. She stated the historically DCNR has provided a four-year funding commitment on a sliding scale from 100% of funding for salary costs down to 25%. In year five, DCNR expects the local effort to continue on its own. Diane stated in order to close out that first year of funding DCNR needs the board to evaluate Daphne's job performance. She stated that the second year of funding is in circulation and should be received shortly. Diane stated that Daphne has done an excellent job with the 2012 annual report.

Diane had two questions for the board of directions:

1. What do you think was the commission's top accomplishment
2. What would you like to see happen in 2014

Each member gave their opinion on the questions. The general consensus was that the top accomplishment was name recognition and bringing back recreation programs and they would like to see more fundraising and grants in 2014.

Based on the information received by each member, Diane stated that there is a lot to complete to the beginning process and continuing a long term status. DCNR is very supportive of Daphne. She is currently working on a DCNR grant where they will provide a match. Diane stated that Reading is a very blessed city with a lot of great parks. There is a huge opportunity to tackle the tough issues you haven't been able to get to yet. Diane stated that you need to support your Executive Director and realize you did not hire a professional fundraiser. Fundraising will take the board of directors' assistance. She stated that everyone knows people. Make a plan, pick a park and raise money around that park. Diane did make note that it is very hard to get to the point where you are totally self-supported. The Lancaster Recreation Center has been in business for 100 years and is still supported by allocations from Lancaster City, County, School District and Township. Diane stated that Daphne is doing an excellent job and works really, really hard. A huge compliment to Daphne on the job she is doing. Slow and steady always wins the race. Keep moving forward. She

concluded by making the board aware that she has provided them with her name, phone number and e-mail address. Anyone is free to contact her at any time.

Old Business

A. Annual Report:

Daphne presented the 2012 annual report. She handed out the report to each member remarking that as you go through the report you will receive the history of the Reading Recreation Commission's first year! The annual report takes you through the development of the Reading Recreation Commission logo, our facilities and different recreation centers, the playground programs and end of the summer Lantern Parade, the ever growing tennis and volleyball programs, flyers and newsletters, the special events (Easter Celebration, Halloween Hayride, Holiday Parade and Cookies with Santa), volunteers and partnerships, financial accountability and acknowledgments.

Daphne stated that this is a great marketing tool. It gives our supporters visuals and figures of what the Commission is doing. Discussion followed regarding the 2012 annual report.

Recommendations were to put the volunteers and partnerships right in the front, break down the pie chart and redefine administration expenses and add a map where all the parks are located.

B. Job Descriptions:

Daphne did locate job descriptions from 1998 for Heather Boyer and Matt Lubas. They are about a paragraph long. She asked Heather and Matt to write down their daily job duties. Daphne will work on putting together job descriptions for them.

Robert Peters stated that January 1, 2014 will bring the new affordable health care act. It is based on how many hours an employee works. He explained that we will need to look very carefully at how we use our staff and hours they work. Daphne stated that we do have a policy in place based on hours worked and their position. Robert stated that everything is changing in healthcare and penalties will be applied.

C. Special needs follow-up:

Daphne informed the board that she did some research regarding programs for children with special needs. She contacted Easter Seals and received further clarification on their programs. A discussion followed regarding partnering with the Special Olympics, the use of the Reading School pool and the Autism Society of Berks County.

Eddie Moran excused himself from the meeting at 8:01PM.

D. Resolution 2013-4:

As requested in the March board meeting a Policy for Volunteer Hours in Lieu of Ball Field Rental Fees was established. The Policy and Resolution was given to all board members. Daphne presented the motion to accept Resolution No. 2013-4, Policy for Volunteer Hours in Lieu of Ball Field Rental Fees. John Santoro made a motion to accept Resolution No. 2013-4. Donald Taddei, Jr. seconded the motion. The Board performed a roll call of members: Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters - yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, Marisol Torres - yes and James Washington - yes. Motion passed 8-0.

Marcia asked if the rental fees are consistently being applied to all facilities. Daphne responded that they are. Daphne asked if there were any questions about Resolution No. 2013-4. There were none. Daphne gave praise to John O'Mara for the great job he is doing with the ball fields.

Daphne reported that the Reading Recreation Commission website is live! However, it does not have all the information listed. At this time please do not direct anyone to the website.

Executive Director's Report

Daphne gave a verbal Executive Director's report for April.

Highlights:

She is working on the DCNR Grant for Comprehensive Parks, Trails, and Recreation Plan. A discussion regarding this grant followed. It is a \$80,000.00 grant of which we would provide \$5,000.00 in kind contribution. You are required to have four public meetings and go to specific sites to talk to kids. This plan is comprehensive and will address the needs of the city, what the residents' wants/needs are and what we can provide to them. Daphne has received several letters of support. The Grant is due by 4:30PM tomorrow.

James Washington stated that DCNR is fully committed beyond what is typical. He feels they want this to be the model that they can hold up and show it in a lot of things they do. Slighting grant – 100%, 75% - explained how that progressing. DCNR gave us an additional \$2,500.00 this year for training/mentoring.

Daphne provided an update on the Baer Park project. She received the quote for fencing. It will cost approximately \$20,000 for fencing (public works is included). Everybody is on board with the project. We still need to address the use of the Baer Park Field House. We need to look at the program and their needs. However we will need use of the field house. Daphne asked what our options are and what can we do?

Daphne met with Mr. Domino's son. She stated we will work with him on events to get the Reading Recreation Commission's name out in the public.

She stated that our teen center is progressing. A conference table and pin pong table are being donated. Feel free to stop by and check it out.

DCNR needs the Grant Resolution to be approved and passed by the board. Daphne received permission for James Washington to sign this so it can be scanned to DCNR.

Treasurer's Report

Marcia Goodman-Hinnershitz discussed the Treasurer's Report.

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

Subcommittee Reports

B. **Finance** – Daphne met with Carl Geffken. Carl recommended a part-time employee or CPA to balance and double check the financial books. If not the board would have to accept the auditors deficiency. The audit cost \$4,000.00 and the preparation of the financial statements \$1,000. A discussion followed that mentioned speaking with other firms and hiring of a CPA. John Santoro suggested that the finance committee review the deficiency. Carl asked Daphne to look into insurance for the business manager position. It was asked if the position can be bonded. Have finance committee look into options.

C. **Personnel** – Daphne presented the Non-Discrimination and Anti-Harassment Policy. It is another handbook policy. John Santoro made a motion to approve this policy. Donald Taddei, Jr. seconded the motion. There being no questions, the motion was approved unanimously.

D. **Facilities/Programs** – John Santoro discussed moving the hand ball courts that are at 3rd and Spruce to Schlegel Park. Daphne would like to apply for the CDBG grant available in June. She met with Cindy DeGroot regarding the grant. She would like to move forward with getting prices for putting the hand ball courts at Schlegel Park. Robert Peters asked why Schlegel. Daphne stated that the demand is currently at 3rd and Spruce, however people are driving there to use the courts. Daphne stated that there are specific grants for specific locations. At Schlegel the location is not being used for anything and the courts would fit there. She feels it would be a good use of the courts for this project. Marcia stated she would like to see Schlegel used more. Otis Smith had questions which the board stated would be determined in a later discussion. Marcia stated that she heard the CDGB grant money was being decreased. Cindy DeGroot asked Daphne a few weeks ago and again today. Daphne is collecting costs right now. The grant has to be submitted by June. She stated that the CDBG grant is 100% and we could get another \$100,000. The discussion determined that Daphne would get pricing and bring that information to the board.

New Business

Daphne presented the motion to accept Resolution for DCNR-2013-C2P2-16 that the Reading Recreation Commission desires to undertake the Comprehensive Parks, Trails and Recreation Plan. Marcia Goodman-Hinnershitz made a motion to accept Resolution No. DCNR-2013-C2P2-16. Donald Taddei, Jr. seconded the motion. The Board performed a roll call of members: Marcia Goodman-Hinnershitz - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, Marisol Torres – yes and James Washington – yes. Motion passed 7-0.

Marisol Torres and Marcia Goodman-Hinnershitz mentioned that the RFP for the Reading Youth Violence Prevention grant would soon be released. The grant is focusing on the Northeast section of Reading and includes the 11th and Pike Playground in the target area. Daphne will be submitting a proposal for the grant and will meet with Marcia to determine if the Council on Chemical Abuse could be a partner in the grant application.

11th and Pike is having an issue with ATV's going across the park. 11th and Pike is packed both inside and outside. There will be all new equipment going in up there. They called the police yesterday but the police were too busy to respond. Daphne put in a call to Captain Powell. Albright College does patrol 11th and Pike per Daphne's request. There are things going on that are really not their purview. Are there any suggestions from the board? There is a perception that gangs are taking over at 11th and Pike. It is also happening at 3rd and Spruce at the pavilion and the wall. There needs to be upgrades for city lighting and cameras. Donald had issues with ATV's at Baer park last year.

Daphne stated that she, James, Marisol met with head of the Olivets Boys and Girls Club and the Mayor regarding Pendora Park. They are looking to use Pendora Park Field House for their program. Daphne explained the Reading Recreation Commission is using this facility for one of our summer playground programs. Daphne stated that we might look in the fall at doing a joint program with them. Marisol asked what our future plans should be concerning Pendora Park once the Olivets build their facility there. Daphne stated that Pendora Park Field House is our number one facility rental and helps to make up for the Band Shell and Show Mobile revenue that we lost last year.

Daphne stated that we need to accept and adopt the audit. The board agreed to accept and adopt the audit but want to make sure the finance committee reviews the deficiencies. John Santoro made a motion to accept and adopt the audit. James Washington seconded the motion. The Board performed a roll call of members: Marcia Goodman-Hinnershitz - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, Marisol Torres – yes and James Washington – yes. Motion passed 7-0.

Adjournment

There being no further business to be brought before the board, John Santoro made a motion to adjourn the meeting at 8:50PM. Donald Taddei, Jr. seconded the motion. The motion was approved unanimously.

Upcoming meetings:

May Recreation Commission Meeting – Tuesday, May 14, 2013 at 7:00PM, 11th & Pike Recreation Center

Respectfully submitted,
Rebecca Swoyer
Recording Secretary