

Winterport Recreation Board Meeting 1/17/20007

MEETING AGENDA AND MINUTES

Meeting Date:	January 17, 2007	Time:	6:30 pm ET
Facilitator:	Mike Knupp	Recorder:	Heather Roberts
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
X	Mandy Olver	Board Member	X	Chris Beaulieu	Board Member
X	Helga Meo	Board Member		Ken Miller	Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
X	Norm Poirier	Board Member		Phil Pitula	Town Manager
X	Heather Roberts	Board Member			

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Draft Copy of the Policies and Procedures	
Rec Department Expense Summary (Dept 65, 70, 75)	
Rec Revenue Report	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda	6:00	Mike
2.	Review of Previous Meeting	6:05	Mike
3.	Recreation Coordinator Report	6:10	Dave
4.	Current Program Updates (Cheering/BBall)	6:25	All
5.	Winter Carnival	6:35	All
6.	Policies and Procedures	6:45	All
7.	Round Table	6:55	All
8.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

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MINUTES:

Recreation Coordinator Update

<u>Basketball</u>	1. Confirmed all trophies ordered for teams. 2. Dave will contact Recreation Coordinator for Newburgh to discuss sportsmanship in the way of managing outmatched/high scoring games.
<u>Website</u>	Updates are currently delayed.
<u>Budget</u>	Enough money for all travel teams, but has to be processed through a warrant

Current Program Updates

<u>Cheerleading</u>	All accounts from our point of view are positive. Will follow-up with Christie to obtain her opinion on the season.
<u>Basketball</u>	Pre-K through K season is over. Travel teams have been decided for all other age groups. Bleacher key is missing. Gym conditions/cleanliness has improved over past two weeks.

Winter Carnival

- March 2, 2007
- Norm will get lights for sledding and bring sound system for musical entertainment
- Bonfire/barbeque - Dave will check with PIE or Pride Pack to see if they want to do burgers and dogs
- Dave will check with boy scouts for wood
- \$600 allocated in budget for Special Events; use some funds to provide coffee and hot cocoa

Policies and Procedures

Continue working on individually delegated topics. Try to organize a workshop in the Spring.

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FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic	Future Meeting That Item Will Be Discussed In
1.	Sports Done Right	TBD
2.	\$15,000 Grant for Abbot Park	TBD
3.	Abbot Park and Victoria Grant Civic Center Development Plan	TBD
4.	2007-2008 Budget Items <ul style="list-style-type: none"> • Budget for sign language services • Storage (bins, hooks, etc?) or New Building? 	Feb 2007
5.	Baseball Planning	Feb 2007
6.	Indoor Soccer/Open Gym	Feb 2007

FUTURE MEETING SCHEDULE:

Date	Time	Facilitator/Recorder
Feb 15, 2007	6:30 pm	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting.	OPEN	Norm Poirier and Helga Meo	TBD

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11						
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike → Dave	12/26/06