

Westford Recreation Board Meeting

Nov 1st 7pm at the Town Office with Zoom option:

Topic: Recurring Rec. Department Meeting

Time: Nov 1, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86120888710?pwd=UFNyVFpzT1MrZDVJamp3Wnd1cTFhUTO9>

Meeting ID: 861 2088 8710

Passcode: Rec

Agenda

Present: Meghan Valyou-Orisko, Chuck Medick, Lori Miller, Amanda Gifford, Deanna Norton, Ben McElvaney

Guests:

Review October Meeting Minutes: Motion made and seconded to approve minutes. All voted YES to approve minutes.

Changes to Agenda:

- Getting background screens and school code access for coaches.
- Fri. Dec. 3 7-9PM someone wants the gym and we have it for that time.

Schedule Next Meeting: Dec. 6, 2022 @ 7:00 PM

Public Comment: No public present

Discussion:

1. Recreation Coordinator:

- Amanda Gifford has been hired. Training on admin duties by Meghan. Finances by Ben. Setup next dates outside monthly meetings.
 - Amanda, Nanette, and Meghan met for an hour to go over administrative details of Rec. Coordinator position. Meghan and Amanda will meet again to go over Google Registration forms and other tasks.
 - Ben and MJ can help get Amanda up to speed with the budget.
- Welcome Amanda in next month's newsletter, FB, FPF
 - Can Amanda write up a "blurb" about herself to introduce herself to the community. She will post on FPF as the new coordinator.

2 Open Board Seats:

- Tracey Campbell - emailed, interested but not avail for this meeting. Meghan reached out to her and she said she would volunteer for the Turkey Trot
- Any other leads? plans to advertise/recruit?
 - None at the moment, but we can use FB and FPF to advertise and recruit.

3. New Chair Vote: Nomination made and seconded for George to be the new Chair. All voted YES and George accepted. Thanks, George!

4. Budget (Ben):

- Monthly Report: Compared to last month's meeting, we are up \$800.00 - possibly from Turkey Trot and Basketball.
- Status on Invoices, payments, etc.: There is money that needs to be sorted out and put into the correct budget line. Amanda will meet with MJ to figure that out.
- Town needs to reimburse WRD for \$120 Port-O-Potty Rental. Was this done? YES, it was done.

5. Recent Programs & Events: Recap

- Fall Soccer (Ben): Soccer was good, everyone enjoyed it.
 - For 1/2 and 3/4 they will pay for a t-shirt which will be their uniform. Then they can keep them. Everyone Ben talked to was in favor of that idea.
 - Who can do the t-shirt for us relatively quickly? Meghan used _____ and the t-shirts were around \$5.00.
 - Program fee right now is \$45.00. We would maybe have to up the fee to account for the shirts. Would Rec make up the rest of the cost? We will need to do a cost analysis.
 - Pre-K/K the cost will stay the same, but if they WANT a t-shirt, they can pay the extra fee.
 - We have old uniforms that we need to get rid of. Maybe we can give/raffle them at the Turkey Trot. Motion made and seconded to "sell" the jerseys at the Turkey Trot as "make an offer" - either a dollar or a can of food for the food shelf. All voted AYE. If they don't sell at the Turkey Trot we will ask Terry to put it out to school, otherwise Goodwill.
- Halloween Walk (George): It went well. There were about 190 kids who came through.
 - George said that it would be good to have 4 people there next year to help out.
 - We will seek out community members to help and Deanna also offered.
 - Suggestion to add a Haunted House at the Red Brick Meeting House next year (that Rec would run) in conjunction with the Halloween Walk.
- Lego Night (Meghan & George): Lego night was fantastic!
 - The kids loved it and couldn't stop talking about it.
 - People showed up who hadn't registered and George had a continuous popcorn and cotton candy line. Meghan had the non-registered person fill out the form and they were able to paint and do the other activities.
 - It was after soccer was over and also was posted on Find and Go Seek so that might have helped.
 - Suggestion for Jan/Feb to do Minecraft and Star Wars in the future.

- 12 is a good number of kids for 2 adults.
- Yogalates (Erin): Meghan emailed Erin, who said that she only had 1 person. Erin will regroup and follow up about that.
 - Erin is doing 10 min. stretching sessions at the Turkey Trot.

6. Upcoming Programs & Events:

- Arts & Crafts Program (Patty & Leanne): They decided not to go through us and they're going to use Patty's art studio.
- Registration Forms, Advertising, Schedule Space/Fields
- Youth Basketball (Chris & Jay): Jay Morgan may call into tonight's meeting.
 - We talked about approving the program tonight. Chris is going to run the program and Jay is going to assist.
 - 6 week program: Grades 4-6: 7:15 PM - 8:45 on Mondays, grades 7&8 at the same time slot on Thursdays. We have to be out before 9:00 PM.
 - He wanted to run Saturday mornings or Saturdays and Sundays (since some Saturdays are already taken).
 - Little kid group: We don't know if Chris can run it on weekends and he didn't let us know that yet.
 - Terry said that any outside organization that wants to use the facilities is responsible for what goes on during their group.
 - Do we want to run all these programs? (grades 1-3, 4-6, and 7-8) Jay's original idea was just to have "Open Gym" for the school team (5-8) That would be from now until the first day of school basketball season.
 - Possibly consider this for next year or later in the season since we don't have the information that we need right now and there's not enough time to plan and get the information out.
 - Jay and Chris should come to a meeting to discuss this with us. We don't want to have someone run a program who we don't know, and we need the information. Could they come to our next meeting on Dec. 6 so we can try to set something up for later?
 - Program checklist wasn't filled out either.
 - Amanda will reach out to Chris to see if he wants to attend our next meeting on Dec. 6th. He should fill out the checklist ahead of time.
 - Do we still want to run an open gym for basketball that Jay would run? It would be a free "drop in". We would make up a roster and if a parent shows up whose child isn't on the list they will need to sign the waiver right then. Motion made and seconded to allow Jay to run a free open gym that is run from now until school basketball starts. All voted YES.
- Futsol (Lori): Futsol is a go. It will be Tuesdays from 7:30 - 9:00 PM. We'll run 2 sessions: Nov.15 - Jan. and Feb - April break. Motion made and seconded for a \$30.00 fee per session or \$50.00 for both sessions. Drop in session will be \$5.00 and everyone needs to sign the waiver. All voted YES to run the program with those fees.

- Winterfest (Chuck): Feb. 18th. Chuck was thinking it would be good to run the broomball tournament on that date as well.
 - One concern is broomball traffic with the horses (from Winterfest). Talk to the horse driver to see how much space they need to turn around.
 - The idea is that having the broomball tournament with Winterfest will build up the broomball exposure and add more interest for people. It also may make people more willing to be there as food vendors.
 - We will need to figure out parking for broomball.
 - Motion made and seconded that the Broomball tournament will happen during Winterfest. All voted YES to this.
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- Ice Rink (Chuck): Chuck has the liner for the rink. It was billed to the town.
 - Chuck contacted Pete Armata to survey for laying out the rink.
- Repair- to be completed: We need to buy some boards and we still need to do the painting. There is no date set yet for that. We have already voted on the money for the repairs.
- Liner purchased
- Need new person to lay it out
- We should have an annual "Rink Set Up" day. Chuck will reach out to everyone when he figures out the date (either Nov. 12 or 26) and time for the rink set up.
- Broomball Tournament
 - Amanda to facilitate w/GameOn
 - Chuck already contacted
 - Chuck speaking to winter fest

Santa Mailbox: Need sub-committee to organize. Volunteer list on google drive

- Need to put out the mailbox on Nov. 26th and then put it away Dec. 17
- Need someone to collect letters, purchase stationary, stamps, and envelopes. Letters then get delivered to the volunteers who will write the letters.
- Amanda will look - she thinks she has some stationary that we can use.
- Lori will volunteer to take this on (Santa Mailbox on Google Drive). George will help remind Lori.

7. Misc

- Online Registration Software: Tabled
- Storage Bins & Reorganize the cage: Tabled
- Bring up (Ben will) and look at old Jerseys and make a decision what to do with them (IOW how are we getting rid of them?)

8. Background Checks

- We should have a background check for all coaches that run programs. It's \$30.00 per person to run a background check.

- Motion made and seconded that Amanda look into background check guidelines for Recreation Department Programs. All voted YES.

9. Friday Dec. 3rd 7-9 the PTO is requesting to use the to set up for the craft fair. Motion made and seconded to give them that time. All voted YES.

10. Turkey Trot: We have 60 registered right now (\$915.00) and \$104 additional donations.

- Meghan has 5 volunteer slots open still and a list of people to fill in.
- Meghan will continue to volunteer for T.T. and T-ball and Lego events and paint and sip. We have Meghan's info and can reach out to her.
- Since T.T. money is to benefit Westford families, Westford Mutual Aid might be a good organization to donate to.
- Meghan has 33 raffle donations and still possibly has more. If anyone has things to donate, let Meghan know.