

## Westford Recreation Committee Meeting

Date January 16, 2024

Meeting called to order 7:15 PM Eastern Time (US and Canada) by George

### APPROVED minutes

#### Present

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

Guests: Vicky Ross, Doris Bittruf, Kelsi Cross, Holly Delisle

Members Absent: Elizabeth Ploof

### Agenda

Review [December Minutes](#): Motion made and seconded to approve the Dec. minutes. Motion carried Unanimously.

Changes to Agenda:

Schedule Next Meeting: February 6, 2024 7pm

Public Comment: None

#### Finances

- Review financial reports - [Budget Status Report](#) and [Ongoing Fund Balance](#)
  - Fall event short \$65 - could be for the Rec social.
  - Summer event -\$850. That is likely archery and things aren't in the proper columns.
  - Ben requests that invoices go into the payment folder to help him keep track of it.
  - The Turkey Trot netted around \$3000. We would like to use the money for what it was intended for - to help community members. Amanda has reached out to people at school, and maybe Elizabeth Ploof would have an idea of students whose families might be in need.
  - We are doing well and not losing money. We need to come up with a meaningful way to spend the money to benefit the community. Could we come up with a way to "zamboni" the rink as a community contribution from Rec? Or pay someone to be a rink coordinator?
  - Another idea for use of money is for a screen to show movies on the green.
  - Perhaps make an annual donation to the food shelf? Ben asked Amanda to reach out to the food shelf people to see if they can come to one of our meetings or can let us know when they have more need.
- [Coordinator hours tracking](#) and [program reports](#): Amanda wants to know if we still think it's worthwhile for her to be tracking her hours. Do we still need that information or would that time be better used for something else?

- With drop-in programs like Futsal, BBall, Soccer, how do we know when folk have paid for ALL of the sessions they dropped in for if attendance is not taken, etc.?
  - We need to take attendance so that we know who has paid.
- Also some people have paid but not registered? Amanda has some payments without registrants. She got a payment for youth basketball but didn't have enough information to follow up. She would like to contact the parent first, before going through the coach to let the family know to pay.
- Some people register, but don't show up (and don't pay) - do we care? That is balanced by a lot of people who donate to the scholarship fund.
  - It's not a big problem if they register but don't show up, but if they are showing up, they DO need to register.

#### Discussion:

- Review of Recent Programs & Events:
  - Santa Letters: Went well. People love writing the letters. We will need more stamps next year. Sent about 65 letters
  - [Futsal](#): Lori says that futsal needs more futsal balls and pinnies. Ben motions for Amanda to spend up to \$300.00 on futsal supplies. Motion seconded and carried Unanimously. Lori will send Amanda links for pinnies & balls she wants.
  - [Adult BBall](#)
  - [Youth BBall](#) - going well, kids are great
    - Amanda would like to spend some money on pinnies because they could use a different color besides just the yellow ones that we have. The cost is less than \$100.00 and Amanda will report back to us next month about how much it costs.
- Upcoming Programs & Events:
  - Doris - Doris would like to run this program again: Slow Flow Yoga Thursdays February 1 to March 7 at RBMH from 5:30 - 6:30. minimum of 3 people for the whole series. Walk-ins welcome. \$60 for the whole series or \$12 per class.
    - Doris will make a flyer for the class.
    - George motions for slow flow yoga to proceed as written in this agenda. Motion seconded and vote carried Unanimously.
  - Rink? Broomball?: Next meeting we need to discuss the possibility of a paid coordinator for the rink in order for it to happen.
    - We are still on for broomball, as long as the weather cooperates.
    - It still would be great to have a QR code so that people can contribute funds to the rink.
  - [Archery](#) scheduled for Mondays 6/17 & 24 \$550 for 12 participants (\$45.83 per person) review [registration form](#) (George and Ben looked at the form and said it looks good.)
    - Amanda set up registration far enough in advance so that we can cancel if we need to. We charged \$50.00 last time and we would be making \$4.00 per person.
    - We can go live with the registration now, and it will close by May 1st.
- Community Suggestions: none
- Misc:
  - Adjustment to policy - Current policy states: "Registration deadlines for all programs will be 7 days before the program starts. For pick-up or drop in programs, registration will be ongoing." Needs to say: "a minimum of 7 days" to allow for programs like youth fall soccer or archery where we need to know more than 7 days in advance.

- Motion made to change our registration policy from “7 days” to “a minimum of 7 days”. Motion seconded and carried Unanimously.
  - Be sure to list that scholarship money is available for ALL program registrations.
- o July 4 - Vicky offered to contact ANG for F35 flyover, should start requesting a Committee of towns people and other interested agents soon
  - We can get approved and on the list for a flyover if Westford Rec would like to add that to our agenda list for July 4th.
  - The parade starts at 11:00. 11:15 - 11:20 would be the best time for the flyover.
  - Vicky will put in our request and keep us posted. She will also send volunteers our way if she knows of anyone who can help out with the 4th.
  - Suggestion for all Westford Committees to get together occasionally and coordinate their events for the year, which might allow for additional help.
- o [April 8 Eclipse event](#) do [we want to provide](#) some sort of educational programming around this?
  - The library is already doing something, so we don't think we need to.
- o WRD policy on political tables at events - Both the 4th of July and the TT were asked about having a table to promote? political opinions. Does the WRD want to consider a policy?
  - It seems like that would be up to the Common committee whether people post signs on the 4th of July.
  - The Turkey Trot is our event and it's not political, so it would be reasonable to say no.
  - Let's think about the wording and policy and come back to it.
  - Andrew motions that our policy will be no canvassing for non-Rec related events at Recreation sponsored events. Motion seconded and carried Unanimously.
- o National Fitness Campaign Fitness Court follow up – Would require at least \$100K in funding beyond the grant they offer! [Building Communities Grant](#) and [WM Community Impact Grant](#) are some that might help.
  - Amanda suggested they go to a larger town that might have the ability to contribute the \$100K needed.
- o Westford Rec. Members attendance policy: We DO remember voting on or at least discussing a policy previously. We will discuss this at our next meeting.

Respectfully submitted: Lori Miller