

Winterport Recreation Board Meeting 12/12/20006

MEETING AGENDA AND MINUTES

Meeting Date:	December 12, 2006	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Wagner Middle School		

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
	Helga Meo	Board Member		Ken Miller	Board Member
X	Mike Knupp	Board Member		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	6:03	Mike
3.	Election of Vice Chairperson and Secretary Report	6:10	All
4.	Recreation Coordinator Report	6:15	Dave (via email?)
5.	Current Program Updates (Cheering/BBall)	6:25	All
6.	Winter Carnival	6:35	All
7.	Policies and Procedures	6:40	All
8.	Round Table	6:55	All
9.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

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MINUTES:

Review of Agenda

Mike called the meeting to order at 6:15pm and quickly went over the agenda.

Review of Previous Meeting Minutes

Mike reviewed the minutes from last meeting. Discussed briefly that the \$1000 grant from MBNA is being used for interpreter services and that Hampden Academy students will not be able to assist. Dave Lester is working with Phil Pitula on this issue. For now there is approximately \$1400 worth of funds to cover interpreter services for basketball. Also discussed the Monthly Board Report that Mike submitted last month. Mandy emphasized the point that the report should really be for the Recreation Department as a whole and not just the Board. Mike will submit report this month and work with Dave Lester in January to create a more inclusive report. Action items from the previous meeting were reviewed. Updates for Action Items are recorded in the action item section.

Election of Vice Chairperson and Secretary

Mike made a motion to elect Heather Roberts as Secretary. Norm seconded the motion. Motion passed with no discussion.

Mike made a motion to elect Mandy Olver as Vice Chairperson. Norm seconded the motion. Motion passed with no discussion.

Recreation Coordinator Report

Agenda item skipped as Dave had another obligation tonight.

Current Program Updates

Cheering –

- Up to over 20 participants. Program going well.
- Pom-poms and TShirts have been provided and group has begun cheering at games.
- Appears there may be some registration fees not yet submitted. Only 15 fees submitted. Mike will follow up with Dave and Christy on this issue to confirm.

Basketball –

- Discussed the removal of one of the recreation coaches. All agreed it was a proper decision and the team is improving. Discussed that the Town Recreation League may need to formalize their policies a little more; especially as it pertains to having out of town kids play.
- Discussed the complaint calls that Norm received on one of the EMBL coaches from Winterport. Determined there was no validity to the allegation and the Board fully supports that coach.
- All Winterport teams have TShirts and Basketballs.
- Norm brought up the point that the gym was in pretty poor condition at the end of play last weekend. To that point Mike will help make sure the floors are swept between PreK/K and 1st/2nd grade groups. He will also talk to the 1st/2nd grade group to sweep the floors and ensure they are keeping the gym as clean as possible before the rec league comes in.
- The key to the bleachers is missing. Mike will follow up with Dave to try to track it down.

Winter Carnival

The Board agreed that a Winter Carnival was a good idea and have set a tentative date of Feb 17th, 2007 for it. Rec leagues should be done by then and no tournaments will be scheduled for that day. The Board emphasized the point that the Carnival was a good idea and that it should be a collaborative effort with other groups/organizations. Mike will follow up with Dave on this and start planning.

Policies and Procedures

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The Board skimmed over what was drafted so far. Approximately 40% of the 1st draft is complete. Chris and Heather agreed to help draft the sections pertaining to codes of conduct. Chris will draft the section pertaining to specific policies related to Adult programs. The Board will continue to work on the policies through the winter. Once the Winter Session ends, a workshop will be planned to review the document and make appropriate changes. At that time the document will be ready for final review and adoption by the Board.

Round Table

Mike –

- Discussed that he has created a list of needed Web updates and will work with Dave to get these accomplished.

Meeting Wrap Up and Schedule Next Meeting

Mike called the meeting to a close at 7:15pm and set a tentative date for the next meeting for Wednesday, January 17th at 6:30pm. The location for the meeting is tentative set for the Rec Building.

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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? 	April

FUTURE MEETING SCHEDULE:

Date	Time	Facilitator/Recorder
Tentatively 1/17/07	6:30 pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
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.	OPEN	Dave Lester	12/14

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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	12/14
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.		OPEN	Mike → Dave	1/17/07

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.	COMPLETE	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.	COMPLETE	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.	COMPLETE	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.	COMPLETE	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	COMPLETE	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.	COMPLETE	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	COMPLETE	Helga	3/17