

Westford Recreation Committee Meeting

April 2, 2024

Meeting called to order 7:05 PM Eastern Time (US and Canada) by

DRAFT minutes

Present

Members: Amanda Gifford, Andrew Katz, Ben McElvany, Elizabeth Ploof, George Elliott, Lori Miller, Kelsi Cross

Guests: Nicole DeVoid - Here for 4th of July but also is interested in joining Rec and introduced herself.

Greg Arendt - Potential rec member introduced himself.

Members Absent: Elizabeth Ploof

Agenda

Review [March Minutes](#)

Changes to Agenda: No changes to the agenda

Schedule Next Meeting: May 7, 2024 7pm

Public Comment: Nicole and Greg introduced themselves and Rec members gave an overview of what the Rec Committee does.

- Review of Recent Programs & Events:
 - [Babysitting](#) - 14 youth completed the course, and it went well. Motion made by Ben and seconded to rip up the Drapa's check since one of the youth was out sick and didn't complete the course. Motion carried U. Amanda is now trained and can run the class again.
 - Suggestion to let the community know that Westford Rec paid for the course, so that they are aware of contributions that Rec makes to the community.
 - Another suggestion to publicize statements from the kids who took the course in the Town Newsletter.
 - Easter Egg Hunt - It went well. We will advertise on FB and FPF (which Amanda thought she had done, but something went wrong.)
 - Futsal extended through the end of the school year due to missing so many dates. The futsal group is very happy about that.
- Upcoming Programs & Events:
 - [4th of July](#) - 8:00 p.m. Amanda will start a spreadsheet/document that all parties can add to in order to keep track of planning as we go.
 - Erin Menut - repeat [Reformer](#) and [Yogalates](#): [George motions](#) to approve Erin's programs as they were previously run. Motion seconded and approved U.
 - [Logo contest](#) and [registration form](#): These look good, and the board approves.

- o **Andrew motions** that the Rec coordinator to have the discretion to reapprove programs without changes that have run in the past before the next board meeting. Motion seconded and approved U.
- Community Suggestions:
 - o Spring soccer was requested!
- Misc:
 - o Shirt orders from Fawn's Creations may be mixed sizes.
 - o Information - Texts from a personal phones used for official business ARE public records.
 - o Cell Phone for Rec Coordinator AND Venmo account - Holly is setting up either a Visible account or Google FI phone account for the Road Crew foreman, there will no longer be a town plan/town cell phones, the cost would be \$25 per month and the price of the phone. If WRD would like to authorize those expenses, she will set up a similar plan for WRD. Amanda would appreciate an official phone to limit the number of texts and such to her personal cell phone, and would then be happy to facilitate Venmo. She would be quite happy with an older Pixel and there are many available on ebay for less than \$100.
 - Would the cost of a cell phone offset the hours that Amanda uses to track her hours?
 - Can we get the phone in the name of "Westford Rec" rather than "Amanda"?
 - We really need to have the phone for Venmo.
 - **George motions** to get the Westford Rec Coordinator a cell phone for \$25.00/month. (in the name of Westford Rec). Motion seconded and carried U. Amanda will research phone she wants.
 - **Ben motions** to spend up to \$200.00 on a cell phone for Westford Rec. Motion seconded and carried U.
 - o **(Discuss at later meeting before September.)** Turkey Trot logo contest - From Meghan - *Amanda Feller Westford School Art Teacher has agreed to partner with Westford Rec to hold a contest for the Turkey Trot Shirt Design. I would like to provide an incentive to the students. Can you please add this to the Board's next agenda and let me know what they decide? I would recommend Free Entry (with shirt) to the Turkey Trot (\$18 value) PLUS a gift card of some kind.... maybe Turner Toys \$25?*
 - o Facilities Use issues [MOU between Essex Parks & Recreation and EWSD](#) **sets precedent!** - meeting Tuesday Apr 9, 2024 · 4:30pm – 5:30pm Google Meets.
 - Ben will make a document to share with the rest of us to look over before the meeting.
 - Lori and Ben will be at the meeting.
 - We can provide a list of things that Rec provides and shares with the school.
 - We can provide amounts for SOME things, but some of our equipment is older and we don't have the costs.
 - Bike track (around \$36,000), cross country skis, etc.
 - o [Coordinator duties, responsibilities and permissions](#)
 - o [bylaws](#)
 - o [behavior policy](#)
 - o Record meetings so minutes can be transcribed after?
 - o Rink - Common Committee said thanks for taking up the liner! - take down of boards - future of rink?

Finances: ongoing fund balance and budget status report

- [Financial Aid form](#)

- change coordinator [hours tracking](#) - WRD is paying the coordinator upwards of \$15 per pay period (\$30 per month) to track hours by program. If no problems have been found to date with the time the CURRENT coordinator has spent on various programs, the coordinator requests those funds be spent on a phone plan instead and the coordinator just track hours by date.

Respectfully submitted: Lori Miller