

Westford Recreation Committee Meeting

December 5, 2023

Meeting called to order time PM Eastern Time (US and Canada) by George Elliott @ 7:09 PM

APPROVED minutes

Present

Members: Amanda Gifford, Andrew Katz, Ben McElvany, George Elliott, Lori Miller, Maria Olson

Guests: Holly Delisle

Members Absent: Elizabeth Ploof

Review [November Minutes](#): George motions to accept Nov. minutes. Motion seconded and carried Unanimously.

Changes to Agenda

Schedule Next Meeting: January 9, 2024

Public Comment: No public comment.

1. Finances: Ben went over the budget report.

2. Discussion: Introduction of Holly Delisle, Town Administrator. Through MuniPay (see Misc section below) we could keep better track of Westford Rec budget without MJ having to be involved. But there is a \$3.00 per transaction fee. Holly says that it is also possible to be able to categorize the money that comes in so we know what event it goes to.

- We would still like to accept cash or check but suggest those have to be delivered IN PERSON. Or, if you are paying through the mail with cash or check, you MUST send it in with a registration form. That way people paying via cash or check would have to come into the town office and specify what they are paying for.
- Holly will check to see if an email can be tied to the MuniPay.
- Amanda can share the Sheet that is attached to the G. Registration Form with Holly and others in the town office which could help them attach payments to people.
- Holly said that we could have seasonal forms that have multiple drop down options.
- Turkey Trot money got dropped off
- Run Reg mailed checks but they made them out to the wrong person and we have not received the checks yet either. Meghan should probably be the person to check in with Run Reg to figure out what happened. Amanda will check in with Meghan.

3. Review of Recent Programs & Events:

- Adult Pick up BBall: Great.
- Futsal: Also great.
- Turkey Trot - Revenue - \$4619.45 - Expenses \$1656.00 = Profit \$2963.45 The community would like to know where the money goes, do we make a poster or ???

- o We should talk to people in the community who might know where there is need for Turkey Trot funds.

4. Upcoming Programs & Events:

- o Youth BBall: Saturday mornings. 12 youth signed up. Five 3rd and 4th graders and the rest are younger ones.
- o Can we release the school for other programs? Nathan Muehl keeps asking! There might be time to release but we need to know for what and when he might need it.
- o Archery - we lost money (\$240) last year, do this program again? Just 1 session?
 - Maybe we should just try to schedule one session this year and register well in advance. That way we will have time to schedule if needed.
- o [Nordic ski rental](#) program: Amanda will reach out to Terri about school access in order to hand out skis if we want to do that. If we can't get into the building, we'll have to come up with a different solution.
- o Rink - no-one has stepped up, do we cancel the rink this year? Ben is going to try to get the boards up this weekend, and we will go from there and take them down if needed.
- o Winter Fest - Carol "needs" info by end of December: What do we want to contribute for Winter Fest (which is Feb. 17th)?
 - We should know in the next couple weeks if we will have the rink.
 - Amanda will contact Louis to see if he will run the broomball tournament again.
 - Motion made to spend up to \$50.00 on hot chocolate and have cornhole on the green during Winter Fest. Motion seconded and carried Unanimously.

5. Misc:

- o Move to only online payments? Sample of MunicPay report

TRX Date	Payment Item Name	Reference Number	Consumer Name	Total Paid	Payment Method
12/01/2023 12:39:29 PM	Recreation	Youth Basketball, Nella Hood-Pouliot	Emily Hood-Pouliot	\$25.00	Credit Card
12/01/2023 05:53:38 AM	Recreation	Jeremiah Peloquin 3/4 basketball	Beth Peloquin	\$25.00	Credit Card
Totals				\$50.00	

DAILY TOTALS	COUNT	TOTALS
▶ Credit (BKCD)	2	\$50.00
TOTALS	2	\$50.00

- o [WRD Policies](#) that need cleaning up: George motions to approve the revised policies as written on Amanda's document. Motion seconded and carried Unanimously.
- o [WRD Master Document](#): Amanda will put the policies (mentioned previously) into the Master Document.
- o Should we be doing evaluations after programs/events?
- o MVP Health Care Grant - follow up from November meeting. It would make sense for that to be located at the school. Amanda will investigate further.

6. Discussion about Westford Rec Board Member appreciation. We will put out a Survey Monkey to choose potential dates and revisit in January.

Vote or Task	Vote Outcome or Person assigned to task
George motions to accept Nov. minutes	Motion seconded and carried Unanimously.

Motion made to spend up to \$50.00 on hot chocolate and have cornhole on the green during Winter Fest.	Motion seconded and carried Unanimously.
George motions to approve the revised policies as written on Amanda's document.	Motion seconded and carried Unanimously.

Respectfully submitted: Lori Miller