Reading Recreation Commission
7:00PM
Reading School District Board Room

Minutes of the May 8, 2012 Meeting

The Reading Recreation Commission was called to order on Tuesday, May 8, 2012, at 7:04 PM by Mike Schorn, Chairman.

The Board performed a Roll Call of members and then Pledge of the Allegiance.
The following board members were present: Eddie Moran, Vice-Chairman; Marcia Goodman-Hinnershitz, Treasurer; John Santoro; Otis Smith and Donald Taddei, Jr. Staff in attendance: Daphne Klahr, Executive Director. Acting as Recording Secretary: Karen Regenfuse

Minutes
Minutes were reviewed. Mike corrected a typo under 9C....it should read ball field rental.
Don Taddei, Jr. made a motion to approve the minutes of April 10, 2012 meeting. The motion was seconded by Otis Smith and unanimously approved.

Old Business

a) **2012 Proposed Budget –** Daphne handed out a Statement of Financial Income and Expenses from Jan. 1 to May 8, 2012 (Year to date). She also handed out a Profit & Loss Budget vs. Actual. The third paper Daphne handed out was a list of all employees, their salaries and what their job duties are for the Reading Recreation Commission (RRC).

   For the purpose of approving a 2012 budget the Board should really look at the five page document that was presented. The status of the School Board District contribution is that it should be received for the first two quarters of the year by the end of this week. Marcia is concerned about having honest dialog with the two major funding sources about their commitment with The Reading Recreation Commission. Mike mentioned that he feels that both entries are going to honor their commitment to RRC.

   Tonight's meeting. Account numbers needed to be changed to accommodate to accommodate the new software. The income is the DCNR grant amount is $65,000. The expenditure is on the other side. The difference is the $2,500 for the Director's salary and $40,000 for the Business Manager's position. Interest income is from the bank account. Also under administration is Joe Neira because he works between all departments. Everything listed under maintenance and repairs; these are general expenditure or administration specific expenditures.

   The next page is the tennis program. John Santoro questioned why the Commission invests so much money into this program. He understands that there is a grant from Fromuth, but questions the rest of the funds. The tennis program has been very successful in the school system. The program is very well attended by the students. There was an increase of $10,000 from 2011 to 2012 in the Tennis Director's salary. This was a stipulation from Fromuth for this year's grant money. Daphne will put the fact in writing that if the money from Fromuth will not

be granted in future years, the Commission could not continue to fund this position at this rate. Fromuth's money is covering the outreach coordinator. If revenue goals are not reached then the outreach coordinator will need to be re-evaluated. Larry Ziebe would like to go out to do some fundraising, but Daphne would like to see a coordinated fund raising effort, so that businesses will not be approached twice. Fromuth is also giving Larry Zerbe $20,000 plus benefits. Fromuth has given over $200,000 to the city's tennis program over the last 5 years. In 2012 there was an increase in the contribution from Fromuth. Larry does not have any paid vacation. All Fromuth's money is used for the general fund. $15,800 for the tennis program is coming from the general program.

Marcia is use to doing grants monies as fulltime equivalency. Presently, Larry is an hourly person and by law should get overtime. This position should be a salary position and then get comp time. Since the money is being paid by the Commission there is no need to get Fromuth's permission to make this change.

The Pool Budget was next up for discussion. The difference in this budget is that the concession revenue and the pool revenues have been separated. The concession stand in the past was making money. With most pools the concession revenue is typically about 1/3 of total pool revenue. The revenue could increase because of the change in purchasing habits. Pool revenue is the daily and season admission to the pool. Eddie asked about the number of people using the pool vs the number of children participating in the tennis program. Daphne will try to get these numbers. The fees for this coming season will be changed to encourage people to purchase membership vs paying the daily rate. Moonlight swims will be added this year to help increase revenue. Pool hours will not change for 2012; 12 noon to 6PM. Daphne would like to increase the hours, but they may not be ready to do it for this year. Swim teams, lap swim and swim lesson will occur prior to 12 noon. What is the capacity of the pool and how often does it reach capacity? Those numbers will be researched. The pool will be open on June 6th in 2012. In 2013, RRC needs to look at changing the hours and when the pool will open and close for the season. The pool needs to open at least on the weekends in May in 2013. What kind of recruitment has been done to get life guards? Reading School District organizes a life guard course and RCC needs to diversify the staff between college and high school students. Maybe during this season the current staff should be notified about what the work schedule will be for 2013. It is not a good practice to offer job for next year at the end of this year's season. You do not know what might happen with that person over a 9 month period.

Mike commented on balancing the tennis and pool program. Tennis program is year around program vs the pool that is only open for about 80 days. The tennis program is in 6 to 8 different school, 3 or 4 different outdoor sites. Mike mentioned about trying to keep the pool open until 7 or 8PM during the hotter month of the summer. Could that affect the evening programs that may be schedule? Something could be figured out on the nights of the programs. John is concerned with the safety of the children when walking home after the close of the pool. Could the police department be notified about the pool closing time to patrol near that time, if possible?

The contracted services in the pool budget are for the contracting with a company to open and close a pool due to the certification of the personal required.

Program Budget- Full time staff are Heather Boyer and Matt Lubas and part time staff are Barbie Rivera and Rhonda Morrison. One thing that is different is the facility/building rental (field house and pavilions). Third and Spruce and 11th and Pike are being rented.

Is there a concern about people renting the ball field and then that group charging for a program to make money for their organization? It is happening, but RCC needs to know about it.
Mike needed to clarify something that Marsha said. Hypothetically, if someone comes in and rents the field and then sets up a tournament; that group makes the money form that event. Is there anything wrong with that? Is the rental rate high enough for offset RCC's cost?

Cover page states a 2012 proposed operating budget of $947,000 which includes the contributions from the City of Reading, School District, grants, and program and facility rentals. In 2013, DCNR's funding for the Executive Director position will be reduced by 25%. In Mikes opinion, there is about $180,000 of wishful revenue in the current budget. He is also concerned with the $40,000 for a business person that he just does not feel can be justified at this time.

Daphne expressed her opinion that this is a very conservative budget. Not every dollar will be spent in every line item. The 2013 budget will be more accurate as we are able to track revenue and expenditures in 2012. Business manager is a needed position. The person will be tracking expenses, revenue, interest, facility rental, payroll, etc. Daphne has worked up a job description. Eddie Moran questioned that if there was a business manager then that would elevate the Executive Director from these duties than the Executive Director could then do some fund raising.

John thinks there needs to be resolution to create the Business Manager position. John is in favor of creating this position. There are many duties that should be done by a Business Manager instead of the present staff. Marcia agreed with the need for this position, but questioned the salary range. Daphne mentioned that according to comparable position in other organizations this salary is low. We need to offer a salary that will attract qualified candidates. John suggested that maybe RCC should approach the School District about sharing a position to cover this position since the school district is also eliminating staff.

A motion was made by John Santoro to approve the 2012 proposed budget. The motion was seconded by Eddie Moran and approved unanimously (Mike Schorn with reservations).

A motion was made by John Santoro to hire a business manager in the sum not to exceed $40,000. The motion was seconded by Eddie Moran and approved unanimously.

b) Proposed Employee Handbook

Tabled until next meeting. Vacation for Heather and Matt are in question. ADP Payroll Service company are supposed to provide a check for $400 as an incentive. ADP also promised to provide RCC an employee handbook. John questioned that maybe ADP would provide various forms such as employee discipline form, right to know act, state law concerning employment, etc., but not what all the different policies of the employee handbook should be. ADP will print handbook only.

c) **By-Laws for the Reading Recreation Commission**
Brett Fegely sent a revised copy of the By-laws with all the changes noted at the last meeting. This is the revised presentation of the document. A motion was made by Marcia Goodman-Hinnershitz to accept the proposed By-Laws of the Reading Recreation Commission. The motion was seconded by John Santoro, the motion was approved unanimously.

d) **Other**
Purchasing policy that was presented at last meeting - Mike Schorn questioned the three different levels of purchasing. The difference is the bidding requirements that are needed. The commission approved the Executive Director up to $5,000 after that amount it needs to be approved by the Commission.

New Business

Executive Director's Report
Daphne handed out her report for the month.
Highlights

- Albright students did clean up 11th and Pike. The Rugby team is exploring the idea of adopting the park since they live adjacent to it and could perform regular cleanups there.
- Worked with Senator Schwank's Office to organize a cleanup at Pandora Park.
- Met with Little Acts of Love out of West Lawn. They would like to do more extensive projects with the Commission. They have skilled members that would like to offer their service. Marcia suggested that maybe they should look at Mineral Spring Park for some masonry work on the bridges.
- RRC had to cancel the Minute to Win it Game Night because the flyers were not distributed throughout all of the schools. Out of 14 schools only 5 schools were confirmed to have sent the flyers home with students. Daphne did speak to Jim and Bob about this issue on Saturday. Eddie questioned whether or not the flyers were provided to the school or if the school needed to make the copies. RRC did supply the flyers to the school in both English and Spanish.
- Making progress with Department of Public Works at 11th and Pike
- Heather Boyer has been selected as the Addictions Studies Outstanding Student for Reading Area Community College. Heather will be graduating next week with her Associates degree.

Marcia mentioned about the ribbon cutting ceremony at Barbie Playground on Thursday, May 10th at 5:30PM. Reading has been recently designated at a Playful City. This ribbon cutting ceremony has been organized by the Gilmore Heene Foundation.

Treasurer's Report
Marcia discussed the Treasurer report. Questions were addressed. This report referred back to the first check that was written by the Reading Recreation Commission.
John Santoro made a motion to accept the Treasurer's report as presented. The motion was seconded by Don Taddei, and approved unanimously.
Marcia did report that the check writing process will become more automated in the future.

Public Comment
None present

Other Board Comments
Senator Schwank met with Mike Schorn, Bob Heebner and Jim Washington. DCNR may lose funding due to Governor Corbett's budget cuts. If DCNR loses funding the RRC may lose funding. Senator Schwank was concerned about some questions that DCNR had about the start of the RRC. There may have been some ripples in the water, but issues are being ironed out. The Division Chief of DCNR will be attending the June meeting of the RCC.

Adjournment
There being no further business to be brought before the Board the meeting was adjourned.

Upcoming meetings: Reading Recreation Commission – June 12, 2012 at 7:00PM at the Reading School District Board Room. Mike Schorn will not be present at the next meeting, so Eddie Moran will lead as Vice-Chair.

Respectfully submitted by:

Karen Regenfuse

READING RECREATION COMMISSION

RRC

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Reading Recreation Commission
Executive Director's Report
8 May 2012

1. Daphne met with the following individuals/organizations since April 10, 2012:
   a. Terry Debold – Lance Place Playground
   b. Eddie Moran, Bob Heebner, Marcia Goodman-Hinnershitz, Commission members
   c. Kyle Zeiber, Operation Division Manager
   d. Ron Smeal – Link Center
   e. City of Reading Public Works Sub-committee
   f. Nathalie Kulesa, West Reading Councilwoman
   g. Beverly Fidler – Vist Bank
   h. Amanda Hanancik, Asst. Dean of Students – Albright College
   i. Tom McDaniel, Director of Public Safety – Albright College
   j. Tom Voelker, Asst. Principal – 10th and Green Elementary
   k. Northeast Community Springboard Coalition group
   l. Sue Landes, Executive Director – Lancaster Recreation Commission
   m. Alice Moyer and Tom Wertz – Little Acts of Love
   n. Stephanie Mathias, Business Manager – Lancaster Recreation Commission
   o. Dave Mekeel, Reporter – Reading Eagle
   p. Russ Hoke and Barbara Coffin, Strategic Planning Consultants – SCORE
   q. Todd Graham, Retirement consultant – H Beck
   r. Jim Washington, Commission member
2. Continuing to work with Attorney Fegely on completing the requirements for the 501(c)3 process including applying for a new EIN number and revising bylaws per Board recommendations.
3. Met with Terry Debold at the Lance Place Playground to discuss the scheduled improvements.
4. Met with Ron Smeal and Terri Snook from the LINK Center to discuss a possible collaboration between the Commission and the church in providing afterschool and summer playground programming at the LINK Center. The LINK Center asked that any proposals to provide service be submitted by the end of May 2012.
5. Met with Amanda Hanancik and Tom McDaniel from Albright College to discuss a cleanup project at 11th and Pike involving the Rugby teams. A date of April 29, 2012 was chosen; Daphne will coordinate with Kyle Zeiber to obtain the necessary supplies including paint, brushes, rakes, and mulch.

6. Worked with TJ Huckleberry from Senator Schwank's office to coordinate a park cleanup project at Pendora, Confluence, City Park, 3rd and Spruce, and Lance Place. Event will take place on Saturday, May 5, 2012 from 9:00am – 12:00pm.
7. Traveled to Baer Park to resolve a dispute between a rugby team and a baseball team over use of the field. Captain Powell, RPD, was contacted and directed Reading Police to provide assistance.
8. Attended AM tennis program at Northwest Middle School with Matt Lubas to observe.
9. Participated in Rec Idol at 3rd and Spruce Recreation Center
10. Reconciled all deposit information with appropriate line item accounts in the budget
11. Contacted Department of Public Welfare to continue state licensing process. DPW sent checklist for facility inspection that needs to be complied with. Initial inspection is slated to be in June.
12. Met with Little Acts of Love to coordinate cleanup projects with their group. They are also interested in completing larger projects involving carpentry, masonry work, and removal of trees and shrubs. Date for first project is Saturday, May 19, 2012 at 3rd and Spruce which will involve landscaping, window washing, and trash cleanup.
13. Traveled to State Surplus in Harrisburg with Heather. Completed application for approval to purchase items at significantly lower price from the state – waiting for approval. City of Reading will apply for approval per Chris Zale.
14. Reviewed all summer pool fees with Matt Lubas.
15. Attended tennis event honoring Pat Shields on Saturday, April 28, 2012.
16. Assisted with the park cleanup with Albright College on Saturday, April 29, 2012.
17. Assisted Muhlenberg Township and West Reading Borough with their Minute-it-to-Win-I Dances.
18. Attended Strategic Planning with staff and members of the board.
19. Working to enter all account information into QuickBooks accounting software to reconcile with current bank account balances. Stephanie Mathias from Lancaster Recreation came to 3rd and Spruce for two days to help with the process.
20. The eligibility letters for the Simple IRA have been distributed to all employees. The retirement plan will be in effect July 1, 2012 barring any problems with the submitted applications. 13 employees overall are eligible to participate; to date, 3 employees have opted out of participating and 5 have expressed interest in receiving more information.
21. The Public Works department is continuing to make improvements to 11th and Pike Recreation Center. The floor tiles have been repaired and/or replaced as needed, electrical outlets have been replaced, and fire alarm cages have been installed. PW will be replacing all signage with new signs and the basketball nets/poles/backboards will be replaced with new ones the week of May 14, 2012.
22. The Minute-to-Win-It night at 3rd and Spruce was cancelled due to lack of interest. There is a question as to whether the flyers were distributed at the elementary schools. To date, we had confirmation from 5 of the 14 schools that the flyers were distributed. Staff contacted the superintendent's office as well as each of the schools to ensure they were delivered.
23. Playground registration opened on May 1, 2012. Response has been positive. The four playground programs that will be running this summer include 3rd and Spruce, Pendora, Hillside, and 11th and Pike.

Final note: **CONGRATULATIONS** to **Heather Boyer** who has been selected as the Addictions Studies Outstanding Student for Reading Area Community College. Heather will be graduating with her Associates Degree on May 18, 2012.