

## Westford Recreation Board Meeting

July 5, 2022

7pm at the Town Office with Zoom option:

<https://us04web.zoom.us/j/72241748592?pwd=Y09-qDSkWRPzaFXuL7eE3pGibbSAmz.1>

Meeting ID: 722 4174 8592

Passcode: 3jV6t2

### Agenda

**Present:** Ben McElvnaey, Meghan Valyou-Orisko, Chuck Medick, Lori Miller, Ashley Sliker, Heather Rodriguez, George Elliott

**Review Minutes:** Motion made and seconded to approve minutes. All voted to approve minutes.

**Changes to Agenda:** Approving invoices, late soccer registration, we were asked to take over the FB account for summer concert series, VT Parks and Rec newsletter.

**Schedule Next Meeting:** Tue. Aug. 2, 2022

Public Comment: No public present

Budget (Ben):

- In the month of June there is a transfer into our budget of \$1600.00. MJ thinks that might be a mistake and she is going to look into that.
- \$21,000 was net revenue for the past fiscal year. Total expenditures were \$13,500.00 but that includes Tonya's salary.
- Heather got the "square" credit card reader but it has to be attached to a checking account in order to be used. This would only be used for incoming money, not for buying anything.
- Meghan and Ben proposed to the Selectboard that we get a checking account in order to be able to use Square. Nanette can put that on their agenda. The account should be through the town.
- Ben will write up a proposal for that to go on the Selectboard agenda. It would be great to have multiple ways to pay (Venmo, PayPal, etc.) It gives people better access. It could also be used for donations to Rec.
- Approving invoices:

- We owe money to Erin for Yoga and we need to have an invoice. Does the invoice need the actual names of the people who signed up? Ben thinks it would be helpful.
- Motion made and seconded that Ben and Heather should both see invoices in order to approve them to be paid. Approval does not need to go through the Selectboard. All voted in favor of this.

## AGENDA:

### Follow up:

1. Office Keys: We now have keys that open the town office door.
2. Access to FB, FPF, email, etc: Heather is set with access.
3. Hours Log: Heather is good with that and will check in with Ben when he is ready.
4. Welcome Blurb in July Newsletter: Heather will send her information to Callie so that it gets into the newsletter.
5. Review of Recent Programs & Events:
  - Futsal - We still need to get the nets out of the closet: Chuck was supposed to get them when he was at the school dance but he forgot. He will pick them up at some point later.
  - Heather to follow up that all payments were made for those signed up for these programs & recent spring programs: SLIME workshop, Birdhouse Kits
    - We received a payment on 6/7, and Stephanie Blair registered on 6/7 for T-ball.
    - When payments come in, sometimes they tell you where they go and sometimes they don't, so the money doesn't always end up in the right account.
    - Ashley will ask tomorrow at soccer if someone paid with a different name.
    - Heather had questions about some discrepancies between registrations and payments, which she and Meghan worked out.
    - Birdhouses: Heather shows 4 that were signed up for. At the Easter Egg Hunt, some of them were sold on the spot. Meghan had Callie note what was sold, but there should be a note about "point of sale" so that it shows that sold more than the 4 that were registered. Heather could go to the Excel document and add those in, but she needs to know the total number that was sold.
    - Scholarship question: The board has to discuss scholarships to be given. The procedure is that the board reads the reason the person gave about why they need one and then vote to approve it or not. Since there was no note left on this one, Heather will follow up with the person about that.

- Erin needs to know what she gets paid for drop-ins to Yogalates. Motion made and seconded that drop ins will pay \$12.00 with \$10 going to Erin and \$2.00 going to Rec. All voted yes to approve this.
- July 4 (Meghan/George/Ashley)
  - July 4th went very well. \$5.00 bracelets were for ring toss, cotton candy, face painting, and the sack race.
  - The sack race was done after the parade, which worked really well because people stayed around for that.
  - We made \$460.00, which was more than we spent on the event.
  - Meghan has suggestions and ideas about how to make it go more smoothly next year. She will make a Google Doc list for next year.
  - Chuck thinks there were definitely more than 500 people there this year. It also helped that the Common Hall had events going on. The collaborative effort helped a lot to make it a more attended event.
  - Some people signed up for the parade, but there were other people who just showed up. Next year we should have a separate sign up for the parade and not allow people who haven't signed up. There were also vendors there who hadn't signed up.
  - We should attend a Selectboard meeting to discuss the event and follow up with suggestions for next year.
  - A lot of people made food shelf donations. Meghan will take a video of drawing the name for the prizes and will post it on FB.

#### 6. Wildcat Walkabout (Lori & George)

- Table until next year in order to iron out better details. Also, things didn't fit well into George and Lori's summer schedules.
- It needs to be better planned ahead of time so that people can sign up by February or March

#### 7. Summer Conditioning Program (Chuck/Meghan/Lori)- Canceled due to low enrollment

#### 8. Parent & Me T-Ball (Meghan): 9-10 on Saturdays.

- 8 kids were present although 15 were registered.
- Meghan will let Lori know what dates she is gone. Brian and Lori may be able to cover.

#### **New Items:**

9. Ashley's resignation: She will need to be done at the end of this month. She would still like to be involved with Rec and help coach. However, work and home changes have caused her to need to take the Rec Committee off her plate.

- Maureen also gave her notice about resigning from Rec. Heather will follow up with her about what Maureen may still be able to contribute.
- Current board members should work to recruit new members. George will write something up for Heather to post on FPF.

10. Program Checklist: Heather sent out a draft. Let's table it so that everyone can read the draft and then discuss it next month.

11. Poster board sign up - fall soccer: People were at July 4th for the wristbands, not to sign up for programs.

12. Soccer equipment: We need more med-kits because there is only 1 in the shed, but it's mostly empty. We also need new ball pumps.

- We need to have at least 4 med kits and then assign them to coaches. They will need to replace them if they lose them.
- We need new nets for the 6'x12' goals that are at the school.
- Ben will send Heather links for things that need to be bought on Thursday.
- Buy bicycle floor pumps and needles because those are a lot easier to use and they will last longer.
- Line paint: Chuck has a case and we should have enough for this season.
- Instant ice packs are also needed.
- Motion is made and seconded to buy those items. All voted yes.

13. Registration deadlines: We need to have hard deadlines so that it's not extra work for Heather to add people to rosters when people sign up late.

- Motion made and seconded to have a registration deadline for all programs which will be 7 days before the program starts.
- For pickup or drop in programs, registration will be ongoing.
- All voted yes for this policy.

14. Online registration software:

- Heather looked into this but many of the programs cost \$4000.00 per year. GoSport is one but all need a funding source (checking account). There is more to that website than we need, though. Also there are fees on every registration, plus \$1400.00 per year.
- Another one is SportsEngine and it has a free version which does charge per registration. These fees could be rolled into the cost of the program. One benefit is that it shows exactly what program people registered. It also has to have a bank account. You can still run a free program and then they don't take a fee for registration.
- Having this type of registration will save time for everyone.
- This will not be able to happen before fall soccer. Next meeting Heather will let us know about options and we'll figure out what to use.

15. Refunds: We've been asked for 2 refunds. Motion is made and seconded to give the refunds. 5 voted yes and there was one abstention, so Heather will give the refund.

16. Rec Policy: Tabled until next meeting.

17. Current Programs & Events:

- Summer Soccer
  - Parent & Me (Ashley & Meghan): Going well.
  - K-1 (Owen Jacobs): Heather will send an email to check in with Owen to see how it's going.
  - 2-4 (Ben & Leanne, Shane Collins): It starts this week, so there is nothing to report right now.
  - Pick Up Adults & 5-8th Grade (Chuck): It started this week. There were 4 adults and 6 or so kids.

18. Misc Follow Up:

- Rink - Repair & paint (Chuck): Table to next meeting.
- Soccer Net Purchase (Ben): Already discussed
- Santa Mailbox Storage: It's at Tonya's house. Table for later.
- Town Website Update or Rec purchase for program sign up/payment ease?
- Rec Coordinator Phone: Nanette is looking into getting an extension here. She thinks that's able to be done. Heather just needs to be able to call in and get messages. The phone consultant is coming in this week, so Heather will follow up.

19. Newsletter info due: to Meghan.

- Meghan will advertise a generic sign up for Pre-K/K, 1/2, and 3/4 soccer. We don't have coaches, dates, or times yet.
- Heather will contact other towns about games.
- Advertise rink repairs and painting for August 13th and 14th. Email Heather, who will forward volunteers to Chuck.

20. Taking over the summer concert series:

- We were asked to take this over because Michael Kirick is not on social media.
- The music series is not run through Rec, so our suggestion is for that person to talk to Michael. She could also talk to Eric Ford.
- Motion made and seconded that Rec is not going to take on the summer concert series. All voted to affirm that Recreation doesn't want to take this on.

21. Vermont Parks and Recreation Newsletter:

- This is a weekly newsletter that has general recreation information with a cost of \$110.00/year

- Motion made and seconded to not subscribe to the newsletter. All voted yes to NOT subscribe.

22. George is wondering if we could sponsor fireworks in one of the local communities. Chuck said that the Selectboard has said there could potentially be some money for Westford to do fireworks. Meghan will add this to her July 4th notes for later discussion.

23. Blanket Votes:

- A motion is made and seconded for the board to approve Heather to order supplies up to a given dollar amount so that Nanette doesn't have to wait until our next meeting for approval. All voted yes to this.