



**Meeting Minutes
October 20th, 2011
Approved**

CALL TO ORDER: The meeting was called to order at 6:30 PM.

ROLL CALL:

Chairperson Lodge, Vice-Chairperson Koester, and Trustee Barrett and Trustee Harris were present.

APPROVAL OF AGENDA

Motion to approve the agenda by Vice-Chairperson Koester, seconded by Trustee Harris. Motion passed 4-0.

REVIEW AND APPROVAL OF MINUTES

September 8th, 2011

Motion to approve the minutes with changes by Vice-Chairperson Koester, seconded by Trustee Barrett. Motion passed 4-0.

PUBLIC COMMENT

There were no public comments.

PARTNER CORRESPONDENCE

- a. Village of Granville – Matt McGowan – Not present.
- b. Granville Exempted Village Schools – Dr. Cornman – Not present.
- c. Granville Township – Paul Jenks – Not present.

STAFF REPORT

Executive Director – Andy Wildman

- The GRD has been invited to participate in the Kiwanis Holiday Hoops Tournament. Troy Butler is the event chairperson. A donation will be made to the GRD scholarship fund.
- The baseball committee is beginning to prepare for the 2012 season. A meeting has been scheduled to discuss integrating softball into the committee.
- Two representatives from the Lacrosse Committee, Lisa Crock and Kathleen Solon, met with the staff to strategize the integration of Lacrosse. Discussion topics included commissioner, coaches, budget, purchasing supplies, marketing, spirit wear and field space.
- We have had a substantial number of evening meetings over the past few weeks. While we love the opportunity to be out in the community, it creates a challenge of staying prepared for the meetings and keeping up with daily administrative responsibilities.

NEW BUSINESS

- Grant Application – Round Up Program.



The GRD has been awarded \$4,680 to purchase 4 sets of bleachers. Congratulations and thanks to those who assisted in writing the grant proposal.

- Brandstetter Carroll – payment \$5,000
The most recent installment of progress billing for the feasibility study is due. The invoice is for \$5,000, which requires board approval. The payments made to Brandstetter Carroll are as follows:

September	\$1,875.00
October	\$5,000.00

Motion to approve payment of \$5,000 to Brandstetter Carroll, by Vice-Chairperson Koester, seconded by Trustee Barrett. Motion passed 4-0.

- Communication Guidelines
The Marketing / Branding and Governance committees have been working on a communication policy to define staff and board responsibilities, standards for quality control, medium standards, and response time goals. Modifications to the policy moving forward include:

Texting with patrons is for one way communication only
Response time for e-mails and calls will be the close of the next business day.

Action: Andy – review and modify the policy, including the aforementioned amendments

- Performance Review Cycle
One of the items that came out of the organizational retreat was the need for a performance review cycle. Trustee Barret created and presented a Performance Review Cycle to Director Wildman. The document delineates when the organization's goals are set and evaluated. The word "chair" will replace the word "president" in the second box, first column.

Motion to approve the performance review cycle with changes by Vice-Chairperson Koester, seconded by Trustee Harris. Motion passed 4-0.

OLD BUSINESS

- Feasibility Study – The staff and board reviewed and discussed amendments to the project timeline. For that reason the project continues to be the organizations number one priority. Moving forward the project will be referred to as Community Center and Outdoor Aquatic Center Feasibility Study. The timeline for determining potential partners is now.

Action: Justin and Andy – Draft a communication for LMH

Action: Andy and Pat Hoagland – search for some examples for comparable collaborations

- RecTrac / Plug-n-Pay – The agreement to use Plug-n-Pay as a gateway is in place. We will be receiving information tomorrow to schedule a meeting with Vermont Systems to complete the training. We still need to finish a few medical questions and check the daily financial processing. The last step will be extensive testing, which will be



completed by the staff and board of trustees. We will be ready for the next wave of program registrations.

AGENCY PRIORITIZATION

- 1 - Feasibility Study
- 1 - Program Cost Analysis
- 2 - Youth Sports
- 2 - Website/ Branding
- 2 - Partnership Development/Communication w/Partners
- 3 - Policy & Procedures

COMMITTEE REPORTS

- a. Finance –Finance committee schedule for remainder of the year
 - November 3rd, 2011
 - October y-t-d
 - 2011 projections
 - 2011 vs 2010
 - November 17th, 2011
 - 2012 at a high level
 - Staffing
 - Insurance
 - RVP Build Out
 - Lacrosse, Running Club, New Programs...
 - December 1st, 2011
 - Submit proposed 2012 budget
 - Discuss and amend
 - December 15th, 2011
 - Make additional amendments to the proposed 2012 budget
 - Pass the 2012 budget
- 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 – Bridge conversations are still continuing. Korda is looking at some potential cost increases associated with the project. The bridge team continues to work to keep the project moving forward
- b. Vice-chairperson Koester – No Report
- c. Trustee Barrett – No report
- d. Trustee Harris – No report

CALANDER REMINDER

11/3/2011 – Regular Meeting – 6:30p.m. at Village Hall
11/17/2011- Regular Meeting - 6:30p.m. at Village Hall
12/1/2011 – Regular Meeting – 6:30 p.m. at Village Hall
12/15/2011 – Regular Meeting – 6:30 p.m. at Village Hall

MEETING ADJOURNED

Adjourned at 9:30 p.m.