



***Meeting Minutes
January 5th, 2012
Approved***

CALL TO ORDER: The meeting was called to order at 6:38 PM.

ROLL CALL:

Chairperson Lodge, Trustee Barrett, Trustee Cannon and Trustee Harris were present. Vice-Chairperson Koester was not present.

APPROVAL OF AGENDA

Motion to approve the agenda by Trustee Barrett, seconded by Trustee Cannon. Motion passed 4-0.

REVIEW AND APPROVAL OF MINUTES

December 15th, 2011

Motion to approve the minutes with one change by Trustee Cannon, seconded by Trustee Harris. Motion passed 4-0.

ANDY Remove coaches name from Travel Basketball on page 1.

FEASIBILITY STUDY- Pat Hoagland, Brandstetter Carroll

Photographs and ideas taken away from the tour of other facilities were shared.

PUBLIC COMMENTS

There were no public comments.

STAFF REPORT

Executive Director – Andy Wildman

- Thank you to everyone for their hard work on all projects past, present and future.
 - Ballpark league meeting went well.
 - Basketball is also going well. Good feedback from parents and officials.
- Program Director – Lesa Miller
- Clearing house for all of GRD email.
 - Programming- Working on entering information into RecTrac. Went to the first Adult Exercise Class of 2012 to explain and collect Household Forms, collect registration forms and fees.
 - Google calendar is a work in progress.
 - Will be updating all shelter reservation forms.



- Basketball – Spend a lot of time talking to officials, coordinating building use with Kevin Jarrett and opening/closing of buildings with Travis Blackstone.
Administrative Assistant – Janet Gordon
- Work on a daily basis on documentation of purchase orders, invoices, bill payment and payroll.
- Reconcile bank statements.
- RecTrac/UAN – working on how RecTrac and UAN will work together.
Marketing Specialist – Lara Benschotter
- Learning RecTrac.
- Updated Website programs
- PR email blast.
- Adding sections to the website for Forms and Grant Award information to be posted.
- Working with the Ballpark League, sponsorships for the clinics and developing a new Sponsorship Guide.
- Opening Day Ceremony for Ballpark League is beginning to be worked on for April 28th.

Program Assistant – Grant Willis

- Youth Sports Manual –Has been working on a GRD manual, it is being modeled after GHS manual.
- RecTrac – Activities have been added with all codes. Household forms are being entered as they come in with emails sent out after they are entered. Working on the credit cards and printing reports. Small issues are being worked out as they come about.

NEW BUSINESS

a. Organizational Activities

- Resolution 2012-01* Authorization for the fiscal officer to request advances from the County Auditor on Real Estate and Personal Property Tax Revenue in the year 2011. Motion to accept the Resolution 2012-01 by Trustee Cannon, seconded by Trustee Harris. Motion passes 4-0.
- Resolution 2012-02* Establish regular meeting dates, times and location. Motion to accept Resolution 2012-02 by Trustee Cannon, seconded by Trustee Harris. Motion passed 4-0.
- Resolution 2012-03* Establish purchasing agents. Trustee Lodge, Executive Director Wildman and Program Director Miller will be purchasing agents. Motion to accept Resolution 2012-03 by Trustee Cannon, seconded by Trustee Harris. Motion passed 4-0.

b. Performance Review Cycle –

ACTION- JUSTIN and KATE work on information for the next meeting.

OLD BUSINESS

a. Communication Policy



Motion to accept the Communication Policy by Trustee Barrett, seconded by Trustee Cannon. Motion passed 4-0.

- b. RecTrac – Pleased with the roll out. The financial point is lining up with the Credit Card report.
- c. Granville Foundation Grant – January 27th, 2012 is the deadline date. A wish list was provided in the packet. Signage for the parks and Concert on the Green were also suggested.

Agency Prioritization -

- 1- Feasibility Study (working draft)
- 2- Youth Sports
- 3- Website/Branding
- 4- Partnership Development / Communication w/ Partners
- 5- Policy/Procedures

Committee Reports

- a. Finance – no report
- b. Governance / Compliance – no report
- c. Marketing / Branding – no report
- d. Strategic Planning – no report
- e. Youth Sports – no report

Trustee Reports

- a. Chairperson Lodge – no report
- b. Vice-Chairperson Koester - no report
- c. Trustee Barrett - Golfland needs to be on the agenda again.
- d. Trustee Cannon – no report
- e. Trustee Harris – no report

ACTION – Add Golfland to the agenda

Executive Session – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Enter Executive Session – Roll Call

Chairperson Lodge, Trustee Barrett, and Trustee Harris were present. Vice-Chairperson Koester and Trustee Cannon were not present.

Exit Executive Session – Roll Call

Chairperson Lodge, Trustee Barrett, and Trustee Harris were present. Vice-Chairperson Koester and Trustee Cannon were not present.



CALANDER REMINDER

- 1/19/2011 – Regular Meeting – 6:30 p.m. at Village Hall
- 2/2/2012 – Regular Meeting – 6:30 p.m. at Village Hall
- 2/16/2012 – Regular Meeting – 6:30 p.m. at Village Hall
- 3/1/2012 – Regular Meeting – 6:30 p.m. at Village Hall

MEETING ADJOURNED

Adjourned at 9:25 p.m.