



Minutes

Board of Directors
Regular Meeting
Wednesday, May 4, 2011, 6:30 p.m.
Willamalane Community Recreation Center
250 S. 32nd Street, Springfield, Oregon

Call to Order

President Greg James called the regular meeting of the Willamalane Park and Recreation District Board of Directors to order at 6:31 p.m.

Roll Call

Superintendent Bob Keefer called the roll. Present were President James, Directors Anne Ballew, Lee Beyer and Gary Ross. Director Danelle Ralston was absent.

Staff present included Jason Genck, Pam Caples, Joel Miller, Greg Hyde, Mike Moskovitz, Shar Dirks, Billy Jones, Daphene Sampson, Quentin Hogan, Ashlee Dixon, Beth Levine, Denise Downs, and Rita Grimes

Others present included Legal Counsel Dwight Purdy.

Flag Salute

President James led the Board and audience in the flag salute and Pledge of Allegiance.

Adjustments to the Agenda

None

Oral Requests and Communications from the Audience/Staff

None

Consent Calendar

Minutes

Regular Board Meeting of April 13, 2011

Claims

04/08/11 through 04/28/11 Disbursements for Approval
Checks #86153 through 86356

Other

2012-2016 Capital Improvement Program

Director Ballew moved, seconded by Director Beyer, to approve the Consent Calendar as presented. The vote was unanimous 4:0.

Unfinished Business

1. Employee Recognition Award Recipients

Mr. Keefer explained to the Board that employees recognize their peers who made a significant, positive impact within the District over the last year at the annual Employee Recognition Luncheon. He stated that he was very proud of all staff and especially those who were selected for the award. He introduced award winners Billy Jones (Cultural Affairs), Daphene Sampson (Park Services), Shar Dirks (Early Childhood and Adaptive Recreation) and Denise Downs (Community Recreation), briefly explaining why they were chosen to receive Employee Recognition Awards. Several winners were not able to attend tonight's meeting. They are: Aquatics and Camp Putt staff Rajeana Pancake and EuGina Miller, WAAC bus driver Darrell Short, and Adaptive Recreation staff group Hal Brixey, Andrea Farr-Moser, Mike Sullivan and Stacia Sucamele. He also introduced Quentin Hogan, Aquatics Maintenance/Operations Supervisor, who is celebrating 40 years as a District employee. Mr. Hogan addressed the Board stating how much he appreciates the District and that he began working for the District in high school but was a "pool rat" from about the time he was nine years old.

2. Volunteer Recognition Update

Deputy Superintendent Jason Genck introduced Cultural Affairs Program Manager Lori Quick-Mejia and Special Events/Volunteer Coordinator Ashlee Dixon who reviewed the highlights of the District's volunteer program and plans to honor those volunteers.

Ms. Quick-Mejia complimented Ms. Dixon for what she has brought to the organization. She announced that the District will host its first annual volunteer appreciation event on August 17. Splash! at Lively Park will be open to volunteers for free swimming and reduced cost for their guests followed by a barbecue dinner for the volunteers. The new Willamabucks Program, which rewards volunteers with Willamalane gift cards for achieving volunteer hour milestones, will be launched that evening.

Ms. Dixon announced that, over the last year, volunteers had given 15,687 hours – equivalent to \$280,738 at \$18.47 per hour. Two Willamalane volunteers were recognized by United Way as Volunteers of the Month – Don Phylo and Tiana Swindon. Ms. Swindon was also nominated for the Volunteer of the Year Award. In addition to having created a quarterly e-newsletter for volunteers, Ms. Dixon stated that there will be a thank you to all volunteers as well as a "volunteer spotlight" in the program guides to ensure that our volunteers know they are appreciated and valued.

Ms. Ballew asked Ms. Dixon if she could say how many of the 15,000+ volunteer hours was attributed to each volunteer. Ms. Dixon did not have the number but offered to get it for Ms. Ballew.

Mr. Ross asked to have Board members added to the e-newsletter distribution list.

Mr. James commented on how much monetary value volunteers provide to the organization. He said volunteering gives a sense of ownership that pays dividends beyond the monetary values.

Mr. Beyer said he was amazed at how well Ms. Dixon has done in such a short time.

3. Fiscal Year '11 Third Quarter Financial Report

Administrative Services Director Pam Caples reviewed the FY '11 Third Quarter Financial Report stating that general revenue didn't grow as much as anticipated. Anticipated tax collections for the current year are approximately \$234,000 under budget.

Administrative Services Division had no notable items to report. Total ASD budget is projected to be approximately \$31,000 under budgeted amounts.

Revenues in Recreation Services Division – All Other Recreation Departments are up by approximately \$325,000 over last year. Expenses have also increased approximately \$501,000 over the same time last year. The division has used approximately 74.6% of subsidy this year vs. 70% last year. Remaining budget subsidy for the fiscal year end is estimated at \$77,000.

Recreation Services Division – Aquatics Department revenues have increased by approximately \$3,000 during the same time period last fiscal year and expenses have increased by approximately \$31,000 over last year. Total subsidy used this fiscal year is 63% vs. 60% last fiscal year during the same time period. Remaining budget subsidy for the fiscal year end is estimated at \$70,000.

Park Services Division's subsidy used this fiscal year is 72.3% vs. 72.5% last fiscal year. Remaining budget subsidy for the fiscal year end is estimated at \$84,000.

Wildish Community Theater Fund revenue has increased over last fiscal year by approximately \$17,000 and expenses are down by approximately \$3,000. While a better financial report than last year, the fund is still not anticipated to break even for the fiscal year without assistance from the Wildish Community Theater Board. Ms. Caples anticipates the Wildish Board will need to contribute approximately \$16,000 to balance the fund for FY '11.

Camp Putt Special Revenue Fund has seen no significant activity since the last report.

Ms. Caples anticipates that the District will have an ending fund balance of approximately \$1,456,718 or 19% of tax revenues.

Mr. James asked if aquatic expenses were up because of maintenance or staffing and Ms. Caples replied that it was staffing.

Mr. Beyer asked if Camp Putt made money. Deputy Superintendent Jason Genck said that it made a little bit this fiscal year. It needs volume to make money and is just heading into the busy season. Mr. Genck is projecting \$10,000 net for FY '11 and \$30,000 net in FY '12.

Director Ross moved, seconded by Director Beyer, to accept the FY '11 Third Quarter Financial Report as presented. The motion passed unanimously, 4:0

4. TEAM Springfield – Mission, Purpose, Bylaws, and Goals

Mr. Keefer introduced this topic by reminding the Board that the TEAM Springfield agencies recommitted to TEAM Springfield at the Annual Joint Meeting in January. In addition, they agreed to revise and shorten the Mission Statement. The agencies' Public Information Officers revised and updated the original TEAM Springfield agreement including the Mission Statement which now reads *"Together, we share ideas, energy and resources to deliver projects that benefit our community."* A revised tagline for TEAM Springfield publications was also proposed: *"TEAM Springfield is a unique collaboration of the city's four public agencies. Together, we share ideas, energy and resources to deliver projects that benefit our community."* At the April 20, 2011 Chief Administrative Officers (CAO)/Chief Elected Officers (CEO) meeting, agency principals agreed to bring the revised agreement, including the revised Mission Statement, forward to each agency's board for adoption. Mr. Keefer asked the Board to approve the revised Mission, Purpose, Bylaws, and Goals.

Mr. James pointed out that there are a lot of newly elected or appointed officials at each agency and the CEOs were committed to bringing the revisions back to each board to get input and approval. If it is approved, all agency CAOs will sign it.

Mr. Ross said he thought the tagline said it for all new employees and those newly appointed and elected.

Director Beyer moved, seconded by Director Ballew, to approve the revised Mission, Purpose, Bylaws, and Goals as presented. The motion passed unanimously 4:0.

Ms. Ballew commented that the four agencies have such diverse goals and missions that it might be difficult to come together on many projects. Park Services Director Joel Miller explained that TEAM Springfield empowers agency employees to work as a team. "We are friends and co-workers and it makes our jobs much easier," he said.

Business from Legal Counsel

None

Standing and Special Committee Reports

Mr. James reported that LCOG has hired a communications consultant to write a communications plan. He is looking forward to the September meeting which will be held in the remodeled Willamalane Center.

Superintendent's Business

1. Superintendent's Report #123 dated April 30, 2011

Mr. James noted that the bid opening for the Adult Activity Center HVAC system work will be held tomorrow (May 5) and that the Center will be closed for two months while the new system is installed. He appreciated that Jake Risley had ordered project supplies ahead of time.

He said he was very encouraged to see that the Helen Wagner Memorial project is moving along. Mr. Keefer indicated that he hoped it was done by Memorial Day.

Mr. James thanked Ms. Grimes and staff for adding a calendar with Board meeting dates to the Board Web page.

Relative to Vineyards & Violins, Mr. James said he was unable to attend this year and asked Mr. Beyer, Mr. Ross and Ms. Ballew to pull raffle tickets in his stead.

He asked about name for the new teen center at Willamalane Center . Marketing Manager Mike Moskovitz explained that 364 names were submitted and the top 10 names were taken to students at Agnes Stewart Middle School and the current Teen Center. They selected the name "Two50". When referenced, Two50 will be referred to as Willamalane's youth center.

2. Staff Updates

None

3. Upcoming Meetings/Work Sessions/Events

Mr. James reminded Board members of the special board meeting on May 11 at 5:45 p.m. to award the WAAC HVAC contract followed by the Budget Committee meeting at 6 p.m.

- May 6 Springfield Farmers Market Opens, Downtown Springfield, 3-7 p.m.
- May 7 Vineyards and Violins, WAAC, 5-8 p.m.
- May 11 Special Board Meeting for WAAC HVAC Contract, Heron Room, 5:45 p.m.
- May 11 Budget Committee Meeting, Heron Room, 6 p.m.
- May 14 Blazing Paddles Table Tennis Tournament, Willamalane Center, 9 a.m.-5 p.m.
- May 14 Mother-Child Tea, Willamalane Center, 11 a.m.-12:30 p.m.
- May 18 Budget Committee Meeting, Heron Room, 6 p.m. (if needed)
- May 19 Age Knows No Limits Celebration, WAAC, 4 p.m.
- May 25 Budget Committee Meeting, Heron Room, 6 p.m. (if needed)
- May 26 Hershey Track and Field Games, Silke Field, 3:30 p.m.

Mr. Genck invited Board members to the May 11 noon Rotary meeting at the Springfield Holiday Inn where he and Mike Moskovitz will be giving a presentation about Willamalane. He also invited them to the Mike Shellito sessions on May 11 from 2-5 p.m. at the Wildish Theater.

Written Communications

Mr. James announced that he had received a letter from Director Danelle Ralston requesting a leave of absence beginning May 5 and ending with the first meeting in September.

Director Beyer moved, seconded by Director Ross, to grant the leave of absence requested by Director Ralston beginning May 4 and ending with the September 14, 2011 meeting. The motion passed unanimously, 4:0.

Remarks from the Directors

None

Messages and Papers from the President

None

Adjournment

The meeting was adjourned at 7:31p.m.

Robert W. Keefer, Superintendent/Secretary

Rita F. Grimes, Recording Secretary