

## Westford Recreation Board Meeting

October 4, 2022

7pm at the Town Office with Zoom option:

Topic: Westford Rec Department Meeting

Time: Oct 4, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://howardcenter.zoom.us/j/82368948746?pwd=UIIYdkhEZnhabk1ZS3k4ckRseVhZZzO9>

Meeting ID: 823 6894 8746

Passcode: 084425

### Agenda

Present: Lori Miller, Chuck Medick, Meghan Valyou-Orisko, Ben McElvaney, George Elliott

Guests: Nanette , Patty Pittala, Amanda Gifford, Deanna Norton

Review September Meeting Minutes: Motion made and seconded to approve minutes. All voted yes to approve the September meeting minutes.

Changes to Agenda: ARPA information from Lori

Schedule Next Meeting: Tue. Nov. 1, 2022

Public Comment:

Patty Pitala:

- Leanne and Patty want to do a paper crafting series and a crochet/jewelry crafting series. These would be once a month on Sundays at the RBMH. 11:00 - 1:00 and 1:00 - 3:00. The dates are available, starting Nov. 13th, Dec. 11, Jan. 15
- Charge would be \$25.00 per class. Ages 12 and up (if under 12 need to be accompanied by an adult). \$20.00 would go to Patty and Leanne and the \$5.00 would go to rec.
- 6 minimum people to run the class, no maximum. Register by Nov. 9. Patty and Leanne have supplies and have made a flier. On
- Registration will be through the G. Form. Drop ins can register the day of, but they would still need to use the Rec. Form. Patty & Leanne will submit an invoice to Rec and then we will submit that for reimbursement. Patty and Leanne will need to fill out a W9.
- It would be helpful if Patty and Leanne list what the activity is for each date they are holding a class.

- Motion is made and seconded. 4 of 5 voted yes to run this program. There was a concern voiced about Rec not being able to take on additional tasks. Oct. 24th is when the Newsletter will go out. Patty and Leanne can also advertise it themselves if they want.

Discussion:

#### 1. Rec Coordinator Application / Interview

- Amanda has a teaching farm. She loves working with children and she loves small communities. Amanda had expressed concerns about everything being able to get done in 12-15 hours per week. Meghan emphasized the support that comes from the board and the town office.
- As a board we help facilitate, but we do say "no" to things that we can't handle. The Rec coordinator helps with the back end work, like tracking payments, invoices, G. Forms and planning.
- We are in the process of storing things all in one place and streamlining. Things are more organized, however, we do need to catch up on follow-up that hasn't been done since the summer.
- As a small town, there are some things that we can't run because we don't have enough kids. For example, lacrosse this past spring.
- The position is budgeted for 15 hours a week. Fall soccer is the busiest season. Rec Coordinator tasks include checking email, phone, invoices (credit card receipts), seeking out donations, and putting together the agenda. We currently have a backup due to the lack of the Rec. Coordinator.
- Some programs essentially run themselves. It just takes support from us as the Rec. Committee. We also try to "flex" around what the community wants and needs.
- The busiest things are fall soccer, Turkey Trot, Broomball Tournament, Easter Egg Hunt, 4th of July.

#### 2. Open positions - Hold on all non -essential planning programs

-advertising campaigns for positions and participation.

#### 3. Fall Soccer - paying Refs, tourney fees, morrisville youth tournament oct 9th \$50 fee per team (2 ¾ teams)

- Paying Refs: For 3/4 it's important to have a certified ref. \$30.00/game.
- We will probably have around 8 games. Ben has reffed the games we've had.
- Motion made and seconded to pay refs \$30.00 per game for the 3/4 level. 4 voted yes to do this.

Morrisville Youth Tournament: 2 teams already paid and played. The coaches were told that we would have to discuss this with the board.

- Motion made and seconded to pay \$100.00 to reimburse the 3/4 teams' tournament fees.
- There was a recreation tournament that had no fees.
- This other tournament (that we're discussing reimbursing) is a fundraiser to send a group of kids from Morrisville to France to play soccer. It was a last minute tournament that wasn't initially part of the program.
- There aren't fees for other tournaments that we have attended.
- Vote: No votes to support reimbursement for the tournament.
- Motion made and seconded to set a budget for soccer and associated costs (e.g. tournament fees) before the season starts. All voted yes to this.

#### 4. Halloween Walk

- Rec is going to have a table at this event.
- Motion is made and seconded to allow George to spend up to \$100.00 for the rec table at this event. Donations of candy are already being made for this event.
- "Ghoul" scouts are taking care of games, but George asks that Rec would supply things needed for the games.
- All voted yes to allow George to use up to \$100.00.

#### 5. Turkey Trot

- Meghan has donations for the raffle prizes, a list of supplies, volunteers.
- Last year the event had about 50 people and it was a "fun run" that wasn't timed. In the past they have had up to
- The gym is reserved for this event (we just have to clean up after ourselves): serving food, raffle, announcing race winners.
- Quote for t-shirts: \$5.50 for 200 shirts. This would not have to be paid until after the event.
- Vote on registration fee - this is a large "day of" registration. If you pre-register, you get a shirt. \$15.00 registration fee includes a shirt and if you register on the day of you don't get a shirt.
- Where has this been advertised in the past? There isn't an advertising cost that we know of, but we have limited past information from the former committee.
- \$150.00 fee for official timing of the race.
- Race supplies would cost approximately \$100.00: Race bibs w/ pins
- We typically have food in the gym at the end of the race. That food is usually donated. We can volunteer to make food to sell for Rec. We could also reach out to other groups to see if they want to take that on as a fund-raiser. Meghan also asked if White Church would like to do a water table along the course and suggested if they do that, maybe they would want the proceeds from the food table.
- Ben helped set up the route last year.

- Motion made and seconded to have a \$15.00 registration fee for the Turkey Trot. If you pre-register you get a t-shirt. If you register day of, you will have to buy a shirt if you want one. All voted YES for the \$15.00 registration fee.
- Motion made and seconded to spend \$1100.00 for t-shirts. All voted YES for this money.
- Motion made and seconded to spend \$150.00 for official timing of the event. All voted YES.
- Motion made and seconded to spend \$100.00 on race supplies, bibs, pins. All voted YES.
- There is concern expressed about having enough volunteers, but Meghan has a number of people who have volunteered and she thinks we have plenty of people. Meghan also hasn't advertised this yet.
- Typically the race makes around \$1000.00. This money has gone to students and families at the school who have been in need. Chuck will reach out to Stephanie to see if she knows of any students who might need funds.
- We need to check with MJ about whether money was taken out of the Turkey Trot account or, if not, where the money came from that was used to for donations around Christmastime 2021.
- Motion made and seconded to charge \$10.00 for the new t-shirts. All voted YES.
- Motion made and seconded to charge \$5.00 for the old t-shirts. All voted YES.

6. Futsal: Lori will email the futsal group and get information to Meghan by Oct. 20th.

- Nov- Jan: \$45.00
- Feb - April: \$45.00
- We have the gym reserved.
- Motion made and seconded to run the program the same as last year. All voted YES.
- Motion made and seconded to create a second futsal group on Thursday 7-9 with a "to-be-determined" group of people. All voted YES.

7. Lego night

- 8 registered, so lego night will happen. There will be a movie playing during lego building. We have space for 4 more kids.
- Motion made and seconded to use any extra lego kits as Turkey Trot raffle prizes. All voted YES.

8. Youth Basketball: We have to decide by next month to advertise it.

- We need to reach out to the coach and then discuss it next month.
- Chris Macarley is interested in coaching basketball. George will reach out to him and get information about the program so that we can vote next meeting.
- We have access to the gym

9. Ice Rink: The rink still needs scraping and painting.

- Motion made and seconded to spend up to \$1000.00 for rink supplies. All voted YES.

- Motion made and seconded to spend up to \$600.00 on the rink liner. All voted YES.

10. BroomBall Tournament: Chuck will contact Game On about the broomball tournament to get a jump on advertising and scheduling.

11. Rec phone line: George put a new message on the Rec phone line.

12. Email review: Board members will continue checking email until we have a new Rec Coordinator.

13. New Chair: Motion made and seconded to table this vote until next meeting when we potentially have new members. All voted YES.

- Ben will set up an "out of office" email for the Rec email until we get a new coordinator.

14. Scheduling fields/facility use - Maureen has a link and has offered to do this for now. Ben has already taken care of this and Leanne and Eric have been doing the soccer stuff.

15. Newsletter & Program flyers: due to town office 10/24. Assign task. All of the newsletter, program flyers, information is on the Google Drive. Meghan has "admin" permissions on the Rec page.

- Chuck will take over Facebook admin.
- George and Lori will take over the newsletter and program flyers. **We are restricted to 2 pages in the monthly newsletter.**
- FPF anyone create a "admin/town office" profile. That can be done under your personal FPF account. Chuck can do this if needed.

16. Facebook Admin. See above - Chuck will do this.

17. Program Registration and Rosters needed: Ben will do this.

18. Budget (Ben)

- **Town needs to reimburse WRD for \$120 Port-O-Potty Rental.** Was this done? Yes, it was done.
- **Follow-Up for Town Report** - due Tuesday, November 1

19. Motion made and seconded to vote Deanna in as a Rec Committee member. All voted YES.

20. Motion made and seconded to table remaining items until next meeting. All voted YES.

For future discussion

- **Online registration software -**
- **Program Checklist & Rec Policy by Heather**

- **Santa Mailbox Storage**
- **Rec Coordinator line**
- **Storage bins to reorganize the cage**
- **Archery Summer program - contact John Fluery to secure dates in Dec. Info on google drive**
  
- **Current Programs & Events: status & needs**
  - **Yogalates**
    - Erin will send us a proposal for a self defense course this fall

DRAFT