

SEYMOUR RECREATION COMMISSION

REGULAR MEETING

FEBRUARY 24, 2010

COMMUNITY CENTER

The meeting was called to order at 7:12 PM by Vice Chairperson, Lisa Andrzejewski.

MEMBERS PRESENT: Joe Falcha – Jennifer Harkey – Lisa Andrzejewski – Gary Bruce – Glenn Green - Missy Orosz, PT Associate Director (arrived 7:30)– Jack Ahearn, Director (left 8:00).

MEMBERS ABSENT: Christine Battis – Joe LaRovera

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

A motion was made by Jennifer and seconded by Glenn to approve the minutes of January 27, 2010. All in favor, motion carried.

Members agreed to have items for the agenda submitted to the Chairperson and recording secretary one week prior to the meeting so agenda can be posted on time.

TREASURER'S REPORT: Lisa provided members with a more detailed sheet of the breakdown for the 2010-2011 budget. This was the same sheet as presented to the Board of Finance at a recent meeting, providing detail to the Recreation Department programming (salary, expenses and revenue detail by program by season). As agreed per the last meeting, this spreadsheet should be updated monthly by the Recreation Department and available for members at the next meeting. There have been adjustments made to the budget to include additional line items (line item 120 as part time seasonal) and 110 includes director and assistant director's salaries.

Jack reported line item 620-500 with a balance of \$3,511.36 as of February 23, 2010.

A motion was made by Joe F. and seconded by Jennifer to accept this report. All in favor, motion carried.

COMMUNICATIONS: A letter from Judy Simpson, Chairperson of the Seymour Culture & Arts Commission informing members of John Banker and his band who are willing to perform for the summer camp program on July 28, 2010. This is the only available date they have at this time. Jack will work out the details with Judy.

A letter from AAU requesting use of gym for their program.

DIRECTOR'S REPORT:

-Family swim program has approx. 15 families, 4 couples. 3 singles and 1 senior to date. This program is scheduled to end April 8, 2010.

-Youth Basketball – Missy reported there are only 3 ½ weeks left of this program and the plaques are still not in for the gym. Gary suggested that the Director speak with the sponsors with options about the gym since the plaques haven't been received yet for display such as extended presence of signage. Jack indicated that he had given the vendor a deadline of Monday. Also recommended by members was to return to the use of T-shirts for next year as there were some disappointments by sponsors this year who liked having their names on the back of the shirts. Both these concerns will be reviewed by the Director. Missy will hold an Instructional Basketball playoff on Saturday, March 20, 2010.

-Youth Center – Missy is still looking for volunteers to help run the planned events for the Cougar's Den. Joe and Lisa would like to schedule 5th grade nights March 12, April 23, May 21 and June 18th for the Cougar's Den. Missy and Lisa agreed that volunteers need to be in place prior to the event. The March date will be for Bungay School. April and May will be for LoPresti and Chatfield (one school each month) and the June date will be a "Mixer" for 5th graders town wide. Dates for 7th and 8th grade events are March 19 and April 9. The April 23 date has been rescheduled to April 30.

-Travel/Trips – Jack reported that the "Stars on Ice" show at Harbor Yard will be held on Tuesday, 4/20 and will be advertised soon.

The Andre Rieu/Johann Strauss Orchestra Concert at Oakdale will be advertised when the box office releases prices.

Lisa reported that the Board of Finance wants details on trips and what plans are being made, with a comparison to the past few years. Jack will compile a list of possible trips and revenue so it can be presented to the Board of Finance.

-Other programs - Missy has put in for the permit for the spring tennis program.

-Line Dancing – this program will start March 15 at Chatfield School.

-Karate program- turned in \$1,070.00 for February and the Recreation Department retained \$180.00.

OLD BUSINESS: The budget discussion continued with the following information requested from the Board of Finance for submission by the Director and Chairperson:

- Break out of the 500 line item (other purchased services) Lisa reminded members that Christine said she would provide Jack with that information.
- Trips – the amount of money required and detail of planned trips for 2010-2011. With respect to past trips, the Finance Department would like the following information: location of trips, number of trip participants, what town's participants are from, how many town employees attend and who pays for them. Jack has been asked to provide this information to the Finance Department as soon as possible so amendments to the budget can be made with Joe LaRovera informed of the information
- Review of gym usage fees collected for 2009-2010 must be reconciled with Jack and Chris and updated on detailed programming spreadsheet.

- A review of programming salary, costs and anticipated revenues should be reviewed before flyers are produced and distributed.

All of these concerns need to be addressed and worked on immediately and presented to the Board of Finance for review.

NEW BUSINESS:

A motion was made by Joe F. and seconded by Lisa to table the discussion of procedures regarding registration for outside vendors using the Community Center to the March meeting. All in favor, motion carried.

A motion was made by Joe F. and seconded by Lisa to allow the AAU to hold their program in the gym once Missy works out schedule with them.

Joe F – yes Glenn-yes Gary-yes Jennifer-abstained Lisa-yes

A motion was made by Joe F. and seconded by Jennifer to allow 5th graders Cougar's Den nights if volunteers are available. All in favor, motion carried.

A motion was made by Gary and seconded by Jennifer to have the summer camp program this year. All in favor, motion carried.

It was discussed that there are outstanding summer camp issues as outlined in the Summer Camp Document developed by the Director, Assistant Director and committee members. Specifically, Section H of Evaluations: "Director/Associate Director will review all evaluations and compile a list of counselors the Department would like to offer Summer Employment for the 2010 Summer Program." Section A of Counselor Hiring: #9. "Counselors who received evaluations with "Needs Improvement" or "Unsatisfactory" ratings or any other stated concerns from 2009 camp season evaluations will be re-interviewed in January 2010. Counselors with overall "Outstanding" evaluation ratings from the 2009 season will be offered a 2010 summer position and sent an offer letter in January 2010 with request for reply by month end." #10 "Advertising for counselor position openings should be in the newspaper in February and run through March." #11. "Interviewing should take place in March and April. Candidate should be started now with offer letters going to last year's staff once counselor evaluations have been completely summarized by Director and Assistant Director." C. Camp Registration "requests to Board of Education regarding camp flyer distribution should begin mid March to allow time for approval and printing."

A motion was made by Lisa and seconded by Gary to adjourn the meeting at 9:25 PM. All in favor, meeting adjourned.

The next regular meeting scheduled to be held on **Wednesday, March 26, 2010** at the Community Center. **Members are reminded to contact Joe L. if they cannot attend.**

Respectfully submitted minutes but not yet approved
Jean Banks, Recording Secretary

