

Reading Recreation Commission  
6:59PM  
3<sup>rd</sup> & Spruce Recreation Center

Minutes of the September 19, 2013 Meeting

The Reading Recreation Commission was called to order on Thursday, September 19, 2013, at 6:59PM by James Washington.

The Board performed the Pledge of the Allegiance and then the roll call of members. There were five of ten board members present and they included: Carl Geffken, Marcia Goodman-Hinnershitz, Eddie Moran, Otis Smith, and James Washington. Marisol Torres entered the meeting at 7:49p.m. The following board members were absent: Robert Peters, Donna Reed, Donald Taddei Jr. and John Santoro. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). No visitors were in attendance.

**Minutes**

No quorum for the August 13, 2013 meeting.

**Executive Director's Report**

Daphne Klahr gave a verbal Executive Director's report for August.

**Highlights:**

There are very exciting things happening with the Reading Recreation Commission!

We received a \$20,000.00 grant to start an urban-focused Girls Leadership Program at 3<sup>rd</sup> and Spruce. Daphne has been working with Judie Thompson from Myndsight Consulting for the last 5 months. The leadership program will consist of weekly workshops, fieldtrips, presentations and guest speakers. The program will run October – May 2014 on Wednesday evenings from 5:30pm to 7:00pm. Daphne presented this program to St. Joseph Regional Health Network, Comcast and the Governor's Office. Currently there are 15 girls interested in the program. We need another 15 girls from the Reading School District. Daphne will be reaching out to Southwest, Southern and Reading High School. The girls in this program must be enrolled in the afterschool program at 3<sup>rd</sup> and Spruce. The fee for the afterschool program is \$25.00. The Girls Leadership Program is free.

The second Fall Festival will be held October 18 & 19<sup>th</sup>. Volunteers are needed for ticket money collection, maintaining the fires and assisting with the hayride tractor. James Washington asked Daphne to e-mail him the flyer. Several board members volunteered. James asked if this would be open to Public Works employees and their families on Sunday like last year. Daphne spoke with Dave Ruyak regarding this. He is not sure on the level of interest from his employees.

Our afterschool programs for 3<sup>rd</sup> and Spruce and 11<sup>th</sup> and Pike started September 3<sup>rd</sup>. We are still accepting applications at both sites. Marcia Goodman-Hinnershitz stated that we might want to send the flyer out to other social sites. Daphne will e-mail Marcia the afterschool flyer.

New this year is our Youth Baseball Clinic. It is instructional clinics focusing on the fundamentals of pitching, catching and hitting. Alvernia University is sponsoring this clinic. There are two sessions. The first session is October 26<sup>th</sup> and 27<sup>th</sup> which will be focusing on pitching and catching. The second session is November 2<sup>nd</sup> and 3<sup>rd</sup> focusing on hitting. Instruction is being provided by the Alvernia University coaching staff and baseball team. Our Maintenance Supervisor, John O'Mara, is the pitching coach for the Alvernia University. This program is open to special needs children. Eddie Moran asked for 30 flyers.

Also new this year is our Best of Berks County Bingo Fundraiser. The fundraiser has been moved from October 12th to December 8<sup>th</sup> from 1:00PM to 4:00PM. It will be held at the Reading School District School of Performing Arts (JCC). We are in need of volunteers. The volunteers need to arrive at 11:00AM. We have been receiving great prizes, all of which are valued at \$100.00 to \$125.00 a prize!

Daphne updated the board on the ongoing issue of a certificate of occupancy for 11<sup>th</sup> and Pike. It turns out there was never a certificate of occupancy completed. She explained this is needed to proceed with Department of Public Welfare certification. She received a quote of \$5,000.00. Daphne contacted Terry Naugle who is an engineer for Great Valley Consultants. Terry came in and completed the certificate of occupancy this weekend and only charged the Commission \$265.00! Marcia Goodman-Hinnershitz stated that the Commission should be placed on the mailing list for the Berks Collation.

There was a conversation regarding the City of Reading and the Reading School District funding. It was stated by Marcia and James that neither the City of Reading or the Reading School District is going to continue their funding after the 5<sup>th</sup> year. James stated that we need to start now to look for funding from other sources. James mentioned a dedicated tax that could assist. Daphne stated that Cindy Dunlap stated there has never been a commission that has not had public funding resources. It was never stated that this could be self-sustaining.

Daphne met with Bob Peters. He has resigned from the board and will no longer be a member.

### **Treasurer's Report**

Marcia Goodman-Hinnershitz discussed the Treasurer's Report. Marcia reviewed the following reports: Profit and Loss budget vs. actual; Balance Sheet Previous Month Comparison which compared months July and August; 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.

Daphne explained that some of the line items have been corrected. An example: Professional Fees 6.5125 was budgeted for \$4,000.00. This line item is over budget. Overall, we are under budget for spending vs. revenue. We have received over \$250,000.00 in sponsorships this year and will end our year well over \$300,000.00 in surplus! Marcia stated this is why an Executive Director is needed....to take the lead. Thank you to Daphne!

Daphne stated that she did look into the health care funding options that Eddie Moran discussed at the July meeting. We are only available for two of them.

Marcia asked if there were any questions. There being none, Carl Geffken made the motion to accept the Treasurer's report as presented. James Washington seconded the motion. The motion was approved unanimously.

### **Subcommittee Reports**

#### **A. Finance –**

Carl Geffken stated that he has met and been communicating with Daphne over the last two weeks. There was meeting where we sat down and reviewed the budget. Carl feels based on the expansion of service we have a very solid budget for which we can approve.

#### **B. Personnel –**

Eddie Moran stated that they have not met within the last several months. Daphne stated she is preparing a list of all the policies we have approved and what needs to be approved. Eddie stated that they plan to meet before the meeting next month. Daphne can put all the policies together and e-mail them to Eddie. They can be completed at the next meeting.

#### **C. Facilities/Programs –**

John Santoro was absent. James Washington asked if there were any updates. Daphne gave an update on Baer Park. She stated the field is finished. They put sod down in sections and seeded other sections. There is new fencing and batting cages. The bleachers are being held up by the City due to their requirements. Originally they wanted to do a ribbon cutting ceremony soon but now it will be in the spring. Daphne stated that the issue with the field house still exists. Marcia suggested that Daphne write a letter to Francis Acosta and have City Council and the Administration notified. James Washington stated that he will co-sign the letter.

A discussion followed regarding funding and developing a mass mailer. Daphne has begun to check into this. Carl stated that he is working on getting the Commission in with the County sponsorship.

### **New Business**

Carl Geffken presented the 2014 preliminary budget to the board. He reviewed each page, Administration, Tennis Programs, Pool Programs, Recreation Programs and Sports Programs

He stated there is an increase of \$150,000.00 in the 2014 budget.

Tennis programs were reduced overall. Matthew Lubas and Larry Zerbe reviewed their budget and cut what wasn't working.

Pool programs show a notable change. Most of the revenue at the pool was made in the first six to seven weeks. We saw an increase in membership which reflects the extension of the pool season. There will be a swimming program which will be held at the Geigle Complex instead of the JCC.

Recreation programs were divided into two. There is now Recreation programs and Sports programs. A discussion followed regarding different programs that were added and funders for those programs. Daphne stated that we received sponsorship on two programs that the funders came to us. Funders are impressed with what the Commission is accomplishing.

Carl Geffken made a motion to accept the 2014 preliminary budget for further discussion. James Washington seconded the motion. The motion was approved unanimously.

**Public Comment**

A discussion followed regarding example of mass mailers. They are extremely expensive costing anywhere from \$5,000 to \$10,000, maybe more. Daphne stated that the Commission will need to join Chamber of Commerce. James stated that we should add this into the 2014 budget. The ideal time to do the mailer is in December. Marcia stated to make sure to wait till after the United Way Campaign is complete.

This will be added into the budget. The updated budget will be e-mailed to the board.

**Adjournment**

There being no further business to be brought before the board, Carl Geffken made a motion to adjourn the meeting at 8:40PM. Marisol Torres seconded the motion. The motion was approved unanimously.

**Upcoming meetings:**

**October Recreation Commission Meeting – Tuesday, October 8<sup>th</sup> at 7:00PM, Keffer Park**

Respectfully submitted,  
Rebecca Swoyer  
Recording Secretary