

Westford Recreation Committee Meeting

March 7, 2023 07:00 PM Eastern Time (US and Canada)

DRAFT minutes

Present

Members: Amanda Gifford, Deanna Norton, George Elliott, Lori Miller, Ben McElvany, Maria Olson

Guests: Elizabeth Ploof, Erin Menut

1. Review [February Meeting Minutes](#): Addition made to item #9 about activity suggestions from the community. With this addition, a motion was made and seconded to accept the minutes and all voted yes.
2. Changes to Agenda: Table Rink Master until next meeting.
3. Schedule Next Meeting: tentatively April 4, 2023
4. Public Comment: None.
5. Open Board Seats - FB and FPF posts, Becky contacted again, Elizabeth Ploof expressed interest as well and is here tonight to check out how the board works. She also knows Amanda from 4H.
6. Finances:
 - Monthly Report & Status on Invoices, payments, etc.: There are 4 items in red this month, and we still need to track down the miscellaneous item that we discussed last month.
 - Winter activity kits went into the negative and it looks like \$300.00 was spent since last meeting. However, the program has run, so we should have the money for it. There is a "winter event" that we need to track down and itemize because maybe that was the lego activity. There should have been a net positive for the Lego activity because we charged more than the kits cost.
 - Broomball money should all go to Louis and then he will make a payment to us.
 - Things shouldn't be in the red, so Ben will try to track those down.
7. Rink Master job description: TABLED
8. Programming situations
 - When to enforce sign-up deadlines: For the Lego night there were 2 additional people who showed up after the registration "turned off". Since there was pizza that night, there was the expectation that there would be a deadline.

- We generally determine sign up deadlines when the program is going to run. For larger programs it makes more sense to have a deadline.
- We had not set a deadline for the Lego night.
- Going forward, we will make sure that we advertise the program registration deadline if we decide to have one. The deadline will be included in any advertising we do for the program. Depending on the program, give the person running it the ability to edit the registration form and/or keep the registration open.
- Also, have a roster for programs and check off who is there for attendance.
- Suggest to always have two official volunteers for youth programs: We strongly recommend having 2 volunteers to run youth programs so that we have adequate supervision and an extra adult to deal with any issues that might crop up.
 - This might also help encourage parents to volunteer to help out with programs if the program won't run without that second person.
 - Motion made and seconded that moving forward for youth programs we strongly suggest having 2 adult volunteers. If only 1 person can volunteer, we bring it to the board to decide whether to run the program or not. All voted yes for this.

9. Reports on Recent Programs & Events:

- Gentle Yoga (10:30 on Tuesdays) - Erin Menut: This went well. There weren't as many participants as Erin thought there might be. Erin would like to go back to the original Saturday time (see below under #10). Ben had feedback from multiple people that the weekday didn't work.
- Lego workshop: Deanna, Meghan, and George had a great time with the workshop, and it went well. All activities were well received. Active, old-school games were fun too. George is enthusiastic about running another Lego program again sometime in the fall. Leftover Lego kits can become prizes at the Turkey Trot or July 4th.
- Broomball Tournament: Team Westford Rec got 2 wins and it was lots of fun. The broomball and Winterfest even made the news.
 - Feedback for next year: Maybe have the chili cook-off on the green at the Gazebo, so that there is more crossover between broomball people and the chili.

10. Upcoming Programs/events/activities

- Slime rescheduled for March 11 from 9 - 11 AM. There are 5 registrants so far. That's enough people to run it. George still has supplies from last time.

- Easter Egg Hunt - some questions about this. Amanda has put Maureen's information into her document about the Easter Egg Hunt.
 - Should we categorize bags by "boy" or "girl"? No. Age specific bags might be good, but not necessary.
 - We probably should make around 100 bags just to make sure we have enough for everyone.
 - Amanda has asked various businesses for donations to go into the prize bags, which she will put together.
 - Motion made and seconded for someone to go to Costco and spend up to \$50.00 to buy packaged snacks to go into the bags. All voted yes.
- April Yoga offerings - Erin Menut
 - Yogalates Saturday 8:30-9:30am April 1 - 22 \$40 Location: The Barn School 217 Brookside Road
 - Yogalates Wednesday 8:30-9:30am April 5-19 \$30 Location: Red Brick Meeting House
 - Intro to Pilates Reformer single class Thursdays 11-11:50 am (3 spaces available each day) \$25 per person Location: The Barn School on Thursday April 6 , April 13 or April 20.
 - The 4 week program was \$5.00 per person that went to Rec, so we could calculate a percentage. Erin is happy to support the Rec program to expand her reach and introduce these programs to people through Rec. She is willing to stick with the \$5.00 fee.
 - Motion made and seconded to run Erin's programs as discussed with \$5.00 per person going to Rec. All voted yes. Erin suggests a deadline of 6 PM the day before the start date. You will not be registered until you have paid for the program - which means they could have dropped off payment at the Town Office. Erin will then need to check the registration form the day of the program. Erin will also make a poster for the program to send to Amanda for the April Newsletter.
 - We will cap the programs (other than Reformer) at 10 people.
- Moonlight Nature Walks with the Westford Conservation Commission full moon dates - 4/6, 6/3, 8/1, 8/30 and 9/29 Will need a "nature expert" still.
 - Amanda will put out feelers for someone who could be the nature expert to lead the walk. She'll also check in with Sarah to see if we can connect with Ethan Tapper.

- Paint & Sips - Rob Rivas offered to lead for adults or kids or both. No one on the committee knows Rob, but we will invite him to come present to the next committee meeting.
 - We will have to check to see if we have supplies left over
 - Amanda will talk to Meghan to get information about supplies and all things Paint and Sip.
- Crafting survey put together by Leanne Saddlemire-McElvany who has also offered to help facilitate. This survey is to determine if there is community interest.
- Free Lacrosse Coaching Development Clinic Sun. 3/26 - NVTYLL & Woodchuck Lacrosse Development Inc.- Amanda got this in the Rec email and shared it with us. She will share it with Jake Cady to see if he has interest or knows anyone who does.
 - If Jake wants to run spring lacrosse, he should come (or zoom) to the April board meeting. Ben will check in with Jake.

11. VRPA membership - Is this something WRD would like to pursue/continue?

- Board/Commission membership \$125 annually starting May 1
Recreation and/or park boards and commissions of political sub-divisions of the town, or boards of directors of non-profit and recreation related organizations. Includes all members of the board.

12. Summer programs

- Parent & Me - T-Ball and Soccer. Meghan will run these and parents have to be there. Meghan would like a backup in case she can't be there.
- Archery - Two 2-week sessions, or Two 3-week sessions? We think two 2-week sessions would be the best for now. It was very popular last year. Amanda will put out a survey to ask people which they would prefer.
- Biking - Amanda and Paul have run bike clinics in the past and would be willing to run a bike clinic. Lori is happy to help. They would run it when they are able to. We all think this is a great idea and it would fit well with the coming pump track.

13. Misc: Elizabeth will provide a bio if she decides she is interested in being on the board.